

Appendices, Access, Index

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Appendix 1

Engagement of Consultants

Consultants equal to or more than \$30,000

Category and name	Cost	Purpose
AMR Interactive	45,500	Client outcomes satisfaction survey
Dangar Research Group Pty Ltd	125,460	NSW business campaign research
Group GSA Pty Ltd	98,092	Architectural services for design fitout for Department's MLC Centre premises
Professor Jonathan West	65,598	Development of an innovation strategy
Jones Lang Lasalle (NSW) Pty Ltd	30,000	Report on the commercial and industrial leasing sectors in NSW
Medland Mitropoulos Pty Ltd	62,800	Design services for Department's MLC Centre fitout
NSW Department of Commerce	39,198	Implementation of Retail Tenancy Bonds Scheme
Uniqueworld Pty Ltd	34,500	Develop scope of Department's website
Total over \$30,000	501,148	

Consultants less than \$30,000

During the year, 37 other consultancies costing less than \$30,000 each were engaged in the following areas:

Category	Cost
Legal	18,476
Management Services	259,300
Organisational Review	45,313
Total under \$30,000	323,089
Total consultancies	824,237

Appendix 2

Consumer response

All requests made to the Department for information or assistance are met directly and promptly or referred to the most appropriate officer as required. The Department's stakeholders and the community have a number of avenues through which they can offer feedback regarding the level of consumer response and customer service including contacting the Department's principal office or regional offices or by providing comments in writing or by email.

The Department received one complaint relating to an information referral during 2005-2006. The complaint was fully examined, and while no wrongdoing was found, the Audit and Review Committee instituted improved referral procedures and updated the disclosures on emails as a result.

The Department's annual client survey was conducted in October 2005, with a sample of 762 clients who had received significant assistance during the previous year. A high level of satisfaction (85 per cent) with the Department's services was reported in the survey.

The Department remains committed to providing courteous and prompt assistance to its clients and the public in general.

Appendix 3

Controlled entities

The Department administers, but does not control, three entities as prescribed under Section 45A (1A) of the *Public Finance and Audit Act 1983*.

Ministerial Corporation for Industry

The Ministerial Corporation for Industry was established under the *State Development and Industries Assistance Act 1966 No 10*.

The Corporation's functions are to promote, encourage and stimulate the:

- establishment, expansion or development of industries
- carrying out, by business undertakings and prescribed institutions, of projects that are likely to assist the establishment, expansion or development of industries.

The Corporation acts as a vehicle for providing financial assistance to investors on a case-by-case basis following rigorous analysis of the projected impact on the NSW economy if a project were to proceed, including in relation to new technologies and skills. The financial statements for the Corporation are included in this report.

Small Business Development Corporation of New South Wales

The Small Business Development Corporation was established in 1984.

The Corporation's primary objectives are to:

- investigate matters relating to the small business sector of the economy as the Minister may refer to the Corporation
- exercise functions relating to the development of the small business sector of the economy as the Minister may confer
- investigate any other matters relating to the small business sector of the economy
- conduct enquiries into issues affecting small business.

Further details of the Corporation's activities for the year are described in the Small Business Development Division's section within this report. The financial statements for the Corporation are also included in the Financial Statements section.

NSW Innovation Council

Innovation is recognised as one of the key drivers of growth in jobs, investment and exports. Accordingly, the NSW Innovation Council, established by an Act of Parliament in December 1996, advises the Minister on programs and policies to raise the level of innovative activity in the NSW public and private sectors.

Appendix 4

Credit Card Use Certification

In accordance with the Treasurer's Direction 205.01, it is certified that credit card usage by all the Department's officers during 2005-2006 was in accordance with the appropriate Government policy, Premier's Memoranda and Treasurer's Direction.

The Corporation's membership for 2005-2006 comprised:

Ms Lynn Scott (Chair)	Managing Director, Creative By Design
Mr Robert Cowan	Managing Director, Cowan Manufacturing Pty Ltd
Mr Alan Eldridge	Managing Director, Eldridge and Co
Mr Loftus Harris	Director General, Department of State and Regional Development
Ms Lexie Hurford	Assistant General Manager, Hurford Group of Companies
Ms Beata Kade	Managing Director, Art of Multimedia Pty Ltd
Mr John Lightfoot	Managing Director, Lightfoot and Associates Pty Ltd
Ms Margaret Lomas	Director, Destiny Financial Solutions Pty Ltd
Ms Maree Lowe	Director, ASI Solutions
Ms Karen Howard	Managing Director, Nineways Business Centre
Mr Andrew Terry	Head of the School of Business Law and Taxation, University of NSW
Mr Mark Fawcett (part-year)	Managing Director, Herd Bars and Bodies Pty Ltd

Note: Mr Robert Cowan resigned from the Corporation in June 2006.

Appendix 5

Disability Action Plan

During 2005-2006, three Disability Action Plans operated within the Department, as the transfer of Tourism NSW and the Office for Science and Medical Research (OSMR) did not occur until March 2006.

Each of the plans identifies gaps in access and/or barriers to offices and services for people with disabilities. The plans provide open communication channels for feedback from all stakeholder groups and provide for the implementation of appropriate strategies to ensure equal access to all services for people with disabilities.

Action	Strategies	Outcomes
Disability Action Plan	<p>State and Regional Development (SRD) The Department's Disability Action Plan 2004-2007 continued to build on successes from previous years by integrating the principles and actions in the plan as part of ongoing business planning.</p> <p>Office for Science and Medical Research Disability Action Plan was developed and implemented.</p> <p>Tourism NSW Continued integration of principles and actions in the Disability Action Plan as part of ongoing business planning.</p>	The plan was approved and submitted to the Human Rights and Equal Opportunity Commission in September 2005.
Physical Access	<p>SRD The Department relocated to new premises and an access audit of the premises was completed. Changes to premises made as required to meet public and employee needs.</p> <p>OSMR Access audit of OSMR premises at 201 Elizabeth Street completed. Negotiations undertaken with building management and budget developed to address high cost changes that may be required. Changes to premises made as required to meet public and employee needs. Ensure conferences funded by OSMR are held in locations with access for people with disabilities.</p>	<p>The refurbishments completed and new premises provide access for people with disabilities.</p> <p>Induction loop installed in conference / meeting facilities for people with hearing impairment.</p> <p>Changes not completed, as OSMR will relocate to DSRD offices at MLC Centre during 2006-2007.</p> <p>OSMR funding guidelines updated to include this requirement.</p>

Appendix 5 (cont'd)

Action	Strategies	Outcomes
Promoting Positive Community Attitudes	<p>SRD Profiling people with disabilities who are in business included in departmental publications.</p>	Articles included in Departmental publications.
Employment and Training of Staff	<p>SRD Disability awareness training for staff, including the Department's obligations to provide access to all services and programs. Training programs for recruitment panel members to ensure staff awareness of merit based selection.</p> <p>OSMR Survey OSMR staff to obtain baseline data on disability awareness. Develop strategies to address gaps in awareness arising from survey, including disability awareness training sessions conducted.</p>	<p>Training programs for all new staff of the Department were implemented.</p> <p>Recruitment activities and training reflect merit based principles.</p> <p>Survey to be completed and outcomes reported to all staff in October 2006.</p> <p>Recommendations and strategies are developed and implemented.</p>
Information About Services	<p>SRD Development of Departmental policies, procedures and publications to incorporate the needs of staff with a disability.</p> <p>OSMR Monitor process and format of information about OSMR services, with reference to guidelines, to identify access gaps or barriers in provision of information for people with disabilities.</p>	<p>Policies, procedures and publications monitored and revised as necessary.</p> <p>All public information is appropriate and accessible to people with disabilities.</p>
Maintain and Promote the 'Making Connections' Website	<p>OSMR The Making Connections website was developed following the success of the 2003 Premier's Forum on Spinal Cord Injury and Conditions. OSMR is committed to maintaining and promoting the website as a valuable resource for all stakeholders.</p>	A comprehensive information resource for people with spinal cord injury, their families, carers, and spinal cord injury researchers and healthcare professionals.
Raising Awareness	<p>OSMR Supported Spinal Cord and Related Neurological Injury Awareness Week (13–20 November 2005).</p> <p>OSMR sponsored International Day of People with a Disability (3 December 2005).</p>	<p>Raised the profile of spinal cord injury in NSW, including the promotion of injury prevention strategies for young people.</p> <p>Greater recognition of the strengths and abilities of people with a disability to promote greater social acceptance and participation.</p>

Appendix 6

Equal Employment Opportunity

The Department is committed to implementing policies and practices, which meet legislative requirements in terms of Equal Employment Opportunity (EEO).

Significant Equal Employment Opportunity (EEO) outcomes for the year included:

State and Regional Development (SRD)

- development of an on-line EEO Survey which was made available to all staff to complete on a voluntary basis
- incorporation of an EEO and Anti-Discrimination session conducted by the Anti-Discrimination Board into the Department's Management Development Program incorporated an EEO
- promotion of the Department as an EEO employer, through advertising and promotional material
- identification of the needs of staff with carer responsibilities, including flexible work options, access to appropriate facilities, subscription to an advisory/referral service and employer sponsored child care
- provision of training for Aboriginal cultural respect and communication made available to all Departmental staff

- submission of an application for funding under the 2006-2007 *Elsa Dixon Aboriginal Employment Program* for an ATSI identified position on the Department's *Graduate Program*
- enhancement of processes that support diversity and equity in the composition of selection panels and the conduct of interviews
- provision of assistance to divisions/ staff through the *Personal Development Plans (PDP)* to identify employee training and career development needs.

Office for Science and Medical Research

- implementation of an EEO management plan during 2005-2006. The plan ensures that all staff have equal opportunities for career development, training and promotion
- promotion of flexible work practices and systems to ensure that working from home and other family-friendly practices are encouraged where appropriate.

Tourism NSW

- provision of an opportunity for female staff to attend the *Springboard Program*. An enthusiastic response was received from women occupying positions up to Clerk Grade 5/6 who recommended the program as a learning and development priority
- maintenance of a range of work and family initiatives, including an onsite Carer's Room and Childcare and Eldercare information kits

- the *Development Achievement Program* provided opportunities for managers to integrate EEO accountabilities with performance planning and evaluation processes and to identify individual training and career development needs.

Women's Action Plan

- there has continued to be an increase in the number of women employed by the Department, particularly at higher grades
- the Department's Spokeswomen Program, WISE, continued to run information sessions and programs for female.

Trends in the representation and distribution of EEO groups are shown in the following tables. The figures incorporate Tourism NSW, the Major Events Unit and the Office for Science and Medical Research.

A. Trends in the Representation of EEO Target Groups

EEO Target Group	% of Total Staff				
	Benchmark or Target	2003	2004	2005	2006
Women	50	48	49	52	63
Aboriginal people and Torres Strait Islanders	2	1	1	1.9	1.2
People whose first language is not English	19	15	16	18	16
People with a disability	12	6	5	5	5
People with a disability requiring work-related adjustment	7	1	1.1	0.5	1.1

Appendix 6 (cont'd)

B. Trends in the Distribution of EEO Groups

EEO Target Group	Distribution Index				
	Benchmark or Target	2003	2004	2005	2006
Women	100	83	86	87	84
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language is not English	100	96	96	96	92
People with a disability	100	n/a	n/a	n/a	101
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a

Notes

- staff numbers are as at 30 June 2006
- excludes casual staff
- a Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by the Office of the Director of Equal Opportunity in Public Employment (ODEOPE)
- the Distribution Index is not calculated when EEO group or non-EEO group numbers are less than 20.

Planned Activities for 2006-2007:

- develop an *Equity and Diversity Plan* which incorporates the EEO Management Plan, Ethnic Affairs Priority Statement, Disability Action Plan and Aboriginal Employment Strategy
- implement *Making it Our Business* strategies to improve recruitment, development and retention of Aboriginal people
- pilot *Respectful Workplace* training which combines appropriate workplace behaviour and diversity awareness training. This will coincide with revision and implementation of the Code of Conduct
- conduct an online staff survey to ensure currency of EEO data.

Appendix 7

Ethnic Affairs Priority Statement

The Department and its three formerly separate constituent agencies undertook initiatives in program and staffing areas to support its Ethnic Affairs Policy.

As the State's business development agency, one program it is responsible for is New South Wales' role in business and skilled migration to Sydney and regional New South Wales.

Business migration

Most business migrants to Australia require sponsorship from a State or Territory Government. Most business migrants initially enter New South Wales on a Provisional (Temporary Residence) visa for two to four years before applying for a visa as a Permanent Resident.

In 2005-2006, New South Wales received 431 applications for NSW State sponsorship and issued 324 sponsorships in support of visa applications to the Commonwealth. Seventy four applications for sponsorship were declined and 126 were pending as at 30 June 2006.

The Department of Immigration and Multicultural Affairs (DIMA) approved visas for 150 applicants sponsored by New South Wales and declined 20 applicants. The approved business migrants are expected to bring \$42 million in business fixed capital investment, create 623 new jobs and generate \$346 million in exports over five years.

Regional migration

New South Wales sponsors skilled migrants with skills in demand in regional New South Wales to migrate under the Skilled Independent Regional visa. Applications are assessed in NSW regional offices. These regional offices also certify some employer sponsored visa applications under other regional visa programs.

In 2005-2006, New South Wales supported 491 visa applications under various regional visa programs, an increase of 33 per cent over the previous year. These migrants will bring a range of skills in demand in regional New South Wales including welders, cooks, doctors, nurses and a range of other trades and professional occupations.

Skilled migration

In February 2006, New South Wales joined the State/Territory Nominated Independent (STNI) visa program. Under this program, NSW sponsors skilled migrants with skills in demand in the finance, information and communications technology, biotechnology and pharmaceutical industries to settle in Sydney and regional New South Wales.

In the last four months of 2005-2006, New South Wales issued 20 sponsorships for the STNI visa program. These included nine migrants with skills required in the pharmaceuticals sector, eight in ICT and three in finance. In 2006-2007, the first full year of operation, New South Wales expects to issue 150 sponsorships.

Progress and achievements

The Department has continued to support its commitment to our culturally diverse staff and community by:

- incorporating Ethnic Affairs Priority Statement (EAPS) accountabilities in all position descriptions
- stating EAPS accountabilities in SES Performance Agreements
- financially supporting staff to complete translator and interpreter qualifications
- including the capacity to collect client ethnicity data in recruitment and staff training databases
- promoting *Small Business Month* activities through ethnic community newspaper and radio stations
- increasing the ethnic community's representation on its boards and advisory Councils, by encouraging representation from ethnic communities and establishing ethnicity as a key criteria for membership, for example, the Small Business Development Corporation is a statutory advisory body with up to 13 members, one of which is from a non-English speaking background. The NSW-Asia Business Advisory Council currently has 14 members, 13 of whom are from a non-English speaking background
- surveying the number of participants from a non-English speaking background attending *Women in Business Growth Strategy* workshops. In 2005-2006, 25 per cent of participants at metropolitan workshops were from a non-English speaking background and 12 per cent at regional workshops

- conducting seminars and workshops targeting Arabic, Chinese and Vietnamese participants
- producing and distributing brochures in Arabic and Korean about the Department's programs.

Office for Science and Medical Research

The Office recognises and upholds the principles of a culturally diverse society and is committed to their ongoing implementation within the workplace and with stakeholders within the community. The Office ensures that staff are employed according to the merit principle and the requirements of the *Anti-Discrimination Act 1977*.

Tourism NSW

The focus of Tourism NSW during 2005-2006 was to consolidate systems to support the implementation of EAPS and to establish and maintain a consistent EAPS status across the agency. The Forward Plan centred on three EAPS activity areas, namely planning and evaluation, staffing and communication.

During 2005-2006, Tourism NSW worked to:

- embed EAPS within the corporate and business planning processes
- refine data collection systems and better use of client data in determining priorities in relation to ethnic affairs initiatives
- incorporate cross-cultural issues into relevant training programs, particularly for staff with customer service responsibilities
- support staff successfully assessed for the CLAS program and monitor the use of languages other than English in client communication.

In addition, Tourism NSW developed a cooperative marketing campaign with the NSW Ski Resorts (Perisher Blue, Thredbo and Selwyn) to promote snow holidays to the Vietnamese and Chinese communities in Sydney, using newspaper and radio advertisements in Mandarin, Cantonese and Vietnamese.

Tourism NSW acknowledges the rich benefits that cultural, linguistic and religious diversity bring to the NSW community and affirms its commitment to provide opportunities for all people to participate in and contribute to the agencies services.

Appendix 8

Freedom of Information

The following information is set out in accordance with the format prescribed in the Premier's Department *Freedom of Information (FOI) Procedure Manual, 1994*.

Statement of Affairs

Under the *Freedom of Information Act 1989*, each agency is required to publish an annual Statement of Affairs. The Statement describes the structure and functions of the agency and lists the categories of documents held by the agency. It also sets out how to obtain documents that are eligible for public scrutiny under legislation. The following information satisfies the legislative requirements of the Act.

Structure and functions

The Department was created in December 1995 following the amalgamation of the Department of State Development and the Department of Business and Regional Development. The Department is the New South Wales Government's principal economic and business development agency.

On 23 February 2006, the Premier's Economic and Financial Statement added Tourism NSW and the Tourism Industry Division of the former Department of Tourism, Sport and Recreation, the Ministry for Science and Medical Research (now the Office for Science and Medical Research) and the Major Events Unit to the Department of State and Regional Development.

Tourism NSW provides strategic direction and leadership to the New South Wales tourism industry to support the development of an appropriate range of tourism infrastructure, products and holiday experiences to improve the industry's competitiveness and efficiency and to promote sustainable tourism industry growth.

The Office for Science and Medical Research was established to drive growth and innovation in science and medical research to achieve better economic, technological, health and environmental outcomes for the people of New South Wales.

The Department's expanded structure, functions and charter are detailed at the beginning of this report.

Effect of functions on members of the public

Much of the Department's work had an indirect impact on the general public. By encouraging investment, exports, industry development, tourism and science and medical research activities, sustainable jobs were created for the people of New South Wales.

The Department's target market is the business, tourism and science and medical communities on which it had a direct affect by:

- assisting major commercial projects through the approvals process, and providing key business information and statistics and assisting existing businesses with projected expansion and new domestic projects
- providing advice and access on business development, encouraging the development of exports and the provision of support for selected international trade exhibitions
- developing and implementing strategic frameworks for the State's research sector
- managing and administering medical research grants programs
- promoting New South Wales destinations to international and domestic visitors.

Arrangements for public participation in policy formulation

The Department invites public participation in policy formulation through private sector membership on Advisory Committees and Development Boards, including the Small Business Development Corporation, Regional Development Boards, the Tourism NSW Board, the Major Events Board, the Ministerial Advisory Council on Medical and Health Research, business forums, research and other non-profit organisations.

Categories of documents held

In accordance with the *Freedom of Information Act 1989*, the Department holds the following categories of documents:

- correspondence with other governments, local councils, community groups, the private sector
- briefing papers and advice to Ministers, departments and authorities

- plans, sketches, diagrams and photographs relating to projects and programs
- overseas travel arrangements
- consultants' reports
- documents relating to committees serviced by the Department
- internal administration, including recruitment and accommodation, staff and establishment, financial and expenditure, management and audit, records management
- itineraries and programs for visiting trade delegations and other designated significant visitors.

All policy documents of the Department are published every six months in the Summary of Affairs in the NSW Government Gazette.

Specific documents and publications

The Department maintains a number of policy documents and produces a number of publications relating to its functional role. A full list of documents published is listed in this Report. Copies can be obtained free of charge by contacting the Communications Unit at the following address:

NSW Department of State and Regional Development
Level 47, MLC Centre
19 Martin Place
SYDNEY NSW 2000
Tel: (02) 9338 6859
Fax: (02) 9338 6890
Email: businessweb@business.nsw.gov.au
Hours:
Monday-Friday 9.00am-5.00pm.

Archives

Out of date or inactive files, as classified by the Department's disposal schedule (approved by the State Records Authority) in accordance with the *State Records Act, 1998*, are stored at the Government's Record Repository in Kingswood, Sydney.

Computer-based information

The Department maintains a number of websites and related information tools that provide up to date business information to the public.

Appendix 8 (cont'd)

Access arrangements, procedures and points of contact

An application and \$30 fee should accompany requests for access to documents under the FOI Act. An application is available from the FOI Coordinator. Upon receipt of a request, the applicant will be advised of the outcome of the application within 21 days, subject to the provisions of the Act.

Requests for access to documents should be made to:

FOI Coordinator
NSW Department of State and Regional Development
Level 49

MLC Centre
19 Martin Place
SYDNEY NSW 2000
Telephone: (02) 9338 6600
Facsimile: (02) 9338 6830
Email:

businessweb@business.nsw.gov.au

Rebates of 50 per cent are offered on all charges:

- for pensioners
- for non-profit organisations
- when a public interest can be demonstrated.

Freedom of information statistics for 2005-2006

Note: the following statistics incorporate Tourism NSW, the Major Events Unit and the Office for Science and Medical Research.

Section A

Numbers of new FOI requests

FOI Requests	Personal	Other	Total
A1 New (including transferred in)	-	7	7
A2 Brought forward	-	-	-
A3 Total to be processed	-	7	7
A4 Completed	-	6	6
A5 Transferred out	-	1	1
A6 Withdrawn	-	-	-
A7 Total processed	-	6	6
A8 Unfinished	-	-	-

Section B

What happened to completed requests?

Result of FOI Request	Personal	Other
B1 Granted in full	-	-
B2 Granted in part	-	2
B3 Refused	-	4
B4 Deferred	-	-
B5 Completed	-	6

Section C

Ministerial certificates

C1 Ministerial Certificates issued	-
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Section D

Formal consultations	Issued	Total
D1 Number of requests requiring formal consultation(s)	-	-

Section E

Amendment of personal records

Result of Amendment Request	Total
E1 Result of amendment – agreed	-
E2 Result of amendment – refused	-
E3 Total	-

Appendix 8 (cont'd)

Section F

Notation of personal records

F1 Number of requests for notation	-
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Section G

FOI requests granted in part or refused – Basis of disallowing access – Number of times each reason cited in relation to completed requests granted in part or refused.

Basis of disallowing or restricting access	Personal	Other
G1 Section 19 (application incomplete, wrongly directed)	-	-
G2 Section 22 (deposit not paid)	-	4
G3 Section 25 (1) (a1) (diversion of resources)	-	-
G4 Section 25 (1) (a) (exempt)	-	-
G5 Section 25 (1) (b), (c), (d) (otherwise available)	-	-
G6 Section 28 (1) (b) (documents not held)	-	-
G7 Section 24 (2) – deemed refused, over 21 days	-	-
G8 Section 31 (4) (released to Medical Practitioner)	-	-
G9 Totals	-	4

Section H

Costs and fees of requests processed – does not include costs and fees for unfinished requests. (Results for these are included in Line A8).

	Assessed costs	FOI fees received
H1 All completed requests	-	\$180

Section I

Discounts allowed

Type of discount allowed	Personal	Other
I1 Public Interest	-	-
I2 Financial Hardship – Pensioner/Child	-	-
I3 Financial Hardship – Non-profit organisation	-	-
I4 Totals	-	-
I5 Significant correction of personal records	-	-

Appendix 8 (cont'd)

Section J

Days to process – calendar days

Elapsed Time	Personal	Other
J1 0 – 21 days	–	2
J2 22 – 35 days	–	4
J3 Over 35 days	–	–
J4 Totals	–	6

Section K

Processing time – (A4) by hours taken to process (completed)

Processing Hours	Personal	Other
K1 0 – 10 hrs	–	4
K2 11 – 20 hrs	–	2
K3 21 – 40 hrs	–	–
K4 Over 40 hrs	–	–
K5 Totals	–	50

Section L

Reviews and appeals – number finalised during the period

L1 Number of internal reviews finalised	–
L2 Number of Ombudsman reviews finalised	–
L3 Number of Administrative Decisions Tribunal appeals finalised	–

Details of Internal Review Results – in relation to internal reviews finalised during the period

Basis of Internal Review	Personal		Other	
	Upheld*	Varied*	Upheld*	Varied*
L4 Access refused	–	–	–	–
L5 Deferred	–	–	–	–
L6 Exempt matter	–	–	–	–
L7 Unreasonable charges	–	–	–	–
L8 Charge unreasonably incurred	–	–	–	–
L9 Amendment refused	–	–	–	–
L10 Totals	–	–	–	–

*Relates to whether or not the original agency decision was upheld or varied by the internal review.

Appendix 9

Government Energy Management Policy

As a result of the transfer during the reporting year of Tourism NSW, the Major Events Unit and the Office for Science and Medical Research (OSMR) to the Department of State and Regional Development, it is not possible to accurately present the energy savings achieved by the expanded Department. Tourism NSW energy savings have been incorporated as part of the Department of Sport and Recreation's 2005-2006 return. Similarly, OSMR energy savings data is not included as OSMR does not have a separate history of energy use with which to determine energy savings.

Therefore, Tourism NSW, the Major Events Unit and OSMR have had their energy usage figures included in this return, however, the energy savings quoted are for the State and Regional Development arm of the Department only.

Corporate Commitment

The Department of State and Regional Development is committed to reaching the government's energy management goal of reducing greenhouse emissions arising from its operational activities.

Planning

The Department has entered into Greenpower electricity supply contracts which account for over 6 per cent of total electricity used.

Towards the end of 2005-2006, the State and Regional Development areas of the Department consolidated from two head office sites into one site at the MLC Centre. The construction of the premises allowed the Department to install a range of energy saving devices as well as consolidate the number of office machines. The new premises have been designed to achieve a 4.5 star rating under the Australian Greenhouse Buildings Rating Scheme.

During 2005-2006, the Department's State and Regional Development arm achieved greater fuel efficiency in its fleet by reducing the number of vehicles and progressively replacing existing vehicles with more fuel efficient cars overall with a smaller engine capacity. The Department's current Environmental Performance Score (EPS) of 10.8 exceeds the Government's 2005-2006 target of 10. All additional vehicles under order will meet or exceed the 2006-2007 EPS target of 11.

Implementation

The Department's energy management goals are contained in an Energy Management Plan for its five Sydney CBD (prior to the Department's consolidation at the MLC Centre), one metropolitan and 20 regional offices.

During 2005-2006, the Department used 9,544 gigajoules of energy, which generated 1,451 tonnes of Carbon Dioxide. For the State and Regional Development arm of the Department, this represented an overall decrease in energy consumption of 1,351 gigajoules per annum from the 1996-1997 base year, which is a 14.38 per cent reduction in energy consumption.

Performance against goals

During the year the Department achieved:

- a reduction in fuel and electricity consumed which meant that the Department generated 14.38 per cent less greenhouses gases in comparison to the 1996-1997 base year
- of the 139,774 litres of fuel used, 8,668 litres were the more environmental friendly LPG
- for the State and Regional Development arm of the Department, total fuel consumption by fleet vehicles was reduced by 21.35 per cent on the 1996-1997 base year.

Future direction

The Department will continue to use Best Practice Standards in the acquisition of replacement of fleet vehicles and the purchase of new office equipment wherever possible.

The Department will also continue to target opportunities to increase the energy efficiency of its leased premises.

Appendix 10

Grants to Non-Government Organisations

Organisation	Project	Amount
Country Lifestyles Program		
Promotes the benefits of regional centres, to attract investment and key skills to these centres.		
Albury Wodonga Business	Survey of Albury Wodonga Businesses	\$2,000
Bland Shire Council	Labour Force Expansion Program	\$5,000
Boorowa Shire Council	Investment Prospectus 2004	\$2,500
Bourke Shire Council	Promoting Job Opportunities in Bourke	\$3,000
Central Coast Tourism Inc	Ettalong Beach Economic Impact Study	\$1,000
Clarence Valley Business Enterprise	Skills Audit	\$5,000
Cowra Tourism Inc	Japanese Tourism Brochure	\$978
Forbes Shire Council	Promotional material	\$3,377
Gloucester Gourmet Foods Cooperative	Promotional Material and launch of Essentially Barrington	\$2,000
Great Lakes Council	Career Link in Community Services Program	\$300
Gunnedah Shire Council	Employment and Skills Survey	\$2,940
Gwydir Shire Council	Promotion and marketing material	\$5,000
Hay Tourism & Development Inc	Sponsorship of Business Awards	\$400
Hunter Economic Development Corporation	Hunter Biotechnology Showcase	\$2,545
Hunter Economic Development Corporation	Energy Lecture Series	\$1,750
Hunter Manufacturers' Association	Manufacturing Innovation Awards	\$5,000
Hunter Region Business Enterprise Centre Inc	Lower Hunter Business Awards	\$500
Industry Capability Network (NSW) Ltd	Defence Headquarters Joint Operations Command promotional material	\$2,000
Inverell Shire Council	Skills Audit and Business Attraction Prospectus	\$2,730
Local Government Association of NSW	Implementation of Community Mentoring Project	\$42,250
Mid North Coast Regional Development Board	Mid North Coast Innovation Showcase	\$1,364
Murray Shire Council	Goal Achievement Training Program	\$500
Muswellbrook Shire Council	Promotional material	\$2,051
Orange City Council	Promotional material	\$3,510
Orange Region Vignerons Association	Wine Australia	\$1,500
Riverina Regional Development Board	Business Plan for C-Change Bureau Proposal	\$10,000
Riverina Regional Development Board	Skilled Migration Project Officer	\$42,430
Tumut Shire Council	Strategic Planning 2004	\$7,470
Uralla Shire Council	Promotional and Marketing Material for Attraction of Skilled Labour	\$5,000
Weddin Shire Council	Skills Attraction Initiative	\$1,478
Developing Regional Resources		
Provides funding for local or regional organisations investigating economic opportunities and pursuing innovative approaches to economic development.		
Albury Wodonga Equestrian Centre	Feasibility Study and Business Plan	\$11,100
Armidale Dumaresq Council	Strategy and Prospectus for High Growth Business Clusters	\$5,000
Back O'Bourke Centre Ltd	Development of an Educational and Merchandising Exhibition Centre	\$30,000
Brewarrina Business Co-operative Ltd	Ongoing Development of Yamagurra Student Enterprise Centre	\$8,000
Broombrush Industry Group Inc	Strategic Planning	\$4,000
Central Coast Area Consultative Committee	CATALYST Project	\$5,000
Central Coast Community Environment Network Inc	Central Coast Community Environmental Network	\$10,000
Central Murray Area Consultative Committee	Regional Economic Impact and Employment Study	\$6,000
CENTROC	Employment of Film Central Project Officer	\$36,000
Clarence Valley Council	Strategic Plan Consultant	\$30,000

Appendix 10 (cont'd)

Organisation	Project	Amount
Coffs Harbour City Council	Promotional and Marketing Material / Activities for Investment Attraction	\$40,000
Cooma Monaro Shire Council	Develop and Market Heritage Tourism Packages	\$2,102
Cooma Monaro Shire Council	Growth Strategy / Economic Development Manager	\$30,000
Coonamble Shire Council	Employment of Economic Development Officer	\$6,000
Deniliquin Council	Deniliquin Air Service Commercial Feasibility Study	\$5,000
Eden Marine Centre Ltd and the Eden Whale Discovery Centre Research Trust	Feasibility Study and Business Plan	\$5,000
Eden Marine Centre Ltd and the Eden Whale Discovery Centre Research Trust	Eden Marine Centre Project Officer	\$6,000
Film Hunter	Film Hunter Office Operations	\$35,000
Film Hunter	Film & Television Office	\$9,000
Film Illawarra	Employment of Film Illawarra Project Officer	\$10,000
Forbes Shire Council	Demand Driven Farming Project	\$60,000
Forbes Shire Council	Business Prospectus and Improved Image Forbes	\$5,000
Great Lakes Council	Employment of Economic Development Officer	\$44,082
Great Lakes Council	Land Strategy	\$29,870
Greater Taree City Council	Marketing/Promotion	\$10,000
Griffith City Council	A Global Product Marketing Initiative	\$5,000
Hunter Net Co-Operative Ltd	'Model for Action' Coordinator and Reports	\$15,000
Hunter Economic Development Corporation	Upper Hunter Exporters' Network	\$21,000
Kempsey Shire Council	Employment of an Economic Development Officer	\$20,000
Kiama Show Society	Kiama Show Society	\$15,000
Lake Macquarie City Council	Ageing Population Business Opportunities Project	\$22,500
Lead on Australia	Engagement of Youth in Local Business Community	\$70,000
Mid North Coast Regional Development Board	Film Mid North Coast Film and TV Office	\$28,750
Moree Plains Shire Council	Retail Business Site Analysis	\$7,545
Native Fish Growers Co-operative Ltd	Business Plan and Feasibility Assessment	\$3,975
Newcastle Airport Limited	Newcastle Airport Master Plan	\$5,000
North Coast Entertainment Industry Association	Employment of Industry Development Officer	\$12,000
North Coast NSW Tourism Inc	Events Management Network	\$4,000
Northern Rivers Screenworks (AIDC)	Creative Industries Development / Locations Liaison Officer and Manager	\$20,000
Northern Rivers Screenworks (AIDC)	Creative Industries Project Manager	\$5,000
Northern Rivers Tourism Inc	Rainforest Way Project	\$15,000
Northern Rivers Visual Arts Network	Network Coordinator	\$6,250
NSW Farmers Association/Oyster Farmers Association of NSW Ltd	Report on Grading of Sydney Oysters	\$2,500
NSW Silver Perch Growers Association	Strategy to Develop Freshwater Fish Market	\$5,000
Port Stephens Council	Williamtown and Environs Land Use Strategy	\$15,000
Richmond Valley Business & Rural Financial Counselling Services Inc	Bundjalung Cultural Tours	\$12,000
Royal Agricultural Society	Analysis of Opportunities & Barriers to Export of Genetic Material and Seed Stock	\$12,000
Southern Highlands Vignerons Association Inc	Employment of Food and Wine Tourism Coordinator	\$16,000
Temora Shire Council	Plan for Temora Aviation Cluster 2004	\$7,460
Tenterfield Shire Council-MSc	Feasibility Study Urban & Rural Land Strategies	\$10,000
The Arts Council of NSW	Roundtable on Partnerships for Building Creative Regions	\$2,000
The Eden Whale Discovery Centre Research Trust	Community, Education and Research Project Officer	\$6,000
The Eden Whale Discovery Centre Research Trust	The Eden Whale Discovery Centre Research Trust	\$5,000
The Wetlands Centre, Australia	Tourism Development, Lower Hunter Estuary	\$21,065
Tourism Southern Highlands	Southern Highlands Food and Wine Strategy	\$6,000
Tumbarumba Shire Council	Medical Centre Prospectus and Main Street Design	\$24,500

Appendix 10 (cont'd)

Organisation	Project	Amount
Tumut Region Developing Naturally Inc	Chinese Medicinal Herbs Feasibility Study	\$5,250
Tweed & Coolangatta Tourism Inc	Promotion and Marketing for Taste the Tweed Project	\$10,000
Tweed Shire Council	Employment of Project Coordinator for Tweed Heads Masterplan - Implementation Phase	\$15,000
Tweed Shire Council	Tweed Heads Masterplan Coordinator	\$25,000
University of Wollongong	Film Illawarra	\$35,000
Youth Enterprise Services Inc	Employment of Coordinator for Youth Enterprise Service	\$20,000

Main Street/Small Towns

Assists communities to take a strategic and proactive approach to their economic development.

Albion Park Chamber of Commerce	Albion Park Cross Roads	\$20,000
Albion Park Chamber of Commerce	Business Retention and Expansion Survey, Planning Coordinator and Workshop	\$3,000
Armidale Dumaresq Council	Conference and Events Coordinator	\$15,000
Austinmer – Thirroul Lions Club	2006 Seaside and Arts Festival	\$5,000
Ballina Shire Council	Community Economic Development Officer	\$12,500
Bargo Chamber of Commerce	Strategic Planning Business Retention and Expansion Survey	\$2,600
Bargo Chamber of Commerce	Part-time Coordinator and Marketing Workshop	\$5,000
Bellingen Now Inc	Marketing and Revitalisation Project	\$4,000
Bombala Council	Platypus Country It's All Happening	\$3,000
Bowral Chamber of Commerce	Business Retention and Expansion Survey, Community Planning Project	\$4,500
Braidwood & District Chamber of Commerce	Employment of Economic Development Officer	\$4,573
Brewarrina Shire Council	Economic Development Officer	\$5,000
Brunswick Heads Chamber of Commerce	Marketing for the Simple Pleasures Campaign	\$15,000
Camden Haven Community College Inc (CHCC)	Camden Head Pilot Station Marketing Material	\$7,000
Carrathool Shire Council	Planning Project	\$10,000
Cessnock Chamber of Commerce	Make A Difference Youth Project	\$6,000
Clarence Valley Council	Economic Development Officer	\$22,500
Clarence Valley Council	Strategic Planning	\$1,500
Coffs Harbour Arts Council Inc	Cool Bananas Short Film Festival	\$2,000
Coolah District Development Group	Coolah Resource Centre Project Officer	\$3,000
Coolamon Shire Council	Coolamon on Display	\$5,000
Coolamon Shire Council	Economic Development Officer	\$5,000
Coolamon Shire Council	Economic Development Officer & Review of Community Economic Development Plan	\$6,500
Coonabarabran Shire Council	Baradine and Binnaway Website & Tourism Material	\$4,000
Coonamble Shire Council	Sense of Place Consultant	\$5,000
Corowa Shire Council	Business Development Manager	\$22,500
Deni – Play on the Plains Festival Inc	Deni Ute Muster Strategic Planning	\$6,000
Dungog Shire Council	Market Research for Tourism Strategy	\$7,000
Erina Chamber of Commerce	Strategic Planning Erina CBD Revitalisation Project	\$3,000
Eurobodalla Adult Education Inc	Business Retention & Expansion Survey	\$6,000
Eurobodalla Shire Council	Moruya River of Art Cultural Festival	\$4,000
Eurobodalla Shire Council	"Works in Winter" Workshops	\$4,575
Forbes Promotion & Development Inc-STC	Forbes Business Awards 2005	\$2,000
Forbes Promotion & Development Inc-STC	Mainstreet Coordinator	\$5,000
Glen Innes & District Chamber of Commerce	Marketing Strategy	\$4,300
Glen Innes Council	Business Retention and Expansion Survey	\$3,000
Glen Innes Council	Celtic Festival	\$5,000
Greater Hume Shire Council (formerly Hume Shire Council)	Weekend Wander 2005	\$4,860
Greater Hume Shire Council (formerly Hume Shire Council)	Festival of Holbrook	\$5,000
Illawarra ITeC Ltd	Employment of a Business Coordinator	\$12,500

Appendix 10 (cont'd)

Organisation	Project	Amount
Inverell Shire Council	"Inverell on Display"	\$5,000
Inverell Shire Council	Economic Development Officer	\$25,000
Jindabyne Chamber of Commerce	Lakeside Festival	\$2,652
Karuah Working Together Inc	Business/Tourism Development	\$12,370
Kendall Heritage Society Inc	Strategic Plan and Marketing Materials for Community Coop	\$8,250
Kiama Municipal Council	Growing Agribusiness Seminar	\$2,500
Kiama Municipal Council	Business Retention Expansion Survey	\$329
Kiama Municipal Council	Economic Development Officer	\$25,000
Kiama Municipal Council	Economic Development Strategy	\$1,400
Kyogle Chamber of Commerce	Promotional and Marketing Material Town Marketing Plan	\$5,250
Lions Club of Helensburgh and Surrounding Districts	Stanwell Park Festival of Flight 2005	\$10,000
Liverpool Plains Shire Council	Employment of Economic Development Officer	\$12,500
Mayfield Mainstreet	Mayfield on the Map	\$12,000
Morpeth Business Association	Romantic Getaway Brochure	\$5,000
Morpeth Business Association	Youth Theatre Training	\$3,205
Moruya Chamber of Commerce	Moruya on the Move Project	\$5,000
Moruya Chamber of Commerce	Moruya Area Guide	\$4,000
Moruya Chamber of Commerce	Moruya River of Art Festival	\$2,000
Mungo Festival Inc	Mungo Festival - Planning	\$7,500
Murray Shire Council	Cadell Country Fair	\$1,000
Narrandera Sense of Place	Sense of Place Project	\$40,000
Narromine Shire Council	Economic Development Strategy	\$4,500
Nelson Bay Town Management Inc	Township Marketing Plan	\$2,750
Nelson Bay Town Management Inc	Shopping Guide Map & Branding Project 2006	\$2,820
New Lambton Chamber of Commerce	Promotion of Village	\$7,000
Newcastle City Council	Promotion and Marketing Activities – Hamilton Business District Committee	\$10,145
Ngadri Ngalli Way	Yaamma Festival	\$25,000
Nimbin Community Development Association Inc	Strategic Event Coordinator	\$10,000
Nimbin Community Development Association Inc	Strategic Event Coordinator	\$5,000
Nosh on the Namoi	Nosh on the Namoi	\$10,000
Nowra Chamber of Commerce	Shoalhaven Business Expo September 2005	\$8,000
Pristine Waters Council / Clarence Valley Council	LGA Economic Development Coordinator	\$20,000
Scone Chamber of Commerce-STC	Buy Local Campaign	\$2,000
Shoalhaven Food & Wine Spectacular Inc	Employment of an Event Coordinator	\$5,000
Tamworth Regional Council	Manilla Community Strategic Planning	\$3,000
Tea Gardens Community Technology Centre	Business Retention and Expansion Survey	\$1,500
Temora Shire Council	Economic Development Officer	\$30,000
Tenterfield Shire Council-MSA	Promotional Resources Kits	\$3,750
The Two Bishops Trust (Samaritans Foundation)	Cessnock Hospitality Industry Preparation Scheme	\$4,199
Towns with Heart Inc	Kurri Kurri Murals Project Promotion	\$6,105
Towns with Heart Inc	Marketing Kurri Kurri	\$4,707
Towns with Heart Inc	Ask Me I'm A Local Volunteer Training Project	\$5,000
Tumbarumba Shire Council	Business Retention & Expansion Survey and Strategy to Attract Labour	\$4,500
Tumbarumba Shire Council	Employment of Economic Development Officer	\$15,000
Tweed Shire Council	Employment of Festival and Event Liaison Officer	\$11,364
Upper Lachlan Shire Council	Living House Expo	\$5,000
Upper Lachlan Shire Council	Economic Development Officer	\$3,616
Uralla Shire Council	Economic Development Officer	\$12,500

Appendix 10 (cont'd)

Organisation	Project	Amount
Uralla Shire Council	Business Retention & Expansion Survey / Strategic Economic Development Plan	\$6,000
Warrumbungle Shire Council	Economic Development and Tourism Marketing Strategic Plan	\$2,500
Wentworth Shire Council	Events Coordinator	\$5,000
Western Plains Regional Development Inc	Heart of NSW Festival	\$10,000
Wingecarribee Shire Council	Strategic Planning and Business Retention and Expansion Survey	\$6,500
Young Shire Council	Marketing Workshop for Local Business	\$3,000

New Market Expansion Program

Assists firms to pursue and take up new markets. 'New Markets' is defined as markets outside the respective regions from which the business operates.

Griffith BEC Expo	Griffith BEC Expo	\$5,000
Gunnedah Business Chamber of Commerce	Business Development Workshops for Retailers	\$3,070
Southern Highlands Vignerons Association Inc	Wine Australia 2004	\$1,600

Regional Business Development Scheme

Assists Sydney, interstate and overseas firms relocating to a regional NSW area. Assists firms in regional locations expanding or improving the competitiveness of existing businesses, and new business establishing in a NSW regional location.

Hunter Economic Development Corporation	Hunter Export Centre	\$15,000
Hunter Economic Development Corporation	Operational Funding 2006	\$45,000
Hunter Economic Development Corporation	Operational Funding 2005	\$45,000

Regional Development Board Innovation Program

This program aims to develop best practice, innovative methods, techniques and approaches in the field of local / regional economic development; assist Boards in responding to local / regional development needs; and assist Boards in addressing identified strategic priorities for their region.

Business Central Coast	Business Portal	\$20,000
Business Central Coast	Analysis of Economic Opportunities from Changing Demographic	\$5,000
Capital Region Development Board	Regional Production Liaison Officer	\$30,000
Capital Region Development Board	Agricultural Strategy	\$18,900
Capital Region Development Board	Regional Production Liaison Officer	\$17,150
Central Western Regional Development Board	Quarterly Business Surveys	\$3,750
Central Western Regional Development Board	Australian National Field Days in Orange	\$10,000
Central Western Regional Development Board	Film and Television Project	\$10,000
Central Western Regional Development Board	Small Business Month September activities 2005 and Australian National Field Days Project	\$7,372
Central Western Regional Development Board	Engineering and Trade Related Industry Network	\$30,000
Far Western Regional Development Board	Arts and Cultural Industries Research	\$5,000
Far Western Regional Development Board	Broken Hill Business Man and Woman of the Year 2005	\$3,000
Far Western Regional Development Board	Tourism Market Research Project	\$15,000
Greater Western Sydney Economic Development Board	Business Growth Strategy 2004	\$4,950
Greater Western Sydney Economic Development Board	Greater Western Sydney Business Growth Strategy 2005-2006	\$4,500
Greater Western Sydney Economic Development Board	Blue Mountains Artist Network	\$4,500
Greater Western Sydney Economic Development Board	Building Liverpool Youth Employment Project	\$5,000
Greater Western Sydney Economic Development Board	Hawkesbury Agricultural Retention Project	\$7,500
Greater Western Sydney Economic Development Board	Regional Programs Manager	\$62,500
Greater Western Sydney Economic Development Board	Community Economic Development Partnership Project	\$3,500
Greater Western Sydney Economic Development Board	Research and Events Assistant	\$25,000

Appendix 10 (cont'd)

Organisation	Project	Amount
Greater Western Sydney Economic Development Board	Hawkesbury Harvest	\$10,000
Greater Western Sydney Economic Development Board	Marketing Strategy 2005–2006	\$97,675
Greater Western Sydney Economic Development Board	Western Sydney Manufacturing Week	\$35,100
Hunter Economic Development Corporation	Advertising Campaign to attract Skilled Planners	\$8,400
Hunter Economic Development Corporation	Employment of a Trainee Receptionist	\$19,758
Hunter Economic Development Corporation	Hunter Export Centre	\$15,000
Hunter Economic Development Corporation	Operational Funding 2006	\$45,000
Hunter Economic Development Corporation	Operational Funding 2005	\$45,000
Hunter Economic Development Corporation	Hunter River Flats Potential Project	\$15,000
Hunter Economic Development Corporation	Regional Growth Strategy	\$32,500
Hunter Economic Development Corporation	Infrastructure Planning Project	\$50,000
Illawarra Regional Development Board	i3NET Business Development Manager	\$55,000
Illawarra Regional Development Board	Skills Shortages Research	\$19,115
Mid North Coast Regional Development Board	Employment of Industry Development Officer – 2002	\$8,546
Mid North Coast Regional Development Board	Marketing Community Skills Register	\$9,945
Mid North Coast Regional Development Board	World Class in the Mid North Coast Project	\$4,000
Murray Regional Development Board	Central Murray Horticultural Project	\$71,000
Murray Regional Development Board	Administrative Support for Murray Economic Development Alliance	\$2,500
Murray Regional Development Board	Development of Regional Profile and Promotional Material for Sunraysia Region	\$6,000
Murray Regional Development Board	Development of the International Technology Park	\$30,000
Murray Regional Development Board	Implementation Phase of International Technology Park	\$20,000
Murray Regional Development Board	User's Guide to the Murray	\$3,500
Murray Regional Development Board	Employment of a Business Development and Research Officer	\$9,525
Murray Regional Development Board	Telecommunications Demand Aggregation Project – 2004	\$28,000
Murray Regional Development Board	Murray Valley Field Station Feasibility Project	\$10,000
Murray Regional Development Board	Wordskill Project	\$10,000
Northern Inland Regional Development Board	Food and Wine Industry Development Officer	\$2,500
Northern Inland Regional Development Board	Visual Art Network	\$5,000
Northern Inland Regional Development Board	Business Networking Program	\$5,000
Northern Inland Regional Development Board	Interactive Educational and Promotional DVD	\$3,000
Northern Inland Regional Development Board	Food and Wine Industry Development Officer	\$2,500
Northern Rivers Regional Development Board	Marine Industry Supply Chain Capability Analysis	\$8,250
Northern Rivers Regional Development Board	Investment Project Officer	\$5,000
Northern Rivers Regional Development Board	Forestry Project – 2003	\$57,176
Orana Regional Development Board	Small Business September Activities	\$10,000
Orana Regional Development Board	Youth Leadership Program 2005	\$14,183
Orana Regional Development Board	Retirement Investment Tour	\$10,000
Orana Regional Development Board	Business Survey	\$7,500
Riverina Regional Development Board	Skilled Migration Project Officer	\$10,000
Riverina Regional Development Board	Riverina Agricultural and Special Interest Tours	\$11,000
Riverina Regional Development Board	Employment of Telecommunications Development Officer	\$10,000
Riverina Regional Development Board	C-Change Bureau	\$30,000
Riverina Regional Development Board	Riverina Highlands Rail Trail Feasibility Study	\$31,000

Appendix 10 (cont'd)

Organisation	Project	Amount
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Regional Economic Transition Scheme (RETS)

RETS provides assistance to projects in regional areas that have experienced sharp economic shocks as a result of structural adjustment or the loss of a major industry.

Back O'Bourke Centre Ltd	Tourism Development Operational Costs	\$12,000
Bega Valley Shire Council	Employment of Tourism Development Officer	\$25,000
Bourke Shire Council	Economic Recovery across the Shire	\$20,000
Brewarrina Shire Council	Employment of an Economic Development Officer	\$30,000
Forbes Shire Council	Forbes Midstate Livestock Exchange Infrastructure	\$72,500
Gloucester Shire Council	Employment Lands Strategy	\$20,000
Kyogle Council	Business Plan for Visitor Info Centre	\$2,500
Kyogle Council	Kyogle Technology and Enterprise Training Centre Feasibility Study	\$1,500

Town and Villages Futures Program

This program enables communities (with populations of less than 2,500) to undertake a planning process and implement projects that have community support and will result in new economic activity.

Cabonne Council	Project Coordinator and Advertising Costs	\$5,000
Central Coast Plateau Inc	Tourism Development	\$5,000
Coffs Harbour City Council	Strategic Planning Eastern Dorrigo Community	\$1,500
Collector Village Pumpkin Festival Committee	Pumpkin Festival	\$3,000
Comboyne Community Association	Community Planning	\$3,000
Comboyne Community Association	Employment of a Project Coordinator and Website Development	\$5,475
Coolah District Development Group	Coolah Jazz in the Tops	\$9,000
Corowa Shire Council	Development of a Community Strategic Plan for Howlong	\$6,000
Cudgegong Business Group Inc	Website / e-Commerce Online Business and Services Directory	\$1,600
Dalgety Chamber of Commerce	Employment of an Event Coordinator	\$6,000
Delegate Progress Association	Promotion and Marketing	\$3,925
Denman Chamber of Commerce	Upper Hunter Food and Wine Affair	\$4,675
Gresford Community Group Incorporated	Website Development	\$4,500
Gundagai Regional Enhancement Group	Promotion of the Region	\$3,500
Gunnedah Shire Council	Tambar Springs Tourism Plan	\$5,700
Kempsey Shire Council	Community Plan	\$2,700
Lower Lachlan Community Services Inc	Community Plan Update	\$1,500
Mungindi Progress Association	Employment of an Event Coordinator	\$5,000
Nabiac Chamber of Commerce and Tourism Inc	Strategic Planning	\$1,500
Nambucca Shire Council	Business Tourism Development	\$5,000
Nymboida Community Groups Inc	Community Planning Activities	\$2,100
Old Bar/Manning Point Chamber of Commerce	Community Planning Activities	\$2,300
Singleton Council	Employment of an Interim Project Coordinator	\$1,500
Singleton Council	Marketing and Branding Project	\$10,000
Tamworth Regional Council	Barmedman Tractor Pull Event	\$5,000
The Channon Trust	Employment of an Interim Coordinator	\$3,000
Tibooburra Village Committee Inc	Tibooburra Tourism Project – Coordinator and Community Planning	\$10,000
Tullamore Inc	Tullamore Irish Festival	\$6,500
Tumut Shire Council	Employment of Batlow Events Coordinator	\$11,000
Urana Shire Council	Rand Community Planning	\$7,500
Weereewa – A Festival of Lake George Committee Inc	Weereewa – A Festival of Lake George	\$7,000
Wollombi Valley Chamber of Commerce	Community and Strategic Planning Workshop	\$6,000
Woodburn Chamber of Commerce	Tourist Information Centre	\$2,000

Appendix 10 (cont'd)

Organisation	Project	Amount
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Regional Flagship Events Program

The program supports regional events that have the potential to become tourism flagships for the region, building its image and boosting visitation from outside the region. All grants are provided for under the Tourism NSW Growth Program.

Ballina Shire Council	Ballina Rivafest	\$10,000
Bermagui Seaside Fair Inc	Bermagui Seaside Fair	\$10,000
Blue Mountains Folk Festival Association Inc	Blue Mountains Music Festival of Folk, Roots & Blues	\$20,000
Celtic Thunder	Celtic Thunder – Festival of the Celts	\$10,000
Glen Innes Council	Australian Celtic Festival	\$20,000
Goulburn Mulwaree Council	Australian Blues Music Festival	\$20,000
Griffith City Council	Griffith Festival of Gardens	\$10,000
Jenolan Caves Reserve Trust	Jenolan Caves Concerts	\$10,000
Lismore Arts Council Inc	Lismore Lantern Parade	\$20,000
Lovedale Vignerons Association Inc	Lovedale Long Lunch	\$10,000
Malee Hen Cooperation	Nymagee Outback Music	\$10,000
Murray River International Music Festival Inc	Murray River International Music Festival	\$10,000
Narrandera Visitor Information Centre	John O'Brien Bush Festival	\$20,000
Parkes Shire Council	Elvis Parkes Festival	\$20,000
The Armidale Women's Comedy Festival Group	The Armidale Women's Comedy Festival	\$10,000
The Entrance Town Centre Management Corporation	Central Coast Country Music Festival	\$20,000
The Fatherhood Project	Fatherhood Festival	\$20,000
The Inverell Cultural and Arts Council	Tom Roberts Festival	\$10,000
The Shoot Out	The Shoot Out Filmmaking Festival	\$20,000
Thredbo Chamber of Commerce	Thredbo Blues Festival	\$10,000
Tullamore Irish Festival	Tullamore Irish Festival	\$10,000
Tumut Shire Council	Tumut's Falling Leaf Festival	\$5,000

Regional Tourism Organisation Funding

The Regional Tourism Investment Program is facilitated by the Tourism NSW/Regional Tourism Organisation Funding Agreement which defines a transparent set of agreed activities, responsibilities, accountabilities and performance measures for both organisations to meet their obligations to the partnership.

Blue Mountains	\$111,000
Capital Country	\$111,000
Central Coast	\$111,000
Central NSW	\$140,000
Hunter	\$111,000
Illawarra	\$111,000
Lord Howe Island	\$45,000
Murray	\$125,000
New England North West	\$140,000
North Coast NSW	\$140,000
Northern Rivers	\$111,000
Outback NSW	\$140,000
Riverina	\$140,000

Appendix 10 (cont'd)

Visitor Information Centre Support

Visitor Information Centres and Regional Tourism Organisations that update the State Tourism Data Warehouse via the internet receive a performance-based payment on the number of updates made. A total of \$42,930 (GST excluding) was paid in 2005–2006 for the updating of 4,293 product records.

Organisations that received payments were:

Ballina Visitor Information Centre, Bathurst Visitor Centre, Blayney Shire, Blue Mountains Visitor Information Centre, Broken Hill Visitor Information Centre, Camden Visitor Information Centre, Campbelltown Visitor Information Centre, Casino Visitors Centre, Central Coast Tourism, Clarence River Tourist Association, Coffs Coast Visitor Information Centre, Cooma Visitor Information Centre, Coonabarabran Visitor Information Centre, Coonamble Visitor Information Centre, Cootamundra Visitor Information Centre, Corowa Visitor Information Centre, Cowra Visitor Information Centre, Destination Albury Wodonga, Dubbo Visitor Information Centre, Dungog Visitor Information Centre, Glen Innes Visitor Information Centre, Gloucester Visitor Centre, Goulburn Visitor Information Centre, Greater Hume Visitor Information Centre, Griffith Visitor Information Centre, Gundagai Visitor Information Centre, Gunnedah Visitor Information Centre, Harden Visitor Information Centre, Hume Visitor Information Centre, Inverell Visitor Information Centre, Jerilderie Visitor Information Centre, Kiama Visitor Information Centre, Lake Macquarie Visitor Information Centre, Leeton Visitor Information Centre, Lismore Visitor Information Centre, Maitland Visitor Centre, Manly Visitor Information Centre, Manning Valley Visitor Information Centre, Moree Visitor Information Centre, Mudgee Visitor Information Centre, Narrabri Visitor Information Centre, Narrandera Visitor Information Centre, Orange Visitor Information Centre, Parkes Visitor Information Centre, Parramatta Heritage and Visitor Information Centre, Penrith Valley Visitor Information Centre, Port Macquarie Visitor Information Centre, Port Stephens Visitor Information Centre, Queanbeyan Visitor Information Centre, Shoalhaven Visitor Information Centre, Singleton Visitor Information Centre, Snowy Region Visitor Information Centre, Tamworth Tourism, Temora Visitor Information Centre, Tumbarumba Visitors Centre, Tumut Region Visitor Information Centre, Tweed & Coolangatta Tourism, Wagga Wagga Tourism, Warialda Visitor Information Centre, Wentworth Shire Visitor Information Centre, Wollondilly Visitor Information Centre, Wollongong Visitor Information Centre, Yass Visitor Information Centre, Young Visitor Information Centre.

Organisation	Project	Amount
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BioFirst Award

Innovative and prestigious awards designed to attract leading biotechnology researchers to NSW.

Dr Colin Dunstan	ANZAC Health & Medical Research Foundation	\$50,000
Associate Professor Izuru Matsumoto	The University of Sydney	\$100,000
Associate Professor Paul Haynes	Macquarie University	\$100,000
Dr Andrew Mitchell	NSW Department of Primary Industries	\$100,000
Dr Bryce Vissel	Garvan Institute of Medical Research	\$100,000
Dr Naomi Rogers	Woolcock Institute of Medical Research	\$100,000
Dr Peter Currie	Victor Chang Cardiac Research Institute	\$100,000
Dr Shane Grey	Garvan Institute of Medical Research	\$100,000
Professor John Dalton	University of Technology	\$100,000
Professor Mats Olsson	University of Wollongong	\$100,000
Professor William Price	University of Western Sydney	\$100,000

BioLink Program

A Business development company established to assist member organisations to commercialise their biotechnology intellectual property.

Bio-link Partners	\$650,000
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Converging Technologies Program

Provides high-bandwidth and fibre optic infrastructure to five public research institutes to improve the quality and speed of their data communication links.

Newcastle Research Precinct	Hunter New England Area Health Service	\$109,762
Royal North Shore Research Hub – Northern Clinical School	The University of Sydney	\$176,055
Westmead Research Hub	The University of Sydney	\$292,245

Capital Funding

Aims to increase capacity and productivity of NSW research effort (one-off payments).

Garvan Institute of Medical Research	\$620,000
Victor Chang Cardiac Research Institute	\$10,000,000
Woolcock Institute of Medical Research	\$5,000,000

Appendix 10 (cont'd)

Organisation	Project	Amount
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Awards Program

Recognises and rewards leading (Eureka prize) and emerging (Young Scientist Awards, Young Tall Poppy Program) researchers in NSW.

Australian Institute of Political Science	Second Instalment Young Tall Poppy program	\$15,000
Science Teacher's Association of NSW (STANSW)	Grant for 2006 Young Scientist Awards	\$10,000
The Australian Museum	2006 MSMR Eureka Prize and Contribution	\$25,000

Medical Research Support Program

Provides essential research infrastructure. The program is designed to reward research excellence, build on and enhance existing research strengths, and promote opportunities for economic gain.

ANZAC		\$430,000
Centenary Institute of Cancer Medicine and Cell Biology		\$760,000
Children's Cancer Institute Australia		\$470,000
Children's Medical Research Institute		\$450,000
Garvan Institute of Medical Research		\$2,070,000
Hunter Medical Research Institute		\$1,140,000
Northern Sydney Central Coast Health		\$880,000
Prince of Wales Medical Research Institute		\$760,000
Victor Chang Cardiac Research Institute		\$800,000
Sydney West Area Health Service		\$1,760,000
Woolcock Institute of Medical Research		\$480,000

Networks and Research Program

Aims to increase connectivity of research effort and to promote opportunities for national and international research collaborations, clinical trials and investment in NSW.

Centre for Complementary Medicine Research University of Western Sydney	Network Development and Support	\$50,000
National Heart Foundation of Australia	Network Development and Support	\$10,000
South Eastern Sydney and Illawarra Area Health Service	NSW Stem Cell Network Development and Support	\$20,000
The Sax Institute	Tools for Aboriginal Health Research Collaboration Project Network Development and Support	\$10,000

NSW Cooperative Research Centres (CRC) Business Case Support Grants Program

Provides assistance for business case development in the application phase to secure Commonwealth funding under the CRC Program.

Capital Markets CRC Limited		\$30,000
CRC Rim-sol Pty Ltd		\$20,000
Hear Works		\$30,000
Smart Internet Technologies CRC Pty Ltd		\$30,000
The University of New England		\$30,000

Spinal Exchange Program

Provides grants for Visiting Fellowships to improve practice and optimise the physical wellbeing of people with spinal cord injury and other neurological conditions and their ability to maintain independent living within the community. This is a joint program between OSMR, WorkCover NSW & the NSW Motor Accidents Authority.

Dr Paul Kennedy	Royal Rehabilitation Centre Sydney	\$35,350
Professor Peter Ellaway	University of New South Wales	\$26,100
Professor Peter Ellaway	Northern Sydney Central Coast Health	\$14,000

Appendix 10 (cont'd)

Organisation	Project	Amount
Spinal Cord Injury and Related Neurological Conditions Research Grants Program		
The program promotes research into spinal cord injury and related neurological conditions and seeks to develop and attract relevant research talent in NSW, and includes: Research Program Grants, directed at research undertaken by established senior researchers, Research Project Grants, directed at post-doctoral researchers within 5 years of their PhD award and Travel Scholarships directed at advanced PhD students to enable them to present their research at prestigious international conferences and/or institutions.		
Associate Professor Janet Keast	The University of Sydney	\$625,000
Brett Graham	University of Newcastle	\$8,340
Dr Bryce Vissel	Garvan Institute of Medical Research	\$100,000
Dr James Middleton	The University of Sydney	\$312,500
Dr Marcus Stoodley	Prince of Wales Medical Research Institute	\$71,808
Dr Matthew Kiernan	Prince of Wales Medical Research Institute	\$43,750
Dr Ostoja Vucic	Prince of Wales Medical Research Institute	\$6,000
Dr Penelope McNulty	Prince of Wales Medical Research Institute	\$75,000
Jennica Winhammer	The University of Sydney	\$4,200
Professor Elizabeth Burcher	University of New South Wales	\$62,500
Professor Elspeth McLachlan	University of New South Wales	\$93,750
Professor George Paxinos	Prince of Wales Medical Research Institute	\$100,000
Professor Iain Campbell	The University of Sydney	\$38,750
Professor John Pollard	The University of Sydney	\$187,500
Professor Max Bennett	The University of Sydney	\$62,500
Professor Phil Waite	University of New South Wales	\$300,000

Appendix 11

Guarantee of Service

The Department maintains its commitment to providing a high quality of service that meets the reasonable expectations of its clients. The *Guarantee of Service* explains what we do, our values and objectives, our service standards, how feedback can be given and our contact details. The *Guarantee of Service* is reviewed annually and a copy is available to the general public through the Department's main website www.business.nsw.gov.au

Code of Conduct

The Department's Code of Conduct was reissued during the reporting period. Following the addition of Tourism NSW, the Major Events Unit and the Office for Science and Medical Research to the Department of State and Regional Development, work commenced on developing a single Code of Conduct for the expanded agency, which will be implemented by the end of 2006.

Industrial relations

The Department and the Public Service Association maintained strong relations through the Joint Consultative Committee.

The Department successfully defended an unfair dismissal claim in the NSW Industrial Relations Commission.

Movement in wages, salaries or allowances

The Crown Employees (Public Sector – Salaries January 2004) Award provided for a four per cent increase in salaries, effective from 1 July 2005.

Establishment at 30 June

Note: the 2006 figures include staff transferred from Tourism NSW, Tourism, Sport and Recreation Shared Services, the Major Events Unit and the Office for Science and Medical Research.

Appendix 12

Human Resources

Policies and practices

During 2005-2006, the Department reissued the following policies and/or guidelines:

- Flexible Working Hours Agreement
- Job Evaluation Policy
- Code of Conduct
- Study Assistance Policy.

	2002	2003	2004	2005	2006
Establishment (i.e. number of positions – FTE)	281.2	313.7	296	297	493.5
Staff number of the Department (FTE)	268.3	299.1	276.5	274.2	411.7

For further information on Human Resources achievements please refer to the Policy and Resources Division section.

Appendix 13

Information and communication technology

The Department maintains and publishes information for clients and the public on the following websites. Sites are being consolidated where possible to improve administrative efficiency, accuracy, currency, and security.

URL/Address	Subject/Interest area
www.business.nsw.gov.au	Main DSRD site
www.tourism.nsw.gov.au	Tourism NSW corporate site
www.smallbiz.nsw.gov.au/hbb	Small Business Information
www.ats.business.gov.au	Australian Technology Showcase
www.events.nsw.gov.au	Joint portal to public events
www.osmr.nsw.gov.au	Main Office for Science and Medical Research website
www.osmr.nsw.gov.au/research	NSW Public Research Directories
www.retailtenancy.nsw.gov.au	Retail Tenancy Issues
www.sydneyaustralia.com	Tourism NSW international sites
www.visitnsw.com.au	Tourism NSW consumer site
http://weekender.visitnsw.com.au	Sydney Weekender
www.aboriginalbiz.nsw.gov.au	Aboriginal Business
www.biotechnology.nsw.gov.au	Biotechnology Directory
www.business.nsw.gov.au/biotech	Biotechnology and Pharmaceuticals
www.competitiveness.nsw.gov.au	NSW Competitiveness Data
www.export.nsw.gov.au	Export Business
www.food.nsw.gov.au	Food related Business
www.regionalcommunities.nsw.gov.au	Regional Communities
www.smallbiz.nsw.gov.au	Small Business
www.smallbiz.nsw.gov.au/hbb	Home-based Business
www.smallbiz.nsw.gov.au/makingit	Western Sydney Manufacturing Week
www.smallbiz.nsw.gov.au/wib	Women in Business
www.smallbusiness.nsw.gov.au	Small Business (alt URL)
www.smallbusinessmonth.nsw.gov.au	Small Business Month
www.spinalinfo.nsw.gov.au	Making Connections website
www.techshowcase.nsw.gov.au	Australian Technology Showcase (alt URL)
85 regional tourism consumer web sites	Various Regional Tourism Organisations, Visitor Information Centres and Local Councils

Department reports to Government included:
 – Information Management and Technology Strategic Plan

Appendix 14

Internal Audit Bureau

The Internal Audit Bureau is contracted by the Department to provide internal audit services and other special reviews. Audit activities are undertaken in accord with an agreed audit plan.

Recommendations arising from reviews are considered by management and implemented as appropriate.

Tourism NSW internal audit services were prepared under a contract for services that the former Department of Tourism, Sport and Recreation held with Deloitte Touche Tohmatsu.

Appendix 15

Land disposal

The Department, through the Ministerial Corporation for Industry, has responsibility for an industrial land bank that consists of sites located at Berkeley Vale (one site) and Albury (two sites). This stock of land is maintained for industrial development purposes. The Albury land is subject of a Joint Venture Operation with the Albury Wodonga Development Corporation.

During 2005-2006, contracts for the sale of two of the Albury Wodonga Joint Venture Operation sites were settled for a total contract value of \$155,000. The remaining two Albury sites are on the market for sale.

The Berkeley Vale site is currently subject to a contract for sale.

Appendix 16

Major assets

Major assets used by the Department include:

- Wide Area Network, incorporating desktop computers, laptops and other computer equipment including servers, modems, routers and printers
- improvements to leasehold premises
- photocopiers
- office furniture and equipment including a large range of audiovisual equipment.

Major asset additions during 2005-2006 included fit-out to the Department's new CBD accommodation in the MLC Centre, upgrades to the Department's computer network, the essential replacement of office equipment and digital telephone systems.

Appendix 17

Major works in progress

During the reporting year, the Department did not manage any major works.

Appendix 18

Overseas Travel

Name of Officer	Country Visited	Period of Travel	Purpose
Loftus Harris Warwick Glenn Eric Cantwell	UAE	8-14 July	Trade and investment mission
Kevin Simmonds	Canada	15 July-4 August	2005 World Masters Games
Oton Wu (HK)	Australia	1-5 August	Tourism promotion
Kate Strange (NZ)	Australia	11-14 August	Market familiarisation
John O'Neill	Germany	18-24 August	World Youth Day 2005
Kevin Simmonds	Japan	30 August-5 September	FISA World Rowing Championships
Brad Fitzmaurice (UK)	Germany	6-8 September	Meeting of Australian investment agencies
Rebecca Avent (NZ)	Australia	9-11 September	Market familiarisation
Ian Cameron	Singapore, India	13-23 September	Travel mission
Grace Tay (Singapore) Tan Siew Hoon (Singapore)	Australia	2-6 October 3-9 October	Sydney workshop
Brad Fitzmaurice (UK)	Netherlands, Germany	3-6 October	Australian Skilled Migration EXPO
Catriona Fraser	France, UK	7-13 October	Fashion promotion Brief UK PR agency
Warwick Glenn	India	20-28 October	Trade and investment mission
Kate Strange (NZ)	Australia	4-7 November	Market familiarisation
Rebecca Avent (NZ)	Australia	10-13 November	Market familiarisation
Angela Chong (HK)	Australia	13-16 November	Market familiarisation
Michael Dowson	Dubai	13-21 November	"Big 5" exhibition
Steven Kerlander Lorna Whitwell (UK)	Germany	13-22 November 15-18 November	Medica 2005
Meiling Chan (HK)	Australia	17-29 November	Market familiarisation
Sarah Austin (UK)	Australia	18-29 November	Corroboree Down Under
Tom McAlary	Taiwan, China	19-25 November	Business migration promotion
Oton Wu (HK) Takako Saito (Japan) Kate Strange (NZ) Tan Siew Hoon (Singapore) Russell Mills (UK) Irene Morgan (US)	Australia	23 November-3 December 23 November-7 December 24 November-2 December 24 November-2 December 26 November-6 December 26 November-18 December	New South Wales Tourism Awards
Ian Cameron	New Zealand	18-22 December	Strategy meeting
Loftus Harris David McGeachie	USA	14-20 January 18-25 January	Australia Week in LA
Takako Saito (Japan)	Australia	21-Current	Temporary appointment
Takeshi Teramoto (Japan)	Australia	31 January-6 February	Japan Australia Action Group
Takako Saito	Japan	16-27 February	Japan Australia Mission
Sally Williams	UAE, Bahrain	2-11 March	Trade and investment mission
Catriona Fraser	Hong Kong	3-5 March	Royal Easter Show promotion
Lorna Whitwell (UK)	Germany	7-9 March	CeBIT
Brad Fitzmaurice	Switzerland	7-9 March	Trade and investment mission
Brad Fitzmaurice	Sweden	23-24 March	Trade and investment mission
Oton Wu (HK)	Australia	11-18 March	Market familiarisation
Loftus Harris David McGeachie	Japan	14-17 March	Trade and investment mission
Angela Chong (HK)	Australia	20-28 March	Market familiarisation
Renato Rispoli	Singapore	22-27 March	Singapore Fashion Festival
Takeshi Teramoto (Japan)	Australia	26 March-2 April	Market familiarisation
John O'Neill	USA	29 March-2 April	Qantas inaugural Sydney-San Francisco flight
Phil Coles	Korea	31 March-7 April	Sport Accord Conference
Michael O'Sullivan	UK, USA	31 March-14 April	Olympics conference London Bio 2006 Chicago
Kevin Simmonds	Korea	1-7 April	Sport Accord conference

Appendix 18

Overseas Travel (cont'd)

Name of Officer	Country Visited	Period of Travel	Purpose
Oton Wu (HK)	Australia	2–8 April	Market familiarisation
Jan Ross	Singapore, Malaysia, Thailand	2–13 April	Asian Aviation Routes Conference
Malcolm Lemaire	New Zealand	3–6 April	Trade and investment mission
Leanne Joyce Kerry Doyle Dr Roseline Yardin	USA	3–15 April 6–14 April 7–14 April	Bio 2006
Loftus Harris	UK, Italy, France	4–12 April	Trade and investment mission
Helen Marinic	New Zealand	5–12 April	Oztalk
John O'Neill	Thailand	21–27 April	PATA Annual Conference
Robyn Faber	Singapore	23–28 April	Food & Hotel Asia exhibition
Warwick Glenn David Street	India	23–29 April	Trade and investment mission
John Grady David McGeachie	Japan	26–29 April	Closure of Tokyo office
Ian Cameron	UAE, Kuwait, China	30 April–17 May	Arabian Travel Mart Gulf Countries Roadshow
Jon Mason	USA	7–15 May	Electronic Entertainment Exposition (E3)
Tom McAlary	Hong Kong, Philippines	12–19 May	Business and skilled migration promotion
Christina Leong (Singapore)	Australia	12–20 May	Market familiarisation
Geoff Clarke	Vietnam	21–27 May	Trade and investment mission
Lyndel Gray	Japan	29 May–3 June	Japan Industry Monitoring Group
Jan Ross	Germany, UK	29 May–10 June	Co-op marketing meetings
Dr Roseline Yardin	Italy	12–22 June	AusBiotech 2006 conference
Rebecca Avent (NZ)	Australia	16–18 June	Market familiarisation
Oton Wu (HK) Russell Mills (UK) Takeshi Teramoto (Japan) Meiling Chan (HK) Tan Siew Hoon (Singapore) Irene Morgan (US) Christina Leong (Singapore) Kate Strange	Australia	12–29 June 12 June–11 July 13–21 June 13–22 June 14–21 June 14 June–15 July 16–20 June 18–28 June	Australian Tourism Exchange
Kevin Simmonds	Germany	16–24 June	FIFA World Cup
Grace Tay (Singapore)	Australia	19–28 June	Market familiarisation

Appendix 19

Payment of accounts

During 2005-2006, the Department maintained a policy of ensuring payment of accounts by the due date and took advantage of discounts where possible. The Department contracts the Central Corporate Services Unit (CCSU) to process payments in accordance with the Department's accounts payment policy. There were no instances during the year where interest was paid for late payment of accounts.

Performance Indicators and Target Levels

Aged analysis at the end of each quarter

Quarter Ended	Current (due within due date) \$	Less than 30 days overdue \$	Between 30 and 60 Days overdue \$	Between 60 days and 90 days overdue \$	More than 90 days overdue \$
September	880,289	46,638	7,251	-	-
December	79,521	595	402	-	-
March	1,150,604	-	-	-	-
June	702,653	-	-	-	-

Accounts paid on time within each quarter

Quarter Ended	Target %	Actual %	\$	Total Amount Paid \$
September	95	94	18,978,470	21,750,052
December	95	90	18,925,839	21,799,683
March	95	94	22,275,264	27,151,932
June	95	95	69,981,176	72,444,460

Action taken to improve payment of accounts on time

The percentage of accounts paid on time by quarter is considered reasonable in comparison to target.

The statistics disclosed in the above tables include account payment data for Tourism NSW, the Major Events Unit and the Office for Science and Medical Research, which were added to the Department in March 2006. In the period after the amalgamation to the Department and up to 30 June 2006, account processing services for Tourism NSW were provided by its former corporate services provider. The Office for Science and Medical Research was an existing client of the CCSU.

In conjunction with the Department's account processing service provider, the Department continues to examine procedures to improve account payment performance. With the movement of Tourism NSW to the CCSU service, it is anticipated that having all account payments processed by the one provider will ensure tighter control. To improve future performance, greater emphasis will be placed on enhancing electronic processing of invoices, together with increased use of purchase orders for recurring payments.

The 2006-2007 target for the percentage of accounts paid on time is to be maintained at 95 per cent.

Appendix 20

Privacy and personal information

The Department's Privacy Policy Statement and Privacy Management Plan were updated to incorporate legislative changes and contact information. These publications are available to all staff internally via the Department's intranet site and publicly available through the Department's main website www.business.nsw.gov.au.

The Department ensures the protection of the privacy of individuals through the ongoing privacy awareness training provided to staff. The Privacy Officer and the Privacy Resource Officers continue to be available to advise on privacy issues. The Communications Unit reviews printed and electronic newsletters prepared by the Department, in relation to the inclusion of privacy statements.

The Department was not required to undertake any internal reviews of the conduct of any officers in the Department, concerning privacy matters, during the reporting year.

In the coming year, the Department will continue to include privacy information in training programs for staff at two levels:

- induction programs for new staff
- management development programs for senior management.

Appendix 21

Publications and promotional material

Corporate publications

Annual Report 2004-2005
Doing Business in NSW
NSW Competitiveness Report 2006
NSW Trade and Investment (Japanese)
NSW Trade and Investment (Chinese)
Trade and Investment Centre Information flyer

Investment Division

Bring your talents to Regional New South Wales
Business Migration Doing Business in NSW (English and Chinese)
Business Migration (English and Chinese)
Business Owner (permanent) 892
Business Owner (provisional) 163
Financial Services – Growth Industry Profile
Living in NSW
NSW – First for Food and Beverage Processing
NSW – First for Manufacturing
NSW wants your expertise in pharmaceuticals and biotechnology
NSW wants your ICT expertise
New South Wales welcomes business migrants
Regional NSW Contact Centres – the Smart Choice
Sydney – A global city for the world of Business
Sydney and NSW: First for Information and Communications Technology
Sydney, Australia – Financial Services
Sydney Digital Media Hotspot
Sydney – Major Projects Unit
Sydney, NSW Analytics – India and New South Wales in partnership
Sydney, NSW – First for Foreign Exchange
Sydney, NSW – First for Funds Management
Sydney, NSW – First for India
Sydney, NSW – First for International Contact Centres
Sydney, NSW – First for Shared Services
Sydney wants your finance expertise
Sydney welcomes your expertise

Industry Division

ATS Health Technology exhibition booklet
ATS Patrons Award Booklet
Australian Technology Showcase Snapshot e-newsletter Australian Technology Showcase – where Australian innovation meets the world
AusBiotech 2006 Flyer
Beijing Olympics brief, newsletter
Biotechnology online Directory
Biotechnology e-newsletter, online
Biotechnology events email (monthly)
First for Aquaculture – Industry directory 2004, published 2004
First for Aquaculture – published 2004
Food Industry NSW – 2005-2006 Directory
FoodBytes – e-newsletter (ten issues in 2005-2006)
Information and Communications Technology: growth industry profile
Medica 2005 Exhibition Guide
NSW First for Aquaculture – case studies
NSW First for Aquaculture – investment brief
NSW First for Planted Forests
NSW Sports Capability Brochure
NSW Wine and Food map
Success Story: BTF Pty Ltd
Success Story: Cellabs Pty Ltd
Success Story: ObjectiVision
Success Story: Portland Orthopaedics
Success Story: Protech Research
Success Story: Ultracuticals Pty Ltd
Success Story: Vast Audio
Success Story: Vertical Orthotics
Sydney and New South Wales: First for Life Sciences
Western Sydney IT Cluster – Members Update – email (weekly)
Western Sydney IT Cluster bi-monthly e-newsletter (5 issues)
Western Sydney IT Cluster – Working Together for Mutual Benefit flyer on membership and benefits
Western Sydney IT Cluster – Online Members Capabilities Directory
Western Sydney IT Cluster – 2005 Calendar of Forums, Workshops and Special events
Western Sydney IT Cluster new website

Regional Development

Community Economic Development Conference brochure and handbook 2005
Community Economic Development Success Story – Coolamon
Community Economic Development Success Story – Engaging business
Community Economic Development Success Story – Snowy River
Filming in Regional New South Wales, Australia
Funding Business Growth
Growing Success in Cooma
Main Street Small Towns Success Story – Mayfield
Merrima Small Towns Growth Strategy
NSW Payroll Tax Incentive Scheme brochure
Putting regional NSW on the menu
Regional Call Centres
Regional Capital Raising Program (pdf)
Regional Development Success Story – Greater Taree
Regional Distribution Centre Attraction Strategy flyers – Goulburn, Tamworth, Albury, Central Coast
Regional Film Tour flyer 2005
Regional Food Tour 2006
Right place at the right time – developing distribution hubs in regional NSW
Small Town – Big Growth
Strong Regions, Strong Future
Towns and Villages Futures Success Story – Milparinka
Your community – your future

Small Business Development Division

Aboriginal Business Newsletters (pdf)
Aboriginal Business Success Stories
– Murrin Bridge Wines
– Clarence Valley Aluminium and Steel
– Muru Mittigar Aboriginal Cultural and Education Centre
Better Solutions, Better Results (pdf)
Brief on Business Networks (pdf)
Brief on e-commerce (pdf)
Brief on Finance for Small Business (pdf)
Brief on Information Technology (pdf)
Business Advisory Services flyer
Business Advisory Services Banner Bug
Business Advisory Services small poster
Business in NSW (pdf)
Business Planning – Fact Sheet
Business Security – Fact Sheet
Business Structure – Fact Sheet
Buying a Business – Fact Sheet
Cleaner Production Self Help Tool (pdf)
Client Service – Fact Sheet
Commercial Leases – Fact Sheet
Debt Recovery – Fact Sheet

Appendix 21 (cont'd)

Small Business Development Division (cont'd)

- Directory of Aboriginal Business & Employment Programs (pdf)
- Directory of business services for Aboriginal People (pdf only)
- Electronic Commerce – Fact Sheet
- Employment Conditions – Fact Sheet
- Exporters Network registration (pdf)
- Exporting Newsletters (pdf)
- Exporting Success Stories
 - Intensive Reading Programs Pty Ltd
 - Metz Pty Ltd
 - Waterman AHW
- Getting Started – Fact Sheet
- Getting the Most from Advisers – Fact Sheet
- Guide to Business Planning (pdf)
- Guide to Developing Aboriginal Business
- Helping People to Start, Manage and Grow Their Business
- Home Based Business Action Program
- Home-based Business Action Programs (pdf)
- Home-based Business Success Stories (webtext)
 - Fiona Weigall, Health and Safety Matters
 - Liama Karklins, Events at Large
 - Robyn Inglis, Live Free Gluten Free Mixes
- Independent Market Visit Program
- Information Technology Success Stories
 - e-plants.com.au
 - Kann Finch
- Innovation Advisory Service – Help With Your Bright Ideas
- Innovation Clusters Program
- Innovation Success Stories (webtext) – Taylors Doors and Frames
- Insurance – Fact Sheet
- Insurance Finder Categories (pdf)
- Intellectual Property – Fact Sheet
- International Trade Missions and Market Visits Program, July 2005-June 2006
- Manufacturing in Western Sydney
- Marketing – Fact Sheet
- NSW Clusters for Business Newsletter
- Pricing and Costing: managing for a profitable business (CD-ROM)
- Quick Guide to Small Business Services (pdf)
- Raising Finance – Fact Sheet
- Risk Management Guide
- Securing Our Manufacturing Future (pdf)
- Services Exports Toolkit (CD Rom)
- Smallbiz e-news (pdf)
- Small Business Banking Issues and Statistics (pdf)
- Small Business September Calendar
- Small Business September Update (email)
- Stepping Up – Helping your small business grow
- Stepping Up Mentor Application and Brochure (pdf)
- Stepping Up: Contractor Information Pack
- Surviving in Business – Fact Sheet

- Taxation – Fact Sheet
- Western Sydney Manufacturing Week 2005 Calendar
- Western Sydney Manufacturing Week 2006 Calendar
- Western Sydney Update (email)
- Winning Exports Guide (pdf)
- Women In Business Growth Strategies Workshop Programs (pdf)
- Women In Business Mentor/Mentoree application forms (pdf)
- Women In Business Participant Notes (pdf)
- Women in Business – 2006 Women in Business Programs
- Women in Business – 2006 Growth Strategies Workshops (February–June)
- Women in Business – 2006 Growth Strategies Workshops (July–December)
- Women in Business – 2006 Mentor Program
- Women in Business – 2006 Regional Program
- Women in Business Success Stories
 - Paro Paru Shells
 - Oh de Toilette
 - Pat’s Place Coffee Lounge
- Women in Manufacturing (DL Flyer)

Retail Tenancy Unit

- Retail Leases Amendment Act 2005 brochure
- Retail Tenants Guide
- RTU – Dispute Resolution Kit

Tourism NSW

- 100 Years of Tourism Book
- Aboriginal NSW Product Manual
- Annual Report 2004-2005 (Department Tourism, Sport and Recreation)
- Autumn in Sydney magazine
- Destination Development Toolkit (Start Smart)
- Indigenous Principles brochure
- Lord Howe Island NSW Holiday Planner
- North Coast of NSW Holiday Planner
- NSW Tourism Awards program and winners book
- Regional Events Calendar
- Sydney Summer “Spotlight” magazine
- Sydney Summer “Uncovered” magazine
- Wine & Food brochure / map
- World Masters Games brochure

The Office for Science and Medical Research

- Annual Report 2004-2005
- Challenge and Change – Report of the Independent Review into the Cancer Council
- Inter-Jurisdictional Forum – Towards timely, efficient and effective review of multi-centre clinical trials
- Making Connections promotional postcard
- National Clinical Research Forum “Removing the Barriers” Background and Outcome Papers 7 June 2005
- NSW commissioned by the Hon. Frank Sartor MP – August 2005
- Positioning NSW as a Global Centre for Science, Technology and Medical Research: A Re:Connections forum flyers and program
- Report from Consultations and Workshops Conducted by ATP Innovations on behalf of the Ministry for Science and Medical Research
- Report of the Making Connections “Future Directions” Workshop
- Science EXPOsed flyers and program
- The State of Research: The 2006 Health and Medical Research Directory: (Book, CD and Interactive Website)
- The State of Research: The 2006 Science Directory: (Book, CD and Interactive Website)

Appendix 22

Research and development

Throughout 2005-2006, the Department continued to provide funding support to the Hunter Valley Research Foundation and the Illawarra Regional Information Service. Each organisation received funding for the provision of regional information services which assist the Department's regional investment attraction efforts in the two regions. These services include data on the Hunter and Illawarra economies, business conditions, the labour market and other information relevant to the regions, and are highly valued by the Department and its clients in the business and investment communities.

Tourism NSW continued to provide research funding for a range of studies and surveys to support the activities of the Division. During the year, funding was provided for:

- National and International Visitor Surveys by Tourism Research Australia
- Regional and International data snapshots
- Sustainable Tourism Cooperative Research Centre projects
- Insights workshops.

The Office for Science and Medical Research provided funding to NSW research and development through a range of programs including:

- Medical Research Support Program
- NSW BioFirst Awards
- The NSW Converging Technologies Program
- BioLink
- Spinal Cord Injury & Related Neurological Conditions Research Grants Program.

Further information on these programs is included in Appendix 10 – Grants to Non-Government Organisations.

Appendix 23

Risk management and insurance

Risk management

The Department regularly reviews and updates its risk management policy. This enhances the achievement of the Department's objectives and service delivery through more effective staff involvement in applying risk management techniques and incorporating risk management into their daily responsibilities.

Insurance activities

The Department is insured through the Treasury Managed Fund, a self insurance scheme administered by the GIO and Allianz Australia. The coverage provided by the scheme is all inclusive, and policies are held for Workers Compensation, Commercial Motor Vehicles, Property, Miscellaneous and Public Liability.

A summary of claims paid by the Managed Fund during the 2005-2006 financial year follows:

Policy	No of Claims	Amount Paid \$	Reserve Balance \$	Recovered to date \$	Net Incurred \$
Workers Compensation	24	19,759	15,067	-	34,826
Motor vehicles	14	77,183	4,738	19,634	62,287
Property	2	45,928	15,642	-	61,570
Public Liability	1	10,704	-	-	10,704
Miscellaneous	1	590	-	-	590
Total	42	154,164	35,447	19,634	169,977

Appendix 24

Senior Executive Service (SES)

Each SES Officer develops an annual performance agreement which sets out their principal responsibilities and tasks for the year. Each SES Officer undergoes a formal assessment with the Director General of their outcomes against the performance agreement. The assessment also takes into account their personal contribution to achieving overall corporate objectives.

Senior Executive Service Officers as at 30 June 2006.

Name	Sex	Position Title	Level
Loftus HARRIS	M	Director General	7
John O'NEILL	M	Executive Director and General Manager, Tourism	4
Michael CULLEN	M	Executive Director, Regional Development Division	3
Warwick GLENN	M	Executive Director, Investment Division	3
Lyndel GRAY	F	Director, Strategic Operations, Tourism NSW	3
Michael O'SULLIVAN	M	Executive Director, Industry Division	3
Janine RICKETTS	F	Executive Director, Policy and Resources Division	3
Julie SCOTT	F	Executive Director, Small Business Development Division	3
Catriona FRASER	F	Director, Group Communications, Tourism NSW	2
Maree GLEESON	F	Director, Medical Research, OSMR	2
Leanne JOYCE	F	Director, Communications	2
Pauline MURPHY	F	Director, Policy and Special Projects	2
Derek VAN DYK	M	Director, Science Research, OSMR	2

Number of executive positions at each level	2004-2005	2005-2006
Level 1	0	0
Level 2	1	5
Level 3	5	6
Level 4	-	1
Level 5	-	-
Level 6	-	-
Level 7	1	1
Female executive officers		
Level 3	1	3
Level 2	1	4

Appendix 24 (cont'd)

Performance of SES officers Level Five and above

Name: Loftus Harris

Position: Director General

SES LEVEL: 7

Remuneration: \$358,838

Period of Review:

1 July 2005–30 June 2006

The Minister for State Development advised that Mr Harris met the performance criteria established for the position of Director General of the Department of State and Regional Development.

Specific achievements included:

- leading the amalgamation of the Department following the addition of Tourism NSW, the Major Events Unit and the Office for Science and Medical Research to the Department of State and Regional Development
- hosting the Forbes CEO Global Conference held in Sydney in August/September 2005
- leading the *NSW We Mean Business* promotional campaign
- developing and implementing strategies to attract international investment in NSW, specifically in the emerging markets of China and India
- implementing the *NSW Science Leveraging Fund* as announced by the Premier in his February 2006 Financial and Economic Statement
- managing the enactment of the *Retail Leases Amendment Act 2005* and the implementation of the *Retail Bond Scheme*
- facilitating the Small Business Regulations Review Taskforce as announced by the Premier in January 2006
- overseeing and implementing the NSW Government's *Drive for Talent Program* which aims to attract skilled individuals from overseas and interstate to live and work in New South Wales
- significant investment agreements with private sector firms in aerospace, defence, manufacturing and financial services which have resulted in economic benefit for the State
- continuation of effective overseas business missions to promote the State economy and put New South Wales exporters in direct contact with overseas clients
- managing and conducting negotiations with major film and digital media companies to support production and post-production expansion in NSW
- assessing the opportunities from a range of Free Trade Agreements for NSW
- ongoing promotion and support for small businesses in NSW including Aboriginal businesses
- ensuring the provision of quality services and support from the Department to the Minister for State Development, Minister for Regional Development and Minister for Small Business, Minister for Tourism and Minister for Science and Medical Research
- establishing and implementing processes to ensure the Department operated within its resource limitations.

Appendix 25

Significant committees membership

Name	Committee
Loftus Harris	National ICT Australia (NICTA) – representative member; Commonwealth Standing Committee on Regional Development; NSW Industry Capability Network – represent Minister for State Development; Small Business Development Corporation; State Inter-Agency Greenhouse Network; NSW Wine Industry R&D Advisory Council; Employment Lands Taskforce; CEO Metropolitan Strategy Committee; NSW Vice Chancellors' Strategic Initiatives Group; Small Business Regulation Review Taskforce; Premier's Business Roundtable; CEOs' Economic Development Forum; CEOs' Network; Chief Executives' Committee; State and Territory CEOs' Forum; NSW Information Industry Advisory Board; Hunter Advantage Fund Assessment Committee; Illawarra Advantage Fund Assessment Committee; Joint Consultative Committee; NSW Major Events Board
John O'Neill	Australian Standing Committee on Tourism (ASCOT); Australian Tourism Awards Management Board; Australian Tourism Data Warehouse Pty Ltd Board; Local Government and Shires Association Tourism Committee; National Tourism and Aviation Advisory Committee; Northern Rivers RTO Board; Snowy Mountains RTO Board; State Tourism Offices Chief Executive Officers Forum; Sydney Convention & Visitors Bureau Board; Tourism Industry Forum (Chair)
Janine Ricketts	State Contracts Control Board; DSRD Audit and Review Committee; NSW Property Council Economic Development Committee; Department of Commerce Central Corporate Services Unit Client Senior Officer Group; COAG Skills Recognition Steering Committee
Warwick Glenn	DSRD Audit and Review Committee
Michael O'Sullivan	Commonwealth, State and Territories Advisory Committee on Innovation; DSRD Audit and Review Committee, The Bandwidth Foundry, Australian Synchrotron Research Program
Michael Cullen	Illawarra Advantage Fund Assessment Committee; Hunter Advantage Fund Assessment Committee; DSRD Audit and Review Committee
Julie Scott	Small Business Ministerial Council Officials Standing Committee; Small Business Development Corporation; Indigenous Economic Development Cluster Committee; DSRD Audit and Review Committee; GROW Area Consultative Committee; GROW North Sydney 2010 Committee; Redfern Waterloo Authority Employment and Enterprise Committee; Welding Technology Institute of Australia Steering Committee; Regulation Reduction Taskforce
Lyndel Gray	Illawarra RTO Board; Japan Industry Monitoring Group; Korea Action Plan Implementation Group; OH&S Workplace Committee
Leanne Joyce	National Marketing Group conducted by Invest Australia
Catriona Fraser	Hunter RTO Board; Wine Australia 2004; Wine Australia Steering Committee 2006; Wine Press Club Australia
Maree Gleeson	Centenary Institute of Cancer Medicine and Cell Biology, Cancer Research Advisory Committee; NHMRC National Clinical Research Steering Committee; Northern Sydney Medical Research Hub Advisory Committee; UWS Medical School Expert Advisory Group; NSW Health Reference Group on Ethical Review of Multicentre Research
Derek Van Dyk	Commonwealth, State and Territory Advisory Council on Innovation (Observer); Environmental Trust Technical Committee; Science and Innovation Advisory Panel
Elisbeth Allen	NSW Marine Parks Advisory Council
Chris Armstrong	Science and Innovation Advisory Panel; Australian Institute of Marine Technology – NSW Working Group
Keith Baker	Capital Country RTO Board; Project SCAN
John Bates	National Inbound Tourism Compliance Taskforce; NSW Backpacker Working Group; South Coast RTO Board
Mandy Bellingham	National Tourist Signposting Reference Group; Tourist Attraction Signposting Assessment Committee
Michael Betteridge	Australian Tourism Data Warehouse Pty Ltd User Group; National Online Strategy Committee
Vicki Brown	Agribusiness Committee – Hunter
Grant Burrows	Manufacture Coffs Coast Committee; Nambucca Economic Development Committee; Nambucca Vehicle Body Manufacturing Cluster Committee
Paul Butler	NSW Greenhouse Network; Energy Directions Inter-Agency Group; Review of the NSW Greenhouse Gas Abatement Scheme Inter-Departmental Committee
Perce Butterworth	Joint Consultative Committee
Ian Cameron	Sydney Melbourne Coastal Drive Committee; Destination Australia Marketing Association (DAMA)
Paul Chamberlain	Statistical Coordination and Users Forum
Lee Clarke	Australian Tourism Export Council (NSW Branch)
Les Clements	Project Control Group for Blue Mountains Cultural Centre in Katoomba; Contract Management Committee for the Acquisition of Motor Vehicles
Geoff Coleman	The Biotechnology Liaison Committee
Shane Coombe	Committee for the Marketing of Australian Biotechnology (C-MAB); Australia – New Zealand Biotech Alliance Working Group; AusBiotech NSW Branch Committee; NSW Medical Device Network Committee
Justine Cooper	Central Sydney Operations Group; Events Liaison Group
Simon Cosier	OH&S Workplace Committee
Andrew Cutbush	OH&S Workplace Committee
Barbara de Rome	National Parks and Wildlife Service, Sydney District Advisory Committee; Quarantine Station Community Committee

Appendix 25 (cont'd)

Name	Committee
Kelli Dean	Event Liaison Group; 2006 Men's Australian Open Golf Organising Committee; 2005 Canoe Slalom World Championships Organising Committee
Lynnette Dorn	Women's Development Committee
Kerry Doyle	The Biotechnology Liaison Committee; Medical Devices Industry Action Agenda
Greg Dresser	Government Business Education Network (January–June 2006)
Sally Edwards	Joint Consultative Committee; OH&S Workplace Committee
Jodie Evans	Rainforest Way Executive Committee; Visual Arts Network – Northern Rivers; Regional Co-ordination Management Group – Hunter
Roger Evans	Tourism Research Committee
Reg Fisk	Joint Consultative Committee
Jaspreet Gill	OH&S Workplace Committee
Jeff Goodchild	Cooks Cove Project Control Group
John Grady	DSRD Audit and Review Committee
Jim Grant	Riverina Murray Softwoods Working Group; Riverina Murray Private Forestry Development Committee; Albury Wodonga Land Disposal Advisory Committee; Riverina Regional Development Board's C-Change Project Steering Committee
Belinda Green	Women's Development Committee
Melissa Green	ATEC Symposium 2007 Committee; Backpacker Operators Association (BOA); DSRD/NSW Food and Wine Committee (replacement of FAWTAC), Local Government and Shires Association Tourism Conference Steering Committee
Tony Green	Illawarra Regional Airport Management Committee
Toni Hannon	OH&S Workplace Committee
Jillian Hartley	Women's Development Committee
Vikki Hine	NSW AusBiotech Branch Committee, NSW Medical Device Network Committee
Sam Hudson	Murray Campaign Committee
Pat Hutton	Joint Consultative Committee
Heather Irvine	Board of Directors of Albury Wodonga Area Consultative Committee
Susan Jansen	Senior Officers Committee on Drugs and Alcohol
Craig Jenkins	The Northern Rivers Indigenous Reference Group
Henry Johnston	OH&S Workplace Committee
Paul Judge	NSW Intensive Agriculture Consultative Committee; NSW Pork Industry Taskforce; National Food Alliance; NSW Aquaculture Taskforce; Joint Consultative Committee; National Food Industry Strategy Market Development Group
Steven Kerlander	Committee for Marketing Australian Biotechnology (C-Mab); Australia~Chile Chamber of Commerce
Sumeet Kumar	National ICT Australia Centre of Excellence Liaison Committee; Commonwealth Government's eResearch Committee; Commonwealth Government's Online Communications Council Working Group; Committee for Marketing ICT Australia (CoMICTA); Northern Sydney ICT Cluster Steering Committee; NSW Net Cluster Steering Committee
Wayne Lange	New England/North West RTO Board
Rhonda Lawrie	Southern Highlands Food and Wine Association; Southern Highlands Manufacturers Cluster; Southern Highlands Business Women's Network; Southern Highlands 2006 Business Awards for Excellence
Bill Mabey	Blue Mountains RTO Board; Regional Co-Ordination Management Group – Northern Area; Southern Cross University Indigenous Tourism Diploma Advisory Panel
Susan MacNeill	OH&S Workplace Committee
Martin Mansfield	Government Business Education Network (July–December 2005)
Carolyn Maxwell	OH&S Workplace Committee; Women's Development Committee
Natalie May	Joint Consultative Committee; OH&S Workplace Committee; Women's Development Committee
Tom McAlary	Commonwealth/State Monitoring Group on Migration to Sydney and NSW; Commonwealth/States Working Party on Skilled Migration; NSW Government Immigration Settlement Planning Committee
Barry McDonald	Country Energy South East Regional Advisory Board
Alan McGuigan	Riverina RTO Board; Local Government and Shires Association Tourism Conference Steering Committee; Tourism Industry Forum
Nigel McKinnon	Illawarra Advantage Fund Assessment Committee
Colin McLean	Australian Regional Tourism Network; Mid North Coast RTO Board; Tri State Touring Alliance
Lindy McMicking	OH&S Workplace Committee
Jennifer McNeil	Joint Consultative Committee
Michelle Miran	Shoalhaven Area Consultative Committee; Shoalhaven City Council Industry Development and Employment Committee

Appendix 25 (cont'd)

Name	Committee
Dominica Nelson	Central NSW RTO Board
Cheryl Nicholas	Event Liaison Group
Margaret O'Dwyer	Regional Co-Ordination Management Group, Southern Area
Dianne Paine	Australian Tourism Data Warehouse Pty Ltd Classifications Sub-Committee
Suzanne Pope	45 & up Study; Child and Adolescent Mental Health Planning Group
Bronte Price	Smart Internet Technology Cooperative Research Centre; Commonwealth, State and Territory Advisory Council on Innovation; Australian Research Council Centre of Excellence for Complex Dynamic Systems and Control; National Committee, Australian Technology Showcase; The Warren Centre for Advanced Engineering Major Projects Committee
Alok Ralhan	National Executive of Small Business Agencies; Small Business Ministerial Council Standing Committee of Officials; Australian Bankers Association Small Business Forum
Renato Rispoli	Event Liaison Group; Central Sydney Operations Group
Karen Robertson	Women's Development Committee
Jan Ross	Central Coast RTO Board, Destination Australia Marketing Association (DAMA)
Susan Rowe	Hunter Community Renewal Scheme Directions Committee
Sue Ryan	Ballina Shire Economic Development Unit Management Board; Clarence Valley Economic Development Management Committee; Richmond Valley Economic Development Committee
Tony Sansom	Hunter Advantage Fund Assessment Committee; Upper Hunter Economic Forum; Lower Hunter Economic Forum; Hunter Regional Co-ordinator's Management Group; Central Coast Regional Co-ordinators Management Group
Caroline Seagrove	Australian Centre for Event Management
Carol Shaw	OH&S Workplace Committee
Robert Sidford	Secretariat for the Economic Development Executives Group, Broken Hill
Kevin Simmonds	Event Liaison Group (Chair); Central Sydney Operations Group; Central Sydney Operations Group Executive Committee; Sydney 2009 World Masters Games – Policy Review Committee; 2005 Canoe Slalom World Championships Organising Committee
Wayne Sontter	Joint Consultative Committee
Mangala Srinivasan	OH&S Workplace Committee; Women's Development Committee
Sarah Stevenson	Australian Society of Travel Writers
Christine Stewart	Joint Consultative Committee
David Street	OH&S Workplace Committee
Allen Treanor	Senior Trade Officials Group; National Manufacturing Forum; NSW Sustainable Development Network; NSW Government Interagency Working Group on Mobile Telecommunications
Rowena Tucker	NSW Health Capacity Building Infrastructure Grants Program Review Panel; Westmead Research Hub Council; Grants Assessment Committee for the Spinal Cord Injury & Related Neurological Conditions Research Grants Program; OSMR; Spinal Exchange Program Advisory Group
Kerrie-Ann Watson	PSA Committee
Jane Wightman	Australian Wine Tourism Alliance
Susan Wild	Sydney Unique Venue Association
Patricia Wilkinson	Outback RTO Board; Regional Co-Ordination Management Group–New England/North West; Regional Co-Ordination Management Group–Riverina; Regional Co-Ordination Management Group – Western Area
Trevor Wilson	Tweed Heads CBD Project Facilitation Team
Susie Wilson	Australasian Spinal Cord Injury Network Steering Committee
Julie Yeoh	Women's Development Committee

Significant committees abolished

National Clinical Research Forum Committee

Child and Adolescent Mental Health Planning Group convened by the Centre for Mental Health, NSW Health University Western Sydney Medical School Expert Advisory Group

Appendix 26

Waste Reduction and Purchasing Policy

Commitment to reduce waste sent to landfill

The Department is committed to meeting the NSW Government's waste reduction goals through the active management of waste disposal schemes and the mandatory use of recycled products.

Following the addition to the Department of Tourism NSW, the Major Events Unit and the Office for Science and Medical Research, the Department has implemented a centrally managed system of bulk ordering paper and envelopes for its head office, using only recycled content paper. It is anticipated that this will result in reduced waste and a further increase in the amount of recycled content paper used.

Consumables purchased and publications produced

During 2005-2006, the Department purchased, produced and distributed a total of 32,296 kilograms of paper. General use paper such as A4 and A3 white represented 65 per cent of this amount (20,992kgs) of the total, while publications represented the balance. Eighty two per cent of the general use paper had a recycled content, while approximately half of the Department's publications (46 per cent) were printed on recycled content paper.

Reducing the generation of waste

The majority of the Department's staff are now located within its new corporate headquarters in the MLC centre. As part of the refurbishment, recycling facilities were given priority in the design so recycling would be a high profile when staff disposed of waste. In addition the Department was able to consolidate the number of office machines into common areas. The majority of office machines are now capable of double sided printing.

The Department is also avoiding waste by reducing the total number of office machines. This decreases waste by reducing the amount of consumables required to maintain these machines.

Resource recovery

During 2005-2006, the Department purchased 266 printer toner cartridges. Of these, 70 per cent were recycled using RTS Imaging's recycling service.

Use of recycled material

The Department's purchasing policy requires business units to purchase general use paper with a recycled content and to purchase recycled toner cartridges wherever possible.

In the Department's new head office, all paper is purchased centrally to ensure all paper supplied contains recycled content. It is anticipated that this will result in significant savings in paper used, particularly for envelopes, as each unit will now maintain a minimum stock rather than ordering divisional supplies which can often be superseded before stocks have been fully used.

Appendix 27

Workers compensation and occupational health and safety

The Department continued to focus on providing a safe and healthy working environment for its staff. The Department's main goal is to prevent accidents and injuries through the systematic identification and control of hazards in the workplace and in work practice. Where a work related injury, incident or illness has occurred, the Department ensured the correct injury/incident management, reporting, investigation, and review procedures were followed and that employees were provided with appropriate training.

Achievements for the year included:

- quarterly meetings of the Department's OH&S Committee
- OH&S and Workers Compensation training including advice and procedures about the implications of legislation provided for supervisors and managers
- training on office ergonomics
- ongoing provision of individual workplace assessments for staff as required
- free flu vaccinations for staff
- training and appointment of First Aid Officers as required

- monitoring of OH&S Policy and Plan
- monitoring of Workers Compensation reports and procedures
- regular reviews with Allianz Australia
- comprehensive management of Workers Compensation claims and return to work program
- regular contact with staff and managers in the Workers Compensation claims process
- improved follow up of ergonomics assessments
- review of the five key improvement targets outlined in the Working Together: Public Sector OHS and Injury Management Strategy 2005-2008
- OH&S inspections of remote work locations
- in 2005, prior to the transfer, a working party was formed to facilitate the development of an Occupational Health and Safety and Injury Management Strategic Plan for the then Department of Tourism, Sport and Recreation. The working party developed an Occupational Health and Safety responsibilities document and a suggested approach to the Occupational Health and Safety and Injury Management Plan's development and implementation. These were referred to the Corporate Services Steering Committee of the Department of Tourism, Sport and Recreation for endorsement
- the Tourism NSW Occupational Health and Safety Workplace Committee was reconstituted and new members to the Committee attended training conducted by St John's Ambulance in addition to a First Aid audit.

The Department's Workers Compensation portfolio was transferred to Allianz Australia, effective 1 July 2005. The transitional arrangements included a handover claims review with GIO, the previous Funds Manager and a separate review with Allianz Australia. The Department continues to conduct quarterly reviews with Allianz Australia.

Appendices

During the reporting period 19 new claims were lodged by the expanded Department. All claims notified were classified as non-significant, resulting in less than 22 days time lost from the workplace.

There were no WorkCover prosecutions during the reporting period.

Staff Support Services

The Department continued its sponsorship of the *Employee Assistance Program (EAP)* that provides a 24-hour, seven day a week, independent counselling service available to staff and their family members. The program provides assistance through a network of qualified counsellors to support staff through a variety of problems that may be home or work-related.

The Department continued to recognise and support the need for its staff to balance home and work responsibilities by providing flexible work options.

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Aboriginal Business Link Program	??	Major Events Unit	??
Access	??	Major Works in Progress	??
Appendices	??	Marketing NSW Overseas	??
Audited Financial Statements	??	Marketing NSW within Australia	??
Australian Technology Showcase	??	Marketing Regional NSW	??
Autumn in Sydney Campaign	??	Marketing Sydney	??
BioBusiness Program	??	Objectives and Results	??
BioFirst Program	??	Office for Science and Medical Research	??
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Business Strategy	??	Overseas Travel	??
Business Tourism	??	Overview by the Director General	??
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Consultants	??	Policy and Resources Division	??
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Controlled Entities	??	Publications and Promotional Material	??
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Country Week	??	Regional Development Board	??
Credit Card Use Certification	??	Regional Development Board and Innovation Program	??
Departmental Functional Structure	??	Regional Development Division	??
Destination Development	??	Regional Economic transition Scheme	??
Disability Action Plan	??	Research and Development	??
Drive for Talent Program	??	Retail Tenancy Unit	??
Economic Evaluation and Statistics	??	Risk Management and Insurance	??
Equal Employment Opportunity	??	Science EXPOsed	??
Ethnic Affairs Priority Statement and Agreements	??	Senior Executive Service	??
Executive Support Unit??		Senior Management	??
Finance Management and Property Administration	??	Significant Committees Membership	??
Freedom of Information	??	Small Business Development Division	??
Governance	??	Small Business Month	??
Government Energy Management Policy	??	Spinal Cord Injury and Related Neurological Conditions	??
Grants to Non-Government Organisations	??	Grants Program	??
Guarantee of Service	??	Spinal Exchange Program	??
Home Based Business Week	??	Stepping Up Program	??
Human Resources	??	Sydney Convention and Visitors Bureau	??
Hunter Advantage Fund	??	Sydney Summer Campaign	??
Illawarra Advantage Fund	??	Sydney Winter Campaign	??
Industry Capability Network	??	Tourism Industry Forum	??
Industry Division	??	Tourism Masterplan	??
Information and Communication Technology	??	Tourism NSW	??
Information Management Services	??	Tourism NSW Board	??
Innovation Advisory Centre	??	Tourism Research	??
Internal Audit	??	Towns and Villages Futures Program	??
Investment Division	??	Trade and Investment Centre and Country Embassy	??
Land Disposal	??	Trade Services	??
Legislation	??	Waste Reduction and Purchasing Policy	??
Letter of Submission	??	Women in Business Program	??
Main Street/Small Towns Program	??	Workers' Compensation and Occupational Health and Safety	??
Major Assets	??		
Major Events Board	??		

Other Annual Report requirements

Total Cost: report preparation	\$44,035
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