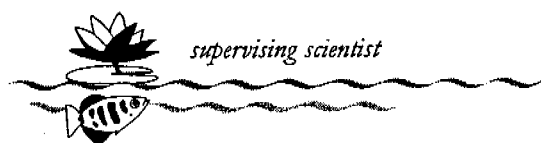




**Office of the  
Supervising Scientist  
Annual Workplan  
2000–2001**

Office of the Supervising Scientist

October 2000



## Introduction

The Workplan for the Office of the Supervising Scientist has been developed by staff to identify key activities to be carried out by individuals and teams in 2000–2001 and the performance indicators necessary to measure their success. The Plan supports individual work plans, the Strategic Plan of the Supervising Scientist and the Corporate Plan of Environment Australia. The Work Plan is also a tool that can be used to assist staff in developing Performance Agreements under the new Performance and Development Scheme.

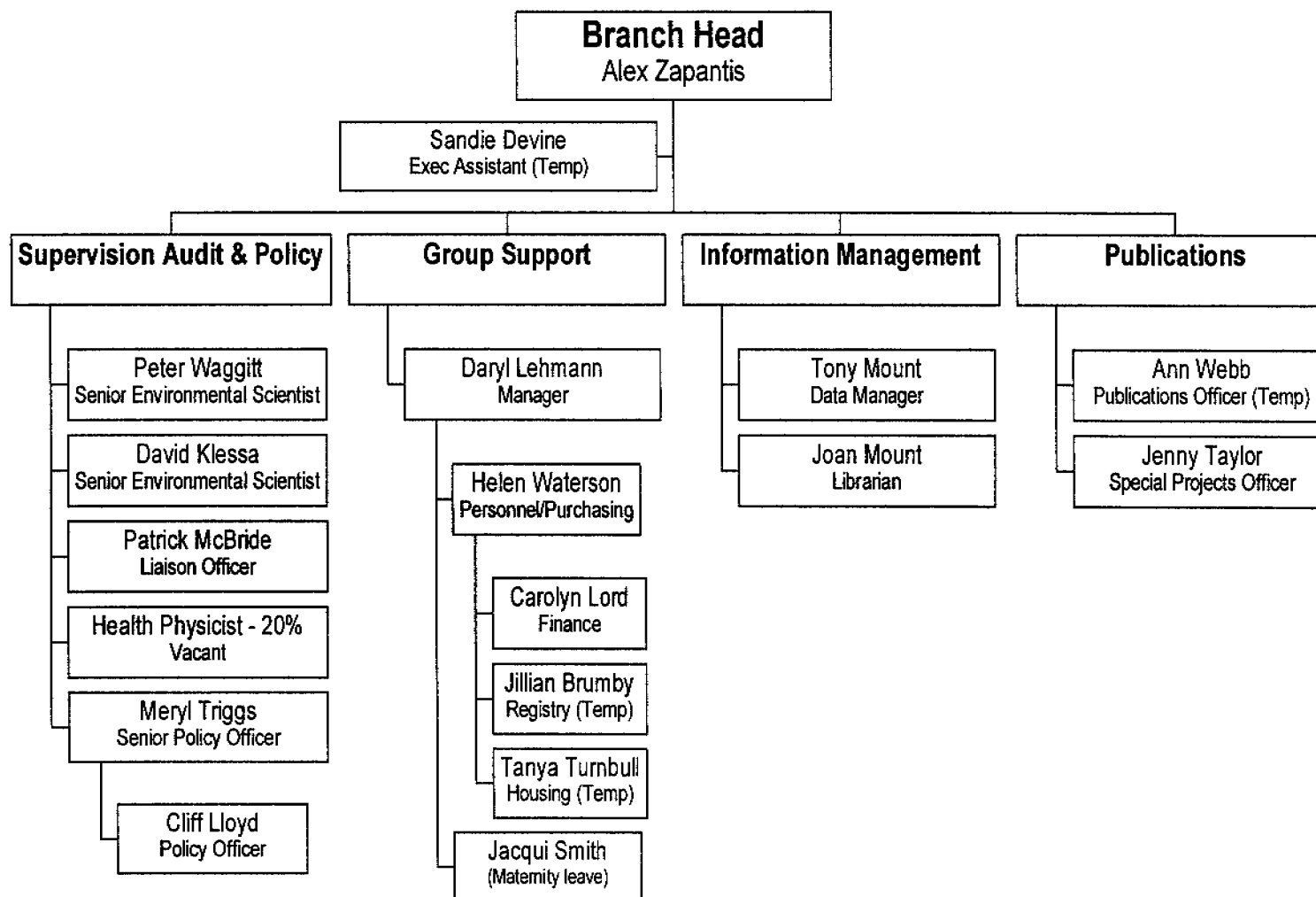
## OSS Staffing Profile

Position	Level	Officer
Assistant Secretary	SES1	Alex Zapantis
Executive Assistant	EA2	Sandra Devine
Senior Environmental Scientist	EL2	Peter Waggitt
Senior Environmental Scientist	SRS	David Kiessa
Senior Policy Officer	EL1	Meryl Triggs
Policy Officer	EA5	Cliff Lloyd
Publications Officer	EA6	Ann Webb
Group Support	EA6	Daryl Lehmann
Canberra Liaison	EL2	Patrick McBride
Health Physicist (HP)	EA6 (0.2)	Vacant
Information Management	EL1	Tony Mount
Library	EA6	Joan Mount
Special Projects	EA6	Jenny Taylor
Admin support	EA4	Helen Waterson
Admin support	EA3	Carolyn Lord
Admin support	EA2	Tanya Turnbull
Admin support	EA2	Jillian Brumby

## Supervising Scientist Division Executive

Executive Assistant	EA4	Gail Barrowcliff
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## Office of the Supervising Scientist



# Objectives and tasks

## Objectives

The program sets out to achieve the following objectives:

- Ensure, through a coordinated program of supervision and research that the statutory role of the Supervising Scientist under the *Environment Protection (Alligator Rivers Region) Act 1978*, to protect the environment of the Alligator Rivers Region from the potential deleterious effects of past, present and future uranium mining activities is achieved and communicated to stakeholders and the public.
- Contribute to the Vision and Charter of the Department of the Environment and Heritage and support the Minister through the provision of high quality technical and policy advice commensurate with the responsibilities and expertise of the OSS.
- Provide administration, information and executive and corporate support services.
- Achieve high levels of performance in relevant Department of the Environment and Heritage Key Success Areas.

## Tasks

To achieve these objectives the OSS will undertake tasks under each of the following broad categories;

1. Environmental supervision and assessment of uranium mining operations, mineral exploration activities, and abandoned uranium mines/mills in the Alligator Rivers Region
2. Provision of technical and policy advice on nuclear and mining issues, and on other matters as required to the Department and the Minister.
3. Communication and public relations.
4. Provision of Information Management support.
5. Provision of administrative and executive and corporate support.
6. Management of the Riverworks Tasmania program

**TASK ONE**

Environmental Supervision and Assessment of Uranium Mining Operations, Mineral Exploration Activities, and Abandoned Uranium Mines/Mills in the Alligator Rivers Region

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>Environmental Performance Reviews (EPRs)</b>				
Write Questionnaires, distribute to NTDME, NLC, mining companies	2 weeks prior to EPR date	<b>Peter,</b> David, Patrick, Cliff	EPR Questionnaires	Questionnaires addressing environmental issues produced and distributed on time
Perform EPRs	December 2000, June 2001	<b>Peter,</b> David, Cliff	EPR Reports	EPRs completed and Reports suitable for presenting at ARRAC produced
<b>Continuous Supervision and Assessment of Uranium Mines and Mineral Exploration Sites</b>				
Undertake technical assessments of Applications made by the mining companies	Ongoing	<b>Peter,</b> David Alex, HP	Comments provided to NTDME, NLC and mining company	Comments provided within 2 weeks of receipt of application or as agreed  Ranger and Jabiluka Authorisations comply with Commonwealth ERs and Minister's Recommendations
Active participation in Minesite Technical Committees including the preparation of technical papers as required	Ongoing	<b>Peter,</b> David, HP, Cliff, Meryl, Alex	Resolution of technical issues; technical papers including BPT explanatory material	Technical issues resolved in a manner acceptable to the Supervising Scientist
Investigate incidents and technical divergences	As required	<b>Peter,</b> David, Alex, HP, Cliff, Meryl	Incident report, briefs to Minister, MTC and TWG meetings. Appropriate recommendations are provided	Investigations into incidents and technical divergences are carried out within agreed timeframes
Undertake technical assessments of Environmental/Radiological/BPT Reports submitted by ERA and NTDME	Ongoing	<b>Peter,</b> David, Alex, HP	Technical assessments of ERA Reports	Competent technical assessments are completed within agreed timeframes
Maintain chemical, hydrological and GIS databases of minesites	Ongoing	<b>David,</b> Cliff	Databases	Databases are up-to-date and contain required information
Develop and coordinate internal reporting system for monitoring data	March 2001	<b>David,</b> Cliff, Peter, Alex, Meryl	Develop strategy document including procedure	Internal reporting system established within agreed timeframes
Perform annual assessment of Rehabilitation Plans for Ranger and Jabiluka	March 2001 Ranger, May 2001 Jabiluka	<b>Peter,</b> David	Comments on Rehabilitation Plans	Work is completed within legal timeframes
Perform environmental inspections of mineral exploration sites with NLC/NTDME	Once per season	<b>Peter,</b> David, Cliff	Inspection/Audit Reports as required	Reports completed within agreed timeframes

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>Ranger Leak Report and ISP Report Recommendations</b>				
Implement ISP recommendations accepted by the Government	Ongoing	Alex, Meryl, David, Peter, Cliff	Reports and documentation of actions taken	All ISP recommendations accepted by Government are implemented within agreed timeframes
Design and implement an on-site inspection program	mid Nov 2000	Alex, Peter, David, HP, Cliff, Meryl, Patrick	Inspection program	On-site inspection program established
Review EPR process	June 2001	Alex, Peter, David, HP, Cliff, Meryl	Reviewed EPR process	EPR process is reviewed within agreed timeframe
Design an environmental monitoring program for Ranger and Jabiluka	Nov 2000	Alex, Peter, David HP, Cliff, Meryl	Monitoring program drafted	Program drafted within agreed timeframe and meets the expectations of the SS
Review NTDME check monitoring program	April 2001	Alex, Peter, David, HP	Report on review	Report produced within agreed timeframe
Assist the Ranger MTC in developing guidelines to clarify the reporting of incidents	February 2001	Alex, Peter, David	Trial system	Trial system evaluated within agreed timeframe
<b>Stakeholder Consultation</b>				
Provide secretariat services to ARRAC & ARRTC	December 2000 & June 2001	Cliff	Agenda, Summary Record	Documentation is completed within agreed timeframes; ARRAC & ARRTC secretariat is professional and responsive
Prepare Meeting Papers for ARRAC	December 2000 & June 2001	Peter, David, Cliff, Alex, Meryl	OSS 6 Monthly Report to ARRAC, topical papers as required	Report meeting SS expectations completed within agreed timeframes
Contribute to establishing an Aboriginal People Liaison forum with <i>eriss</i>	June 2001	Peter, Cliff	Liaison forum established	Aboriginal People Liaison forum established within agreed timeframes
Continue to provide information on SS activities to the Kakadu National Park Board of Management	Ongoing	Peter, Cliff	Liaison through KNP Board of Management	Presentation as requested., with a minimum of 1 per year
<b>Rehabilitation of Nabarlek Uranium Mine</b>				
Present outcomes of the Nabarlek Workshop to MTC	Nov 2000	David, Alex, Cliff, Peter	Report on Workshop outcomes to MTC	Distribution of the report to MTC meeting
Supervise implementation of ACMER project grant	December 2000 and June 2001	Alex David, Meryl	Review of 6 monthly progress reports	The ACMER project is managed consistent with the Grant Agreement
<b>Research and Supervision Coordination</b>				
Provide input to annual <i>eriss</i> Research Review	August 2000	Peter, David, Alex, Gail, Patrick	Comments provided to <i>eriss</i> Research Review	<i>eriss</i> Research Plan for consideration by ARRTC has taken into consideration the comments of the OSS

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Establish internal system for coordination of research and supervision functions	May 2001	David, Alex, Peter, HP, Cliff, Meryl	Coordination system produced	Research and supervision activities are coordinated within agreed timeframes
<b>Abandoned Uranium Mines/Mills</b>				
Provide technical advice to PAN on the remediation of exposed tailings in the Gunlom area	Ongoing	Peter, Alex, David, HP	Reports provided as required	Advice provided within agreed timeframes
Provide technical advice to Parks Australia North and Traditional Owners on the rehabilitation of all South Alligator Valley sites	Ongoing	Peter, Alex	OSS comments on rehabilitation plan Representation at Consultative Committee meetings	The rehabilitation plan is assessed within agreed timeframes

## **TASK TWO**

Provision of Technical and Policy Advice on Nuclear and Mining Issues and other Matters as Required to the Department and the Minister

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>Revision of Jabiluka Environmental Requirements and Implementation of Commitments to the WHC</b>				
Participate in the implementation of WHC commitments with ISR/NTDME	Ongoing	Alex, Meryl	Implementation of WHC commitments relating to the Supervising Scientist	SS commitments are implemented within agreed timeframes
Negotiate agreed Jabiluka Environmental Requirements with stakeholders	Dependent on DISR	Peter, David, Alex, Meryl	Agreed revised ERs	Revised ERs agreed by stakeholders within agreed timeframes
<b>Implementation of EP&amp;BC Act and Compliance and Enforcement Strategy</b>				
Implement Compliance and Enforcement Plan	Ongoing	Meryl	Compliance and Enforcement Plan is implemented	Plan implemented within agreed timeframes
<b>Canberra Liaison</b>				
Respond to Ministerial correspondence, prepare PPQs, briefs, responses to QON etc on ARR, nuclear and mining issues and other requests by the Department and Minister	Ongoing	Meryl, Cliff, Alex	Ministerials, PPQs, briefs, QON etc	Documents are completed within specified timeframes
Produce Monthly Reports to the Minister	Ongoing	Meryl, Peter, David, Alex, Cliff	Monthly Reports to the Minister	Reports completed within one week of the end of each month

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Provide technical advice to the Department on nuclear and mining issues and other matters as required	Ongoing	Peter, David, Alex, Cliff, Meryl	Technical advice e.g. comments on EIS	Advice provided within agreed timeframes
Represent Environment Australia on the Visiting Ships Panel (Nuclear)	Ongoing	Alex, Patrick	DE&H representation	Interests of the Department and the Minister are represented at meetings
Provide input to drafting groups for radioactive mining waste management code	Ongoing	Alex, Peter	Comments on draft code of practice	Comments are provided within agreed timeframes
Represent OSS on internal working groups at EA	Ongoing	Patrick	Contributions to meetings and feedback to OSS	OSS views are represented at EA working group meetings
Participate in domestic and international forums relevant to environmental protection in uranium mining	Ongoing	Peter, Alex, David	Contributions to meetings, conferences etc	SS views are represented

### TASK THREE

#### Communication and Public Relations

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>General</b>				
Coordinate review of Supervising Scientist Strategic Plan jointly with <i>eriss</i>	January 2001	Meryl, Ann, Alex	Strategic Plan	Strategic plan produced within agreed timeframe with staff input
Coordinate preparation of OSS Workplan	October 2000	Alex, Meryl	OSS Workplan	OSS Workplan produced within agreed timeframe with staff input
Coordinate preparation of Supervising Scientist 99-00 Annual Report as appendix in EA Annual Report 99-00	September 2000	Meryl, Ann, Patrick	Supervising Scientist 99-00 Annual Report as appendix in EA Annual Report	SS Annual Report prepared and supplied to EA within agreed timeframes
Coordinate publication of Supervising Scientist 99-00 Annual Report in suitable formats for stakeholders and the general public	December 2000	Ann, Meryl	Separate publication of Annual Report	Printing and distribution within agreed timeframes
Contribute to development and production of condensed version of SS 99-00 Annual Report for Aboriginal people	on-going	Ann, Meryl	Condensed version of Annual Report for Aboriginal people	Printing and distribution within agreed timeframes
Develop a system for the continuous collation/production of material for Annual Reports	December 2000	Meryl, Cliff	Annual Report Information System	System operational within agreed timeframes
Contribute to development of Supervising Scientist Communications Strategy	June 2001	Alex, Ann, Meryl, Patrick	Appropriate contributions to Draft Communication Strategy in consultation with <i>eriss</i> and Parks Australia.	Appropriate contributions within agreed timeframes



Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Review and update public relations/information products (e.g. SS note series and display materials)	On-going	<b>Ann, Jenny, Meryl, Cliff, Peter, David, Alex, Gail</b>	Updated public relations/communications products	Updated products ready for distribution within agreed timeframes
Develop, revise and maintain templates and other master documents	Ongoing	<b>Ann, Gail</b>	Reporting, correspondence and presentation templates	Appropriate templates provided within agreed timeframes
Advise and assist staff on editorial and word processing	Ongoing	<b>Ann, Gail</b>	Editorial and word processing advice and assistance provided	Appropriate advice and assistance to meet staff needs
Develop structure and coordinate development of material for new Supervising Scientist site within redeveloped EA website	March 2000	<b>Ann, Cliff, Alex</b>	New structure and web pages	New structure and web page material completed and supplied to EA within agreed timeframes
Correction to select pages in old SSG website and production/upload of new level 1 Supervising Scientist web pages	November 2000	<b>Ann, Patrick</b>	Selected pages of old SSG website corrected New level 1 pages marked-up and uploaded to EA site	Corrections and production/upload new pages within agreed timeframes
On-going maintenance/updating of Supervising Scientist material on EA web site	Ongoing	<b>Ann, Patrick</b>	Current, relevant, valid Supervising Scientist web pages	Supervising Scientist web pages
Coordinate development of illustrative materials e.g. maps and logos	Ongoing	<b>Ann, Jenny</b>	Maps, logos and other illustrative materials	Illustrative materials produced within agreed timeframes
Coordinate preparation and production of Supervising Scientist Reports and other publications	Ongoing	<b>Ann, Gail</b>	Reports, Publications etc	Reports are produced within agreed timeframes
Prepare journal papers and other appropriate communications	Ongoing	<b>Peter, David, Alex</b>	Journal papers and other appropriate communications	Papers and other communications accepted for publication in relevant journals and other publications
Promote Supervising Scientist activities/capabilities at conferences and similar forums as opportunities arise consistent with the Communication Strategy	Ongoing	<b>Peter, David, Alex</b>	Conference papers, displays etc	Profile of the Supervising Scientist is raised in appropriate forums

#### **TASK FOUR**

##### **Information Management**

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>Data management</b>				
Develop data management policy	Nov 2000	<b>Tony</b>	Policy	Policy approved
Develop Project database	Feb 2001	<b>Tony</b>	Partially populated database	Database available to users via SSD intranet

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Reorganise data storage	Mar 2001	<b>Tony</b>	Directories restructured in line with Projects database	Data moved to new structure
Develop Metadatabase	Jul 2001	<b>Tony</b>	Partially populated database	Database available to users via SSD intranet
SSD Intranet development	Jul 2001	<b>Tony</b>	Ongoing development of intranet	Additional databases available on SSD intranet
<b>Library</b>				
Manage the Supervising Scientist Division Library	Ongoing	<b>Joan</b>	<p>Prepare Library Budget Submission</p> <p>Selection and acquisition of appropriate Library Materials</p> <p>Regular reports of Library expenditure are produced</p> <p>Library databases are maintained, with all materials being appropriately entered and indexed</p> <p>Circulation of library materials is managed in an effective and efficient manner</p> <p>Input into design of new library in Darwin</p> <p>Document preliminary plans for moving Library to Darwin</p> <p>Co-ordinate Library committee and produce minutes</p>	An effective and efficient Library Service
Provide Library services to Supervising Scientist Staff	Ongoing	<b>Joan</b>	<p>Teach staff to use Library facilities &amp; services</p> <p>Facilitate access to information, including information held in other Libraries via the inter-library loans system</p>	Library services are provided at an appropriate level
Upgrade library databases to new version of DB/Textworks	March 2001	<b>Joan</b>	<p>Library Databases are converted to DB/Textworks version 4</p> <p>Rewrite user guide to the Library</p>	Databases converted. Guide rewritten
Begin work on bar-coding library materials and introduction of an automated Loan System	Ongoing	<b>Joan</b>	Install and test bar coding software Begin bar coding library materials	Loan system automation begun
Write Library Policies	Nov 2000	<b>Joan</b>	Policies documented and endorsed by Library Committee	Policies documented and approved
Provide assistance to staff in the creation and management of non-Library bibliographic	Ongoing	<b>Joan</b>	Provide assistance	Assistance provided

## TASK FIVE

### Administration and Corporate Support

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
<b>Financial Management</b>				
Provide strategic advice on financial management	Ongoing	Daryl	Advice as required	Effective financial management is advice is given
Produce Branch Expenditure Plan	July 2000	Alex	Expenditure Plan	Expenditure Plan produced within agreed timeframes
Maintain Branch Financial Management System	Ongoing	Daryl, Helen, Carolyn Jacqui	Records of expenditure and tracking and completion of financial transactions	Records are up to date and accurate  Financial transactions are processed systematically, in a timely manner and comply with APS and EA requirements
Establish and implement a publication sales system	December 2000	Daryl, Ann, Gail, Jillian, Carolyn Helen, Jacqui	Fee structure, free list, sales procedure documentation	System developed within agreed timeframe Publications distributed efficiently
Monitor expenditure against Division Budget and Portfolio Budget Statement	Ongoing	Daryl	Monthly and ad hoc reports of expenditure	Reports clearly and accurately communicate expenditure  Performance indicators in PBS are met
<b>Facilities Management</b>				
Coordinate maintenance of facilities	Ongoing	Helen, Jacqui	Provision/maintenance of services, consumables, safety gear and non-scientific equipment	SS facilities are well maintained
Develop strategy for relocation of eriss to Darwin	June 2001	Daryl	Action plan for relocation  Building construction commenced	Action plan developed
Manage SS vehicle fleet	Ongoing	Daryl, Helen	Maintained vehicles	Vehicle fleet meets SS needs
Review management of Jabiru housing stock	March 2001	Daryl, Tanya, Helen	Report produced	Agreed recommendations implemented
Manage SS housing stock	Ongoing	Tanya, Daryl	Inspection regime documentation	Housing stock is a net income earner
Establish facilities maintenance schedule and site management procedures	April 2001	Daryl, Helen	Schedule	Schedule developed within agreed timeframes
<b>People Management</b>				
Provide strategic people management advice	Ongoing	Daryl	Advice as required	Effective people management advice is given

Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Maintain Division HR Management System	Ongoing	<b>Daryl</b> , Helen, Carolyn, Jacqui	Coordination of training, records of leave etc  Processing and tracking of HR processes. Conducting induction program	Required HR records are kept  HR processes are undertaken systematically, in a timely manner, and are consistent with APS and EA requirements
Review and improve induction program and associated documentation	April 2001	<b>Daryl</b> , Helen	Revised induction program documentation	Program revised within agreed timeframes
Manage recruitment process	Ongoing	<b>Helen</b> , Jacqui	Appropriate documentation of recruitment process	Efficient recruitment process
Implement the Supervising Scientist Investors in People Local Action Plan	Ongoing	<b>Meryl</b> , <b>Alex</b> , All staff	IiP Action Plan implemented	IiP Action Plan assists in meeting the objectives of the Work Plan, Individual Learning Plans and Strategic Plan
Develop Performance Development Agreements for all staff	November 2000	<b>Alex</b> , All staff	All staff have Performance Development Agreements in place	Performance Development Agreements are consistent with EA objectives
Develop Individual Workplans and Learning Plans	November 2000	<b>Alex</b> , All staff	All staff develop Individual Workplans and Learning Plans consistent with other plans and Performance Development Agreement	Individual Workplans and Learning Plans in place and reviewed at least every 6 months
<b>Occupational Health and Safety</b>				
OSS representation on SS OH&S Committee	Ongoing	<b>Cliff</b> , Helen, Joan	OSS OH&S Plan incorporated in SS Plan	OH&S issues are addressed and the plan is compliant with relevant legislation
<b>Coordination and Administration</b>				
Develop network drive reorganisation	November 2000	<b>Cliff</b>	Network drive strategy agreed	Network drive reorganized
Maintain Ministerial/Coordinated Comment/QON/PPQ/Press Clips Registers	Ongoing	<b>Cliff</b>	Tracking of Ministerial etc Filing of press clips	Status of Ministerial etc is accurately recorded
Provide executive support, including administrative and secretariat support to the Supervising Scientist, Assistant Secretary and other staff members	Ongoing	<b>Gail</b> , <b>Sandie</b>	Executive and staff support	Support provided meets the needs of the Supervising Scientist, Assistant Secretary and staff
Coordinate office systems and records	Ongoing	<b>Gail</b> , <b>Sandie</b> , Carolyn, Helen	Car bookings organised Cab charges managed Key registry managed Training programs tracked Journal summaries distributed	Office systems and records are coordinated to meet the needs of staff
Co-ordinate arrangements for meetings, conferences and travel	Ongoing	<b>Gail</b> , <b>Sandie</b> , Helen, Jillian, Carolyn	Meetings, conferences and travel arrangements arranged as requested	Meetings, conferences and travel arrangements are organised within agreed timeframes
Reception services	Ongoing	<b>Gail</b> , <b>Sandie</b> , Carolyn, Helen	Enquiries are directed to appropriate staff	Phone calls and other enquiries are answered in a timely and professional manner

Maintain office equipment and supplies of office stationery	Ongoing	Gail, Sandie	Office equipment functional and stationery available.	Office equipment functions and stationery supplies meet needs of staff
Manage books and reports on loan from SSD Library	Ongoing	Sandie	Database of reports	Database is current
Maintain File Registry and document register	Ongoing	Gail, Sandie, Jillian, Carolyn	Registry procedures developed, files archived, new files created, computer registry system maintained, library publication tracking	Files and library publications are accurately tracked

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#### TASK SIX

#### Management of Riverworks Tasmania program

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Activity	Timing	Officer(s) (Lead in bold)	Outputs	Performance Indicators
Finalise existing Riverworks projects	Feb 2001	Patrick	Oversee the organisational arrangements to finalise projects still underway	Approvals and contracts in place for projects still underway
Complete reporting for Riverworks program	Feb 2001	Patrick	Communicate progress and achievements to stakeholders and the public	Departmental and outside inquiries satisfied, financial reporting complete
Extend Riverworks program	Ongoing	Patrick	Promote arrangements to extend the program	Briefs provided to EA NHT unit and stakeholders to facilitate arrangements to extend the program