

05

Part 5

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Occupational health and safety

The Occupational Health and Safety (Commonwealth Employment) Act 1991 and the *Safety, Rehabilitation and Compensation Act 1988* form the legislative basis of Treasury's Occupational Health and Safety (OH&S) and Rehabilitation policies.

Treasury's OH&S policy statement provides the framework for the general principles and agreed responsibilities of Treasury managers and staff to foster and maintain a safe and healthy working environment in accordance with the *Occupational Health and Safety Act (1991)*.

Treasury's OH&S Committee meets quarterly and comprises representatives from the policy groups, Corporate Services Division, the Workplace Relations Committee and the Community and Public Sector Union.

The OH&S Committee deals with occupational health and safety issues and policies, staff wellbeing, health and safety performance reporting, accommodation issues and accident and incident reports. The committee also considers reports from the Employee Assistance Program provider, Davidson Trahaire.

Davidson Trahaire provides confidential counselling on work-related and personal matters to all Treasury staff and their families. Quarterly reports allow Treasury to monitor use of the Employee Assistance Program and identify workplace issues that need addressing.

A Lifestyle Payment was negotiated as part of the conditions in the Treasury Certified Agreement 2002-2004. An annual payment of \$400 was offered to encourage and assist employees undertake activities that contribute to a healthy lifestyle. The payment reinforces Treasury's commitment to promoting the health and wellbeing of staff.

Health Month was successfully introduced to staff during 2002-03. This popular initiative was designed to raise awareness of health issues and assist staff in developing strategies to enhance personal wellbeing and work/life balance.

Approximately 395 staff attended information sessions covering a broad range of topics relating to diet, fitness and health management. Individual health assessments were also offered with 320 staff participating in the program.

Treasury facilitates a number of ongoing health activities throughout the year which include posture and flexibility, yoga, Tai Chi, pilates and aerobics classes. Corporate gym memberships also are offered to staff at reduced rates.

Workplace assessments are conducted regularly to prevent injuries in the workplace and enhance safety. Approximately 169 workplace assessments were provided in 2002-03.

Free eyesight tests for screen based equipment are also offered, with 44 staff seeking appointments in 2002-03. Staff are entitled to a fixed reimbursement for a portion of the cost for prescribed spectacles.

Flu vaccinations were offered again to staff in 2002-03. 257 staff had the injection this year, an increase of nearly 25 per cent on 2001-02 levels.

During 2002-03, Treasury received 26 accident and incident reports. This is significantly less than the 42 accident and incident reports received last year. Of the 26 accident and incident reports received, 10 resulted in compensation claims, two of which are yet to be determined. No notices were given under sections 29, 46 and 47 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. The major types of accidents and incidents that occurred throughout the year were falls, car accidents and sporting injuries. All reported accidents and incidents are thoroughly investigated and action is taken to ensure staff health and safety is not compromised.

Occupational Health and Safety — The Mint

In July 2002 the Royal Australian Mint was awarded for the eighth consecutive year, the National Safety Council of Australia (NSCA) 5 Star Award for its occupational health and safety management system. The management system demonstrated a continued commitment to OH&S. The Mint continues as the only organisation within the Australian Capital Territory to achieve this status, and is among only a few organisations in Australia to retain that status for eight consecutive years.

In October 2002, the Mint received an award for Best OH&S Strategies at the Australian Human Resources Awards 2002. At the Telstra/NSCA National Safety Awards, the Mint was further recognised for its efforts, receiving an award for Best OH&S Engineering Solution to an Identified Hazard. In November 2002, the Mint was presented with an Outstanding Achievement Award by the National Safety Council of Australia for excellence.

The Mint continues to have its efforts in OH&S recognised, being granted a further two-year self-audit period by the Safety, Rehabilitation and Compensation Commission. The Mint remains one of only four Australian Government organisations to be granted such status for three consecutive self-audit periods.

The Mint's OH&S Committee and OH&S representatives continue to convene two-monthly meetings to fulfil their respective legislative responsibilities.

The Mint continued its Health Surveillance Program and provided free flu vaccinations. A back care and work-conditioning program introduced in May 2002 was maintained and continues to reduce the incidence of musculo-skeletal dysfunction. This program emphasises how the body is used and, provides a practical means of assessing that use to reduce workplace injuries. Staff could access also a voluntary health screening program.

The Mint's Employee Assistance Program was contracted to Davidson Trahaire for support service to the Mint staff and their immediate family members.

All employees whose normal occupations exposed them to hazardous materials had blood and biochemistry (kidney and liver function) tests. All employees subjected to screening returned results well within acceptable limits, indicating a further decrease in the incidence of occupational over exposure. This is a result of continual improvements in work practices, machinery and equipment upgrading and staff training for the safe storage, use and handling of hazardous materials.

The Mint fulfilled all Comcare legislative requirements and guidelines for rehabilitation cases, with the Mint outsourcing rehabilitation case management to Access Occupational Therapy Services in accordance with Section 41A of the *Safety, Rehabilitation and Compensation Act (1988)*.

The Mint has continued throughout the year to comply with the provisions of the *Occupational Health and Safety (Commonwealth Employment) Act (1991)* and has not received directives or provisional improvement notices under any section of the Act.

Section 68 of the Act requires employers to notify and report certain incidents to Comcare. One incident was reported to Comcare. Confined Space Work areas were assessed and the register upgraded. Senior Level 2 first-aid officers working in confined spaces received formal training in advanced resuscitation. Employees in high-risk areas could attend training courses for hazard identification and risk management.

Workplace safety inspections were conducted on a monthly program to ensure compliance with the 2002-03 Continuous Improvement Action Plan. Pressure vessels within the Mint are regularly inspected and comply with the conditions necessary to maintain certification.

In accordance with Environment Act and National Pollution Inventory guidelines an environmental policy has been established to control the management and transfer of hazardous materials.

Freedom of information

Treasury handles Freedom of Information matters for Treasury, the Mint, the Foreign Investment Review Board, the Takeovers Panel and the Australian Office of Financial Management.

Under section 8 of the *Freedom of Information Act 1982*, Treasury must report on its activities. The Australian Competition Tribunal's statement then follows. The tribunal is a separate agency within the Treasury portfolio but does not publish an annual report.

Treasury — statement

Section 8 of the *Freedom of Information Act 1982* requires Treasury to publish detailed information about:

- how it is organised and what decision making powers it has;
- what arrangements it makes for public involvement in its work;
- what types of documents it holds; and
- how the public can obtain access to these documents.

The following information addresses these requirements.

Organisation of Treasury

Details of Treasury's organisational and top management structure are set out in Part 1, Figure 4 of this report. Treasury's functions and the decision-making powers exercised in carrying out those functions are described in the departmental overview and corporate governance sections of this report.

Details of the organisation and structure of the Foreign Investment Review Board and the Takeovers Panel are published separately in the annual reports of each of those bodies.

Treasury delegations

The Treasurer has delegated certain powers to officials under Acts of Parliament and agreements. These delegations stand in force until renewed, and are listed below.

- The Treasurer has the discretionary power to guarantee the borrowings of some Commonwealth statutory authorities, and in some cases, to delegate his guarantee powers to Treasury officers. The Treasurer has delegated his powers to guarantee the borrowings of Air Services Australia and Australian

National Railways to the General Manager, Commonwealth-State Relations Division; Manager, Intergovernmental Relations Unit and Manager, State Finances and Reporting Unit.

- Under section 21 of the A New Tax System (*Commonwealth-State Financial Arrangements*) Act 1999, the Treasurer has delegated the power to make payments to the States under sections 18 and 19 of the Act to the Executive Director, Fiscal and Corporate; General Manager, Commonwealth-State Relations Division; and General Manager, Budget Policy Division.
- Under section 64 of the *Special Broadcasting Service Act 1991*, the Treasurer has delegated the powers under section 60 and 61 of that Act to the General Manager, Commonwealth-State Relations Division.
- The Treasurer has delegated certain powers, under the *Disposal of Forfeited Articles Direction 1999*, to the Controller, Royal Australian Mint; and the Senior Manager, Currency Operations, Reserve Bank of Australia, pursuant to the definition of ‘an authorised person’ in subsection 3(1) of the *Crimes (Currency) Act 1981*.
- The Treasurer has delegated certain powers under the *Crimes (Currency) Authorisation 1999* to the General Manager, Financial System Division; the Controller, Royal Australian Mint; and the Senior Manager, Currency Operations, Reserve Bank of Australia, pursuant to the definition of ‘an authorised person’ in subsection 3(1) of the *Crimes (Currency) Act 1981*.
- The Treasurer has delegated the power under the *Currency Delegation 1999* to determine the issue price of coins of certain denominations under subsection 14A(2) of the *Currency Act 1965* to the Executive Director, Markets Group, and the General Manager, Financial System Division.
- The authority to approve a range of essentially administrative matters provided for under the Gold Corporation Agreement between the Commonwealth and Goldcorp Australia relating to gold, platinum and silver coins is delegated to the Executive Director, Markets Group and the General Manager, Financial System Division.
- The Treasurer has authorised the General Manager and the Managers of the Foreign Investment Policy Division, to act on his behalf to approve and conditionally approve various proposals and in specific circumstances, to make an order under subsections 22(1) or 21A(2) of the *Foreign Acquisitions and Takeovers Act 1975*.
- The Treasurer has delegated to Treasury the authority to vote on routine matters arising from the Treasurer’s Governorship of the International

Monetary Fund the World Bank Group, the Asian Development Bank and the European Bank for Reconstruction and Development.

- The Treasurer holds certain delegated powers under the Constitution and the *Financial Management and Accountability Act 1997* in relation to departmental financial management. These powers are delegated to nominated departmental officers.
- The powers under subsections 147(2) and 601DC(2) of the Corporations Act to consent to a name being available to a body corporate have been delegated to the General Manager, Corporations and Financial Services Division.
- The Assistant Treasurer, on behalf of the Treasurer, has delegated to a departmental officer the authorisation under section 35(1) of the *Archives Act 1983* to arrange to exempt records from the open access period.
- The Minister for Finance and Administration has delegated to the Treasurer, the Secretary of the Treasury and other departmental officers the authorisation under section 56(2) of the *Archives Act 1983* to approve access to records not in the open access period.

Arrangements for outside participation

People or organisations outside the Australian Government administration may participate in forming policy or administering enactments and schemes for which Treasury is responsible by writing to Treasury portfolio ministers, the Secretary to the Treasury, or agencies in the Treasury portfolio.

Additionally, the following arrangements allow bodies outside the Australian Government administration to participate in forming policy and administering enactments or schemes.

Board of Taxation

The Board of Taxation is a non-statutory advisory body established by the Treasurer in August 2000 to advise on the design and operation of Australia's tax laws, ensuring full and effective community consultation in designing and implementing tax legislation.

The board comprises ten members; seven are drawn from the business and community sectors, including the chair. These members are appointed on a part-time basis and with a view to their ability personally to contribute a broad range of relevant business, practitioner and broader community knowledge and experience to the development of the tax system. The appointments are for two years and members may be reappointed. The Secretary to the Treasury,

the Commissioner of Taxation and the First Parliamentary Counsel serve as *ex officio* members.

The board provides advice to the Treasurer on:

- the quality and effectiveness of tax legislation and processes for its development, including the processes of community consultation and other aspects of tax design;
- improvements to the general integrity and functioning of the tax system;
- research and other studies it commissions on topics approved or referred by the Treasurer;
- other tax matters referred to it by the Treasurer.

The Treasury provides the board with secretariat support.

Business Regulation Advisory Group

The Business Regulation Advisory Group is a non-statutory consultative body of nine part-time members, appointed from the Australian business community and legal and accounting professions. These members provide advice on initiatives under the Government's Corporate Law Economic Reform Program.

The Corporate Law Economic Reform Program refocuses and improves laws governing Australian corporations and the financial markets to promote business and economic development. The Business Regulation Advisory Group provides an ongoing means of direct consultation with the business community on program position papers and draft legislation.

Commonwealth Consumer Affairs Advisory Council

The Commonwealth Consumer Affairs Advisory Council is a non-statutory body established by the Minister for Financial Services and Regulation in May 1999 and reappointed by the Parliamentary Secretary to the Treasurer in February 2002 to provide independent advice on current and emerging consumer issues.

The Commonwealth Consumer Affairs Advisory Council comprises eight members, including the chair. Members present a range of consumer perspectives and all serve as individuals rather than as representatives of organisations or interest groups.

The Commonwealth Consumer Affairs Advisory Council meets regularly to investigate, advise and report to the Minister on consumer issues the Minister refers to them.

Corporations and Markets Advisory Committee

The Corporations and Markets Advisory Committee was established under Part 9 of the *Australian Securities and Investments Commission Act 1989* (the ASIC Act). It was formed in September 1989. Before 11 March 2002, the Advisory Committee was known as the Companies and Securities Advisory Committee. It continues under section 261 of the *Australian Securities and Investments Commission Act 2001* (the ASIC Act).

The Corporations and Markets Advisory Committee is a body corporate, comprising part-time members appointed by the Treasurer. Members are selected from throughout Australia on the basis of their knowledge of, or experience in, business, the administration of companies, the financial markets, law, economics or accounting. The Chairman of the Australian Securities and Investments Commission is an ex-officio member of the Advisory Committee by the operation of section 147 of the ASIC Act.

The committee on its own initiative or when requested by the Minister, advises and recommends to the Minister on such matters connected with:

- a proposal to make or amend corporations legislation, (other than the excluded provisions);
- the operation or administration of the corporations legislation (other than the excluded provisions);
- law reform on corporations legislation (other than the excluded provisions);
- companies or a segment of the financial products and financial services industry;
- a proposal to improve the efficiency of financial markets.

In fulfilling these functions, the committee seeks to stimulate and lead public debate to enhance the standards for corporations and participants in financial markets, and propose suitable regulatory reform when necessary.

The committee is assisted by its legal subcommittee.

Electronic Commerce Expert Group

The Electronic Commerce Expert Group is a non-statutory body, re-appointed by the Parliamentary Secretary to the Treasurer, Senator the Hon Ian Campbell in December 2002.

The group advises the Parliamentary Secretary on consumer issues in e-commerce. It comprises twelve members which represent both industry and

consumer interests. The group leads the development and promotion of the Building Consumer Sovereignty in Electronic Commerce: A Best Practice Model for Business and dispute resolution in e-commerce.

Treasury provides secretariat support to the Expert Group.

Financial Sector Advisory Council and Task Force

The Financial Sector Advisory Council is a non-statutory body established in April 1998 by the Treasurer as part of the Government's response to the Financial System Inquiry. The council brings together a broad range of financial sector experts to provide advice to the Government on policies to facilitate the growth of a strong and competitive financial system. The Treasurer appoints members to the council in their personal capacity for two years, subject to their continued involvement in the relevant area of the financial sector.

The council can act on its own motion or as a government reference. Submissions made to the Financial Sector Advisory Council and its recommendations to Treasury ministers are confidential.

Treasury provides secretariat support to the council.

Foreign Investment Review Board

The Foreign Investment Review Board is a non-statutory body that advises the Government on foreign investment policy and its administration. The board comprises four members; three, including the chair, are drawn from the business and community sectors. These members are appointed on a part-time basis. The General Manager of the Foreign Investment Policy Division also serves on the board as an executive member.

The board:

- examines proposals by foreign interests for acquisitions of new investment projects in Australia and, against the background of the Government's foreign investment policy, makes recommendations to the Treasurer on those proposals;
- advises the Government on foreign investment matters generally;
- fosters an awareness and understanding, both in Australia and abroad, of the Government's foreign investment policy;
- provides guidance, where necessary, to foreign investors so that their proposals conform with the policy; and
- monitors and ensures compliance with foreign investment policy.

The board's functions are advisory only. Responsibility for the Government's foreign investment policy and for making decisions on proposals rests with the Treasurer.

Financial Services Reform Implementation Consultative Committee

The Financial Services Reform Implementation Consultative Committee assists in developing regulations for the *Financial Services Reform Act 2001*, which introduces a harmonised licensing, disclosure and conduct framework for the financial services industry. The committee includes participants from 40 key interest groups representing the financial services industry and consumers.

Consultation arrangements regarding economic conditions

Treasury officers conduct regular private discussions with companies and organisations to monitor, analyse and report on economic conditions and prospects. They provide regular briefings and analysis of liaison findings to the Treasurer.

Categories of documents held by the Treasury

Treasury holds the following categories of documents and files: correspondence, analysis and policy advice by Treasury officers, comments on cabinet submissions and drafts of these and other documents. Treasury puts an indexed list of its policy file titles at www.treasury.gov.au every six months.

Representations to Treasury portfolio ministers

Treasury holds representations made to Treasury ministers on matters falling within their portfolio responsibilities, including:

- borrowing money on the public credit of the Australian Government
- business law and practice
- census and statistics
- Commonwealth-State financial relations
- consumer affairs
- corporate and securities law
- corporate insolvency
- currency and legal tender
- economic, fiscal and monetary policy
- excise
- financial sector policy
- foreign exchange
- foreign investment in Australia
- international economic conditions

- prices surveillance
- structural reform
- superannuation
- taxation
- valuation services.

Working files

Treasury holds files dealing with policy and administration in areas falling within the responsibilities of the Treasury portfolio detailed above. The documents on these files include correspondence, analysis and policy advice by Treasury officers, comments on cabinet submissions and drafts of these and other documents.

Documents on internal departmental administration

Treasury documents relating to staff and departmental organisation and operation include personal records, organisation and staffing records, financial and expenditure records, and internal operations such as office procedures and instructions.

Program documents

Treasury holds documents relating to grants that it provides to other levels of government and to certain organisations under the programs it administers.

Documents open to public access

A detailed listing of Treasury documents published during the year and available on request — publications, papers, plans and annual reports — is available at www.treasury.gov.au.

Facilities for access to documents

If a member of the public requests a document and Treasury approves access, Treasury will provide copies of documents after the applicant pays any charges.

Alternatively, applicants may arrange to inspect documents at the Treasury, Langton Crescent, Parkes, ACT between 9.00 am and 5.00 pm, Monday to Friday (except public and public service holidays).

Freedom of information applications and initial contact points

Corporate Services Division coordinates requests under the *Freedom of Information Act 1982*. Applicants seeking access under the Act to Treasury documents should apply in writing to:

The Secretary
Department of the Treasury
Langton Crescent
PARKES ACT 2600
Attention: Freedom of Information Coordinator

An application fee of \$30 or a written request, pursuant to subsection 30A(1) of the Act, that the application fee be waived should accompany requests. Telephone inquiries should be directed to the Freedom of Information Coordinator, telephone (02) 6263 3015, between 9.00 am and 5.00 pm Monday to Friday (except public or public service holidays).

Officers of the senior executive service in Treasury can grant or refuse requests for access to documents under section 23 of the *Freedom of Information Act 1982*. In accordance with section 54 of the Act, an applicant may, within 30 days of receiving notification of a decision under the Act, apply to the Secretary to the Treasury, seeking an internal review of a decision to refuse a request. The prescribed fee of \$40 should accompany the application. A Treasury officer who has been authorised under section 23 to make decisions on internal review (usually an Executive Director) will conduct an independent review.

Freedom of information activity

In 2002-03, Treasury received 23 requests for access to documents under the *Freedom of Information Act 1982*, compared with 16 requests last year. Further details are set out in Table 21.

Table 21: Freedom of Information statistics 2002-03

Description	Number
Requests received^(a)	
On hand at 1 July 2002	5
Received	23
Break down across Treasury	
Treasurer	1
Executive	0
Fiscal Group	2
Revenue Group	6
Economic Group	0
Markets Group	13
Corporate Services Division	1
Action on requests	
Access in full	4
Access in part	8
Access refused or no documents located	10
Transferred in whole ^(b)	0
Withdrawn/Lapsed	3
Current as at 30 June 2003	3
Internal review	
Applications	4
Review by Administrative Appeals Tribunal^(c)	
Outstanding at 1 July 2002	0
New applications	2
Withdrawn	1
Fees and charges	
Total application fees collected	\$670
Total charges collected	\$10,038
Total application fees and charges collected	\$10,708

(a) A request does not include an internal review or an appeal to the Administrative Appeals Tribunal.

(b) Section 16 of the Freedom of Information Act provides that, as far as possible, the most appropriate agency will deal with a Freedom of Information request, regardless of which agency receives it.

(c) Details are provided in Part 3, Internal and external scrutiny section of this report.

Australian Competition Tribunal statement

The tribunal is an agency within the Treasury portfolio and its section 8 statement follows as it does not publish an annual report.

Establishment

The tribunal was established under the *Trade Practices Act 1965* and continues under the *Trade Practices Act 1974*.

Organisation

The tribunal consists of a president and such number of deputy presidents and other members the Governor-General appoints. A presidential member must be a federal court judge. Other members must have knowledge of, or experience in industry, commerce, economics, law or public administration. For the purposes of hearing and determining proceedings, the tribunal is constituted by a presidential member and two non-presidential members. Currently, all presidential members are judges of the Federal Court of Australia.

The tribunal has no staff or physical resources of its own. The Federal Court of Australia manages the tribunal's funds and provides registry services and administrative support. The registry receives documents, arranges tribunal sittings and does general administration.

Functions and powers

The tribunal is a review body that re-hears or reconsiders matters. It may perform all the functions and exercise all the powers of the original decision-maker and affirm, set aside or vary the original decision.

The tribunal hears applications for review of determinations of the Australian Competition and Consumer Commission granting or revoking authorisations that permit conduct and arrangements (including company mergers and acquisitions) that otherwise would be prohibited under the Trade Practices Act because of their anti-competitive effect.

The Act establishes a legislative regime to facilitate third party access to the services of certain essential facilities of national significance, such as electricity grids or natural gas pipelines.

The tribunal also hears applications for review of determinations of the Australian Competition and Consumer Commission on exclusive dealing. The tribunal also can inquire into and report to the minister on whether a non-conference ocean carrier has a substantial degree of market power on a trade route.

Arrangements for outside participation

Tribunal review proceedings, except under special circumstances, are public.

When a new review application is made to the tribunal, the tribunal ascertains who made submissions to, or registered their interest with the Australian Competition and Consumer Commission or the National Competition Council on the decision. The tribunal directs the applicant to serve the application on each interested party. At the same time, these parties are advised when the application will first come before the tribunal, and their entitlement to seek leave to intervene in the proceedings.

The tribunal may permit a person to intervene in the proceedings before it. Participants may appear on their own behalf or represent a firm or association, subject to the tribunal's approval, or, be represented by a barrister or solicitor.

Categories of documents the tribunal holds

The tribunal maintains the following categories of documents:

- documents lodged with the registrar on particular proceedings, including applications, notices of appearance, statements of facts and contentions, and witness statements;
- correspondence concerning particular tribunal proceedings;
- tribunal decisions and reasoning;
- reports on tribunal inquiries into shipping matters;
- register of applications made to the tribunal;
- documents concerning administrative and financial aspects of the tribunal's operations;
- general correspondence.

The public may inspect the following categories of documents free of charge:

- documents lodged with the registrar in respect of particular proceedings (except where the Act or the tribunal restricts public access on the ground of confidentiality);
- tribunal decisions and reasoning;
- reports on tribunal inquiries into shipping matters;
- register of applications made to the tribunal.

The public can obtain copies of the above four categories of documents after paying the fees set out in the Trade Practices Regulations.

Facilities for access to documents

Facilities are provided to access documents from 9.00 am to 4.00 pm, Monday to Friday (except public and public service holidays).

If an applicant does not live in Sydney, alternative arrangements could reduce the inconvenience to the applicant.

Freedom of information applications and initial contact points

General inquiries relating to freedom of information should be directed to:

Registrar
Australian Competition Tribunal
Level 16
Law Courts Building
Queens Square
SYDNEY NSW 2000

Telephone: (02) 9230 8567
Facsimile: (02) 9230 8535
DX: 613 — Sydney

The Registrar of the Tribunal, as principal officer, can deny access to a document under the *Freedom of Information Act 1982*.

Freedom of information activity

The tribunal did not receive any requests for access to documents under the *Freedom of Information Act 1982* in 2002-03.

Advertising and market research

The following table sets out amounts paid by Treasury and the Mint on advertising and market research in 2002-03.

Table 22: 2002-03 expenditure for advertising and market research

Vendor	Purpose	Cost (\$)
Treasury		
First Charlton Communications Pty Ltd	Produce and place television commercial on CNBC USA for Axiss Australia	200,420
HMA Blaze Pty Ltd	Advertise Treasury recruitment	115,983
Starcom Worldwide (Australia) Pty Ltd	Advertise Treasury recruitment	177,467
Starcom Worldwide (Australia) Pty Ltd	Comment on the consultation paper for the Review of International Taxation Arrangements	8,982
Total Treasury		502,852
Royal Australian Mint		
AAP Australia Association Press	Advertise numismatic products	2,873
Australia Post Philat. Melbourne	Advertise numismatic products	20,738
Canberra FM Radio Pty Ltd	Advertise numismatic products and tourist gallery	6,505
Canberra Times	Advertise numismatic products and tourist gallery	16,906
Federal Capital Press of Australia	Advertise numismatic products and tourist gallery	4,242
FPC Magazines	Advertise numismatic products and tourist gallery	3,894
HMA Blaze Pty Ltd	Advertise recruitment, tender notices and non-campaign material	17,105
Krause Publications	Advertise numismatic products	1,868
Radio Canberra Pty Ltd	Advertise numismatic products and tourist gallery	8,467
Starcom Worldwide (Australia) Pty Ltd	Advertise recruitment, tender notices and non-campaign material	21,537
The Canberra Informer	Advertise numismatic products and tourist gallery	1,892
TW Media Pty Ltd	Advertise numismatic products and tourist gallery	4,072
Total Royal Australian Mint		110,099
Total		612,951

Ecologically sustainable development

Treasury participates in various government forums on environmental matters and actively pursues measures to minimise waste and conserve energy.

Treasury exchanges ideas and information on property, building and environmental management through its membership of property and building industry groups including the Australian Property Institute and the Facilities Management Association of Australia. Treasury adopts a range of best practice initiatives to meet or improve on targets relating to government policy on environmental issues.

Energy management

Treasury has reduced its overall energy consumption, in line with Australian Government energy consumption targets.

The building is controlled by a building management system that provides energy management and reporting facilities. Treasury's tenancy is metered separately, allowing monitoring, profiling and diagnosis of energy consumption.

Incoming electricity supplies have power analysers to provide an instant reading of kilowatt consumption, load, power factor correction, kVA and line voltage.

Timer switches control all general lighting in the building. Lights operate during normal working hours although manually operated pass switches turn on lights in specific areas for up to two hours, after normal business hours. High performance light fittings are 35 per cent more efficient than standard fittings with low ballasts.

Environmental management system

Treasury's Environmental Management System was implemented in December 2002 and complies with International Standard ISO 14001. The system meets the Government's overall objective to reduce the impact of government operations on the environment and Treasury's Occupational Health and Safety requirements. Development of the system was a requirement of the 2002-03 Treasury Certified Agreement.

Paper and cardboard recycling

Treasury recycles paper and cardboard products. A local recycling firm collects desktop and workplace containers of paper and cardboard products. Classified waste paper is pulped and paper hand towels are recycled. Staff kitchen facilities use a recycle bin system that simplifies the separation of recyclable items that

previously went to landfill. This reduces the amount of waste sent to landfill by over 30 per cent.

Treasury's target is to reduce its waste to landfill by 90 per cent.

Compost recycling

All of Treasury's staff kitchens have sealed compost waste containers. This service enables compost waste to be recycled organically. In 2002-03 Treasury recycled over 1600 kilograms of compost, 20 per cent more than in the previous year.

Procurement practices

Treasury purchases goods and services in accordance with environmental procurement policy as set out in the Commonwealth Procurement Guidelines. This ensures that goods and services are:

- environmentally sound in manufacture;
- reusable or recyclable;
- designed and made for reliability and long life;
- environmental best practice in energy efficiency and or energy consumption.

Paper made from 80 per cent recycled fibre is used in the reproduction areas. Treasury actively encourages all areas to purchase and use recycled paper and stationery products.

Treasury participates in the Cartridges 4 Planet Ark program. Treasury purchases toner cartridges that can be recycled; old cartridges are delivered to a recycling outlet. Cartridges that cannot be reused are broken down and recycled so they can be made into new products. This guarantees that cartridges do not end up at landfill.

Water usage

Treasury has installed tempered water supply thermostats on showers to reduce water usage.

Environment report — The Mint

Energy management

The Mint continued with its good energy management practice, significantly reducing energy consumption. Natural gas consumption was down by 4.8 per cent while electricity consumption was down by 16.3 per cent compared

to last year. The energy consumption during the year was the lowest since the Mint started its energy management program in 1992.

Environmental management system

An environmental management system was developed by the Mint and implemented to comply with the requirements of the International Standard ISO 14001. The incorporation of the Environment Management System within the control of the Quality Management System avoided duplication of work and ensured better use of resources.

Water usage

In March 2003, Mint signed a Voluntary Agreement with ACTEW to reduce its water consumption by 15 per cent. It actually more than halved consumption, achieving another record since the water management program started in 1992.

Discretionary grants

During 2002-03, Treasury administered the following discretionary grants:

- PhD Conference in Economics and Business: Contribution of \$1,100 (made jointly with the University of Western Australia). The grant aims to increase Treasury's profile and assist in developing networks between postgraduate students and academics. The grant was provided to the Australian National University;
- The Australian National University's Bachelor of Economics Prize in Macroeconomics III, is sponsored by Treasury. The contribution towards the prize in 2002-03 was \$282.