



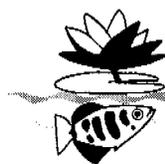
**Office of the
Supervising Scientist
Annual Workplan
2001-2002**

OSS staff

August 2001



supervising scientist



Office of the Supervising Scientist

**ANNUAL WORKPLAN
2001–2002**

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 2001–2002 and the performance indicators necessary to measure their success.

The *OSS* Workplan supports:

- Individual performance agreements
- the Strategic Plan of the Supervising Scientist for 2001–02
- the Corporate Plan of EA 2001–2005
- the Strategic Plan of EA for 2001–02
- the Portfolio Budget Statement of EA for 2001–02.

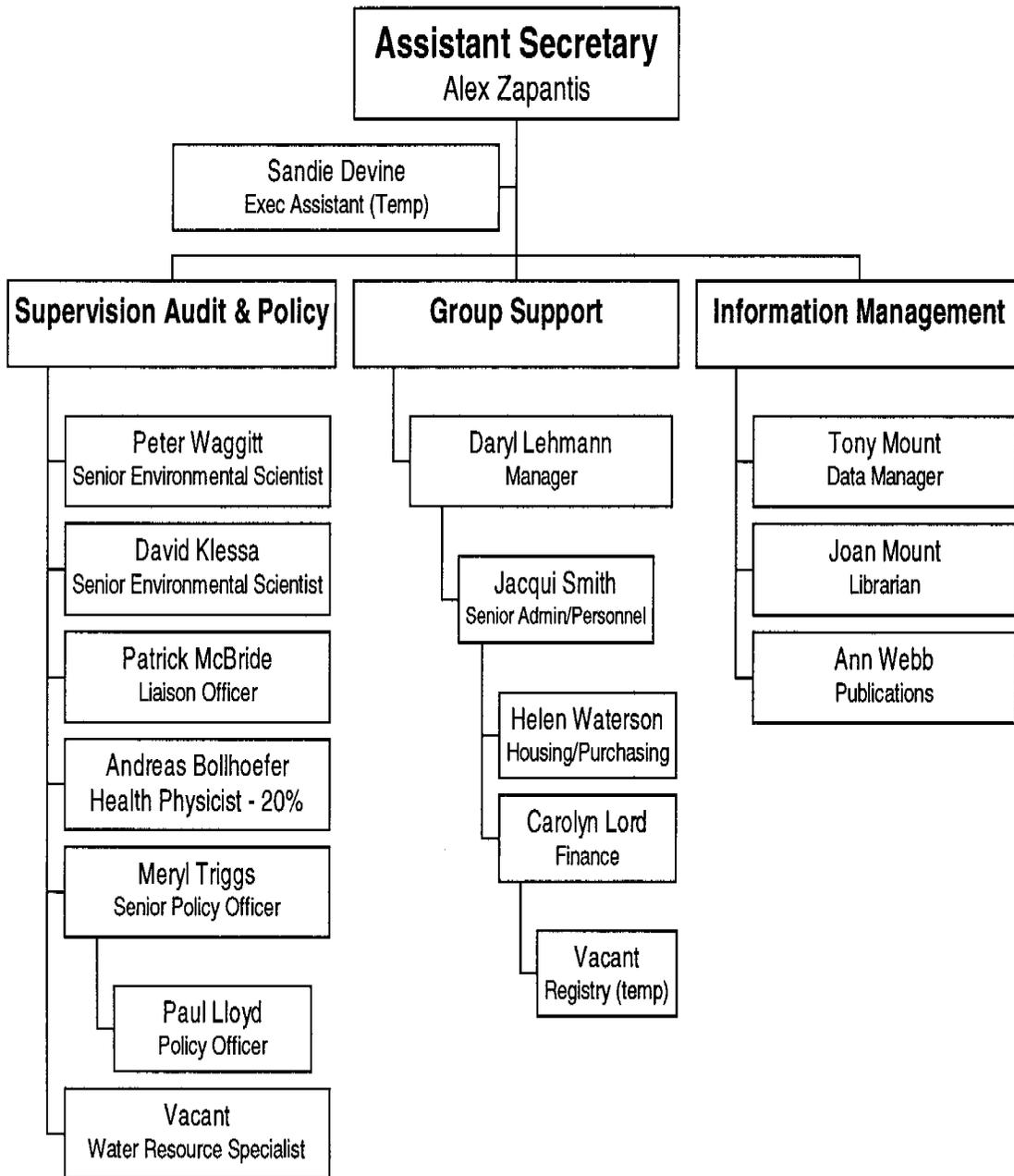
OSS Staffing Profile

Position	Level	Officer
Assistant Secretary	SES1	Alex Zapantis
Executive Assistant	EA3	Sandra Devine (temp)
Senior Environmental Scientist	EL2	Peter Waggitt
Senior Environmental Scientist	SRS	David Klessa
Water Resource Specialist (WRS)	EL2	Vacant
Senior Policy Officer	EL1	Meryl Triggs
Policy Officer	EA5	Paul Lloyd
Publications Officer	EA6	Ann Webb
Canberra Liaison	EL2	Patrick McBride
Health Physicist	EA6 (0.2)	Andreas Bollhoefer
Data Manager	EL1	Tony Mount
Librarian	EA6	Joan Mount
Division Corporate Support	EL1 acting	Daryl Lehmann
Division Corporate Support	EA4	Jacqui Smith
Division Corporate Support	EA4	Helen Waterson
Division Corporate Support	EA3	Carolyn Lord
Division Corporate Support	EA2	vacant

Supervising Scientist Division Executive

Executive Assistant	EA4	Gail Barrowcliff
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Office of the Supervising Scientist



Objectives and tasks

Objectives

1. Supervision, audit and policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

Priority activities in 2001-02 are to:

- Ensure that the revised Alligator Rivers Region Technical Committee meets its objectives;
- Develop and implement the new auditing and inspection regime at uranium mines in the Alligator Rivers Region;
- Design and implement new environmental monitoring programs for Ranger and Jabiluka in collaboration with eriss;
- Review the water management system at Jabiluka;
- Review the Working Arrangements between the Commonwealth and the Northern Territory Governments to take into account the changes in the activities of the Supervising Scientist;
- Oversee and expedite the progress of administration and project approvals on the extension of the Riverworks Tasmania program;
- Ensure that the ACMER project for measuring ecosystem rehabilitation success at Nabarlek meets its objectives; and
- Continue to develop and oversee the planning process required to provide a comprehensive closure blueprint for the Ranger Mine.

2. Corporate Services

To provide efficient administrative, executive and corporate support services to the Division.

Priority activities in 2001-02 are to:

- Implement the outcomes of the review on market testing.
- Implement the action plan of the Relocation Steering Committee.
- Further develop systems and procedures using SAP to enhance the monitoring and control of SSD resources.
- Implement and continually improving the Investors in People action plan to meet the needs of staff.

3. Information Management

To provide information management and publication support services that meet the needs and expectations of the Division and other stakeholders.

Priority activities in 2001-02 are to:

- Finalise the Division's website, ensuring that it meets the Government on-line and accessibility guidelines.
- Review information management processes in the Supervising Scientist Division and implement new procedures to ensure that scientific data are stored in a secure, accurate and accessible manner.
- Ensure continuity of quality information management during and following the relocation to the new building in Darwin.

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

1.1 On-site audit and inspections					
Priority Activity:					
<ul style="list-style-type: none"> Develop and implement the new auditing and inspection regime at uranium mines in the Alligator Rivers Region 					
Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
! Priority Activity Develop protocols for the mid-term environmental audits of Ranger and Jabiluka, in conjunction with NTDME & NLC Peter 1 week David 0.5 week Water Resource Specialist 0.5 wks	2 weeks	4 weeks prior to audit date (nominally end of October 2001)	Audit protocol	Questionnaires addressing environmental issues produced and distributed on time	1.1
! Priority Activity Perform mid-term environmental audits of Ranger and Jabiluka with NLC & NTDME in November/December and assist in report production and presentation to ARRAC Peter 1.5 weeks David 1 week Water Resource Specialist 1 week	3.5 weeks	December 2001	Audit reports	Audits completed and reports suitable for presenting at ARRAC produced	1.1
! Priority Activity Observe (or otherwise participate in as agreed with the auditor) Annual Environmental Audits of Ranger and Jabiluka by external auditor Peter 1.5 weeks David 1 week Water Resource Specialist 0.5 week	3 weeks	April 2002	Audit oversight report	Report completed and agreed with stakeholders in time for presentation to ARRAC	1.1
! Priority Activity Perform routine monthly inspections (with NLC/NTDME when available) Peter 3 weeks David 1 week Water Resource Specialist 2 weeks Andreas 1 week	7 weeks	Monthly	Reports and notes of inspections	Monthly schedule completed and reported as agreed with NTDME etc	1.1
! Priority Activity Prepare EPR for Nabarlek and carry out visits and interviews in accordance with agreed schedule Peter 1 week David 1 week Water Resource Specialist 0.5 week Andreas 0.5 week	3 weeks	July 2001 & December 2001	EPR completed and reported in timely manner	EPR completed and reported to ARRAC	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

1.2 Continuous supervision and assessment of uranium mining activities

Priority Activities:

- Design and implement new environmental monitoring programs for Ranger and Jabiluka in collaboration with eriss
- Review the water management system at Jabiluka
- Ensure that the ACMER project for measuring ecosystem rehabilitation success at Nabarlek meets its objectives
- Continue to develop and oversee the planning process required to provide a comprehensive closure blueprint for the Ranger Mine

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Contribute towards the development of a routine environmental monitoring program with eriss and supervise its implementation. David 2 weeks Alex 2 weeks	4 weeks	Ongoing	Input to development of monitoring program and supervision of implementation	Monitoring program is developed and implemented	1.1
I Priority Activity Assist EWLS to review environmental monitoring requirements at Ranger David 2 weeks Alex 0.4 weeks Peter 1 week Water Resource Specialist 1 week	4.4 weeks	August 2001	Input to review and comments on final report	SSD input is incorporated in the review and comments on the final report are considered	1.1
I Priority Activity Recruit Water Resource Specialist Alex 1 week	1 week	Position advertised by 31 July 2001	EA recruitment process	Water Resource Specialist appointed	1.1
I Priority Activity Undertake a technical review of the implementation of ISP and SSR153 recommendations by ERA. David 2 weeks Peter 0.5 weeks Water Resource Specialist 0.5 week	3 weeks	November 2001	Review report	Review report available for December 2001 meeting of ARRTC and ARRAC	1.1
I Priority Activity Develop Hydrological Models for Ranger and Jabiluka Water Resource Specialist 10 week	10 weeks	6 months after WRS commences duties	Hydrological Models for Ranger and Jabiluka	User friendly models which allow assessment of scenarios completed	1.1
I Priority Activity Assess if there is a need to partition the Interim Water Management Pond Water Resource Specialist 0.5 wks Peter 0.5 weeks David 0.5 weeks	1.5 weeks	December 2001	Assessment of partitioning of the IWMP	Assessment completion and advice provided to Minister for ISR	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Supervise implementation of ACMER project grant David 0.5 week Meryl 0.5 weeks	1 week	Ongoing	Review of 6 monthly progress reports	The ACMER project is managed consistent with the Grant Agreement	1.1
I Priority Activity Participate in the development of a comprehensive closure blueprint for Ranger Mine Peter 0.5 weeks David 0.5 weeks Alex 1 week Water Resource Specialist 0.5 week	2.5 weeks	Ongoing	Comments on rehabilitation blueprints	Comments provided on successive blueprints within agreed timeframes	1.1
Undertake technical assessments of applications made by the mining companies Peter 2.5 weeks David 1.5 weeks Alex 1 weeks Water Resource Specialist 1 week	6 weeks	Ongoing	Comments provided to NTDME, NLC and mining company	Comments provided within 2 weeks of receipt of applications or as agreed Ranger and Jabiluka Authorisations comply with Commonwealth ERs and Minister's Recommendations	1.1
Undertake technical assessments of Environmental/Radiological/BPT reports submitted by ERA and NTDME Peter 3 weeks David 3.5 weeks Alex 3 weeks Andreas 2 weeks Water Resource Specialist 3 week	14 weeks	Ongoing	Technical assessments of ERA Reports	Competent technical assessments are completed within agreed timeframes	1.1
Active participation in Minesite Technical Committees including the preparation of technical papers as required Peter 1.5 weeks David 2 weeks Alex 1 week Water Resource Specialist 1.5 week	6 weeks	Ongoing	Resolution of technical issues and preparation of technical papers	Technical issues resolved in a manner acceptable to the Supervising Scientist	1.1
Perform annual assessment of rehabilitation plans for Ranger and Jabiluka Peter 2 weeks David 0.5 weeks Water Resource Specialist 0.5 week	3 weeks	Jabiluka September 2001 & Ranger March 2002	Comments on rehabilitation plans	Work is completed within legal timeframes	1.1
Continue to assist in development of the final rehabilitation plan and oversight of works at Nabarlek David 2.5 weeks Peter 1.5 weeks Water Resource Specialist 0.5 week Andreas 0.5 weeks	5 weeks	Ongoing	Comments on rehabilitation plan	Rehabilitation at Nabarlek is carried out according to the rehabilitation plan	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Implement Internal Reporting system David 4 weeks Peter 0.5 weeks Alex 0.4 weeks Water Resource Specialist 0.5 week	5.4 weeks	Ongoing	Monthly Internal Reports produced on chemical water quality and water management if applicable Quarterly Internal Reports produced on Radiological Protection	Reports produced as per agreed schedule	1.1
Investigate incidents and technical divergences David 1 week Peter 1 week Alex 0.6 weeks Water Resource Specialist 1 week Meryl 0.5 weeks Andreas 0.5 weeks	4.6 weeks	As required	Incident report, briefs to Minister, MTC and TWG meetings Appropriate recs are provided	Investigations into incidents and technical divergences are carried out within agreed timeframes and appropriate recommendations	1.1
Maintain chemical, hydrological and GIS databases of minesites David 3 weeks	3 weeks	Ongoing	Databases	Databases are up-to-date and contain required information	1.1
Perform environmental inspections of mineral exploration sites with NLC/NTDME Peter 1 week David 0.5 weeks Water Resource Specialist 0.5 week	2 weeks	Once per season	Inspection/Audit Reports as required	Reports completed within agreed timeframes	1.1
Provide technical advice to PAN on the remediation of exposed tailings in the Gunlom area Peter 2 weeks Alex 0.6 weeks David 0.5 weeks	3.1 weeks	Ongoing	Reports provided as required	Advice provided within agreed timeframes and consistent with Supervising Scientist expectations	1.1
Provide technical advice to Parks Australia North and Traditional Owners on the rehabilitation of all South Alligator Valley sites Peter 2 weeks Alex 0.2 weeks	2.2 weeks	Ongoing	OSS comments on rehabilitation plan Representation at Consultative Committee meetings	The rehabilitation plan is assessed within agreed timeframes	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

1.3 Stakeholder consultation and communication					
Priority Activity:					
<ul style="list-style-type: none"> Ensure that the revised Alligator Rivers Region Technical Committee meets its objectives 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Implement the Government decision to change the role and membership of ARRTC to meet the intent of the ISP recommendation that a Scientific Advisory Committee be established Paul 3 weeks Meryl 1 week Alex 0.4 weeks	4.4 weeks	July 2001	Revised membership and Terms of Reference for ARRTC	Membership of ARRTC meets the needs of the ISP recommendation for a Scientific Advisory Committee	1.1
I Priority Activity Prepare meeting papers for ARRTC Paul 3 weeks Peter 0.5 weeks David 0.5 weeks Alex 1 week Meryl 0.5 weeks	5.5 weeks	September & December 2001	Papers prepared	Papers prepared in a timely manner	1.1
Provide secretariat services to ARRAC & ARRTC Paul 7 weeks	7 weeks	Ongoing	Agenda and Summary Record	Documentation is completed within agreed timeframes ARRAC & ARRTC secretariat is professional and responsive	1.1
Prepare meeting papers for ARRAC Paul 3 weeks Meryl 1 week Peter 1 week David 1 week Water Resource Specialist 0.5 week Alex 0.4 weeks	6.9 weeks	August & December 2001	OSS 6 Monthly Report to ARRAC, topical papers as required	Report meeting SS expectations completed within agreed timeframes	1.1
Continue to contribute to the Division's communication activities with Aboriginal stakeholders Peter 1.5 weeks David 0.5 weeks Alex 1 week Water Resource Specialist 0.5 week Meryl 1 week Paul 1 week Ann 1 week	6.5 weeks	Ongoing	Relevant information to Aboriginal stakeholders about OSS activities	Information is provided to Aboriginal stakeholders in appropriate formats and coordinated with the Research Support and Communication Unit	1.1
Continue to provide information on OSS activities to the Kakadu National Park Board of Management Peter 0.5 weeks	0.5 weeks	Ongoing	Liaison through KNP Board of Management	Presentations as requested, with a minimum of 1 per year	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Promote Supervising Scientist activities/capabilities at conferences and similar forums as opportunities arise Peter 1.5 weeks David 2 weeks Alex 1 week Water Resource Specialist 0.5 wks Meryl 0.5 weeks Paul 0.5 weeks	6 weeks	Ongoing	Conference papers, displays etc	Profile of the Supervising Scientist is raised in appropriate forums	1.1
Organise and run, in partnership with ARPANSA, the Third International Symposium on the Protection of the Environment from Ionising Radiation Alex 3 weeks Sandie 12 weeks Peter 1.5 weeks	16.5 weeks	Symposium to be held 22–26 July 2002	Symposium Proceedings	The Symposium operates at a profit and significantly contributes towards international communication and coordination on this topic	1.1

1.4 Research and supervision coordination					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Provide input to annual <i>eriss</i> Research Review Peter 0.5 weeks David 1 weeks Water Resource Specialist 0.5 week Alex 0.2 weeks Gail 0.5 weeks Patrick 0.2 weeks Paul 0.5 weeks Meryl 0.5 weeks Andreas 0.5 weeks	4.4 weeks	July 2001	Comments provided to <i>eriss</i> Research Review	<i>eriss</i> Research Plan has taken into consideration the comments of the <i>OSS</i>	1.1
Produce a Supervising Scientist Report on the extent to which the Environment has been protected from the potential impacts of uranium mining. (Update SSR139) Alex 1 week Peter 0.5 weeks David 0.5 weeks	2 weeks	June 2002	Supervising Scientist Report	Report published within agreed timeframe	1.1
Establish internal system for coordination of research and supervision functions David 1 week Alex 0.4 weeks Peter 0.5 weeks Meryl 0.5 weeks Andreas 1 week	3.4 weeks	July 2002	Coordination system produced	Research and supervision activities are coordinated within agreed timeframes	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

1.5 Technical and policy advice					
Priority Activity:					
<ul style="list-style-type: none"> Review the Working Arrangements between the Commonwealth and the Northern Territory Governments to take into account the changes in the activities of the Supervising Scientist 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Participate in the implementation of the NT/Commonwealth Agreement with ISR/NTDME Alex 1.6 weeks Meryl 1.5 weeks Paul 1 week	4.1 weeks	Revised WAs January 2002	Revised Workings Arrangements Input to review of legislation to strengthen the role of the Commonwealth	Revised Working Arrangements between the Commonwealth and NT Govt are accepted Advice from SSD is provided when NT legislation is revised to reflect the requirements of the NT/Commonwealth Agreement	1.1
Respond to Ministerial correspondence, prepare PPQs, briefs, responses to QON etc on ARR, nuclear and mining issues and to other requests by other Divisions of Environment Australia and the Minister Paul 9.5 weeks Meryl 8 weeks Alex 5 weeks	22.5 weeks	Ongoing	Ministerials, PPQs, briefs, QON responses prepared	Documents are completed within specified Departmental timeframes	1.1
Produce Monthly Reports to the Minister Meryl 2.5 weeks Peter 0.5 weeks David 0.875 weeks Water Resource Specialist 0.5 week Alex 0.4 weeks Paul 1 week	5.78 weeks	Ongoing	Monthly Reports to the Minister	Reports completed within one week of the end of each month	1.1
Monitor and maintain Ministerial/Coordinated Comment/QON/PPQ/Press Clips Registers Paul 2 weeks Sandie 0.5 weeks	2.5 weeks	Ongoing	Tracking of Ministerials etc Filing of press clips	Status of Ministerials, QON etc is accurately recorded	1.1
Provision of technical advice to the Department on nuclear and mining issues and other matters as required Paul 3 weeks Meryl 1 week Peter 0.5 week David 0.125 weeks Alex 0.4 weeks	5.53 weeks	Ongoing	Technical advice	Advice provided within agreed timeframes	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Provide input to drafting groups for radioactive mining waste management code Alex 0.2 weeks Peter 1 week	1.2 weeks	Ongoing	Comments on draft code of practice	Comments are provided within agreed timeframes	1.1
Track progress of implementation of ISP 3 and SSR153 recommendations accepted by the Government and commitments made to the WHC Alex 1 week Meryl 4 weeks Paul 3 weeks	8 weeks	Ongoing	Reports and documentation of actions taken	Progress tables updated monthly	1.1
Represent OSS on internal working groups at EA Patrick 2 weeks Meryl 2 weeks	4 weeks	Ongoing	Contributions to meetings and feedback to OSS	OSS views are represented at EA working group meetings	1.1
Participate in domestic and international forums relevant to environmental protection in uranium mining Peter 2 weeks Alex 1 week David 1 week Water Resource Specialist 0.5 wks	4.5 weeks	Ongoing	Contributions to meetings, conferences etc	SSD views are represented	1.1
Contribute to development of policies within the Division Meryl 4 weeks Paul 2 weeks	6 weeks	Ongoing	Input or coordination of internal policies	Internal policies are accurate and implemented by staff	1.1
Coordinate legal advice concerning SSD activities Meryl 2 weeks	2 weeks	Ongoing	AGS legal advice Guidelines for staff	Legal advice implemented appropriately throughout the Division	1.1

1. Supervision, Audit and Policy

To provide environmental supervision and assessment of uranium mining operations, mineral exploration activities and abandoned uranium mines and mills in the Alligator Rivers Region. To provide technical and policy advice to the Minister and Department on nuclear and mining issues.

1.6 Riverworks Tasmania					
Priority Activity:					
<ul style="list-style-type: none"> Oversee and expedite the progress of administration and project approvals on the extension of the Riverworks Tasmania program 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
! Priority Activity Manage extension of Riverworks program Patrick 34.3 weeks	34.3 weeks	Ongoing	Contracts for work on projects, reports on program progress and on completed projects	Appropriate projects approved, and newsletters and reports produced within timelines	1.1
Finalise existing Riverworks projects Patrick 1 week	1 week	July 2001	Contracts signed for First Phase projects, reports on completed projects	Approvals and contracts in place for First Phase projects	1.1
Complete reporting for First Phase of Riverworks program Patrick 1 week	1 week	July 2001	Final Report for First Phase, Newsletters	Final Report accepted, newsletters produced	1.1

1.7 Planning and Reporting					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Coordinate preparation of the Supervising Scientist 2001/02 Annual Report Meryl 4 weeks Ann 1.5 weeks Patrick 0.5 weeks	6 weeks	August 2001	Supervising Scientist Annual Report	SS Annual Report prepared and supplied to EA within agreed timeframes Report distributed to stakeholders on tabling day	1.1
Coordinate SSD input to Departmental documents including the PBS, EBS and Strategic Plan Meryl 2.5 weeks Patrick 0.5 weeks	3 weeks	Ongoing	Contributions to Departmental documents	Contributions are accurate, include consultation with staff where appropriate and are provided within agreed time frames	1.1
Coordinate preparation of OSS Workplan and contribution to SSD Strategic Plan Meryl 2 weeks Alex 1 week	3 weeks	May 2002	OSS Workplan Input to SSD Strategic Plan	OSS Workplan produced within agreed timeframe with staff input Input to SSD Strategic Plan provided within agreed timeframes	1.1

2. Corporate Services

To provide efficient administrative, executive and corporate support services to the Division.

2.1 Financial management					
Priority Activity:					
<ul style="list-style-type: none"> Further develop systems and procedures using SAP to enhance the monitoring and control of SSD resources 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Maintain Division Financial Management System and further develop this system using SAP Daryl 8 weeks Jacqui 8 weeks Helen 14 weeks Carolyn 20 weeks	50 weeks	Ongoing	Records of expenditure and tracking and completion of financial transactions Resolution of financial queries from Central office	Records are up to date and accurate Financial transactions are processed systematically, in a timely manner and comply with APS and EA requirements Financial Statements are completed promptly.	3.1
Provide strategic advice on financial management Daryl 1 week	1 week	Ongoing	Advice as required	Effective financial management advice is given	3.1
Produce Branch Budget Alex 0.2 weeks	0.2 weeks	July 2001	oss Budget	Budget produced within agreed timeframes	3.1
Provide appropriate ongoing SAP and DFS training to relevant Divisional staff Daryl 1 week Jacqui 3 weeks Helen 3 weeks Carolyn 4 weeks	11 weeks	Ongoing	Training	Training provided meets staff needs	3.1
Monitor expenditure against Division Budget and Portfolio Budget Statement Daryl 4 weeks Jacqui 3 weeks	7 weeks	Ongoing	Monthly and ad hoc reports of expenditure	Reports clearly and accurately communicate expenditure Performance indicators in PBS are met	3.1

2. Corporate Services

To provide efficient administrative, executive and corporate support services to the Division.

2.2 Facilities Management					
Priority Activities:					
<ul style="list-style-type: none"> Implement the action plan of the Relocation Steering Committee Implement the outcomes of the review on market testing 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Develop and implement strategies/action plans for co-location of eriss, oss and PAN in the new Darwin facility Daryl 12 weeks	12 weeks	Ongoing till March 2002	Action plan for relocation of SSD staff Action Plan for co-location of SSD and PAN	The co-location proceeds as planned	3.1
I Priority Activity Implement the outcomes of the DSU Review and any subsequent Market Testing processes Daryl 1 week Jacqui 1 week	2 weeks	June 2002	Input to review and market testing processes	Outcomes implemented	3.1
Review all assets in SAP, update information and enhance depreciation reporting in SAP Daryl 1 week Jacqui 1 week Helen 6 weeks	8 weeks	June 2002	Work with SAP support to update register	Asset Register is accurate and timely reports are able to be produced	3.1
Coordinate maintenance of facilities Helen 3 weeks	3 weeks	Ongoing	Provision/ maintenance of services, consumables, safety gear and non-scientific equipment	SSD facilities are well maintained	3.1
Manage SSD vehicle fleet Daryl 2 weeks Helen 3 weeks	5 weeks	Ongoing	Maintained vehicles	Vehicle fleet meets SSD needs	3.1
Implement new management arrangements for Jabiru housing stock Daryl 3 weeks Jacqui 1 week Helen 4 weeks	8 weeks	March 2002	Negotiations with relevant organisations undertaken	Agreed arrangements implemented	3.1
Manage residual SSD housing stock Helen 3 weeks Daryl 1 week	4 weeks	Ongoing	Inspection regime documentation	Housing stock is a net income earner	3.1

2. Corporate Services

To provide efficient administrative, executive and corporate support services to the Division.

2.3 People management					
Priority Activity:					
<ul style="list-style-type: none"> Implement and continually improving the Investors in People action plan to meet the needs of staff 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Implement the Supervising Scientist Investors in People Local Action Plan Carolyn 5 weeks All staff	5 weeks	Ongoing	IIP Action Plan implemented	IIP Action Plan assists in meeting the objectives of the Work Plan, Individual Learning Plans and Strategic Plan	3.1
Continue to implement the Performance Development Scheme for all staff Alex 1 week All staff	1 week	Ongoing	All staff have Performance Development Agreements in place and Individual Learning Plans	Performance Development Agreements and Individual Learning Plans are consistent with SSD plans	3.1
Provide strategic people management advice, particularly in relation to staffing matters relating to the <i>eriss</i> relocation to Darwin Daryl 4 weeks	4 weeks	Ongoing	Advice as required	Effective people management advice is given All staffing actions relating to the Darwin relocation are completed	3.1
Maintain Division HR Management System Daryl 1 week Jacqui 18 weeks Helen 1 week Carolyn 1 week	21 weeks	Ongoing	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	3.1
Review and improve induction program and associated documentation Daryl 1 week Jacqui 2 weeks	3 weeks	July 2001	Revised induction program documentation	Program revised within agreed timeframes	3.1
Manage recruitment process Jacqui 3 weeks Helen 1 week	4 weeks	Ongoing	Appropriate documentation of recruitment process	Efficient recruitment process	3.1

2. Corporate Services

To provide efficient administrative, executive and corporate support services to the Division.

2.4 Coordination and administration					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Provide executive support, including administrative and secretariat support to the Supervising Scientist, Assistant Secretary and other staff members Gail 14 weeks Sandie 18 weeks	32 weeks	Ongoing	Executive and staff support	Support provided meets the needs of the Supervising Scientist, Assistant Secretary and staff	3.1
Coordinate office systems and records Gail 1 week Sandie 0.5 weeks Carolyn 1 week Helen 1 week	3.5 weeks	Ongoing	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	3.1
Co-ordinate arrangements for meetings, conferences and travel Gail 4 weeks Sandie 0.5 weeks Carolyn 2 weeks	6.5 weeks	Ongoing	Meetings, conferences and travel arrangements	Meetings, conferences and travel arrangements are organised within agreed timeframes	3.1
Reception services Gail 5 weeks Sandie 5 weeks Carolyn 5 weeks	15 weeks	Ongoing	Enquiries are directed to appropriate staff	Phone calls and other enquiries are answered in a timely and professional manner	3.1
Maintain office equipment and supplies of office stationery Gail 1 week Sandie 0.5 weeks Helen 1 week	2.5 weeks	Ongoing	Office equipment functional and stationery available	Office equipment functions and stationery supplies meet needs of staff	3.1
Manage books and reports on loan from SSD Library Sandie 0.5 weeks	0.5 weeks	Ongoing	Database of reports	Database is current	3.1
Maintain records management and TRIM database systems Carolyn 2 weeks Gail 1 week Sandie 2.5 weeks	5.5 weeks	Ongoing	Registry procedures developed, files archived, new files created, computer registry system maintained	Files are accurately tracked	3.1

3. Information management

To provide information management and publication support services that meet the needs and expectations of the Division and other stakeholders.

3.1 Data management					
Priority Activity:					
<ul style="list-style-type: none"> Review information management processes in the Supervising Scientist Division and implement new procedures to ensure that scientific data are stored in a secure, accurate and accessible manner 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Develop Scientific Data System Tony 2 weeks	2 weeks	July 2002	Data management system	System available to users	3.1
Develop data management policy Tony 28 weeks	28 weeks	July 2001	Policy	Policy approved within agreed timeframe	3.1
SSD Intranet development Tony 8 weeks	8 weeks	Ongoing	Ongoing development of intranet	Additional databases available on SSD intranet	3.1
Provide ad hoc emergency IT support in critical circumstances Tony 2 weeks	2 weeks	Ongoing	Solutions to operational IT problems	IT operational capabilities restored where the service provider is unavailable in an acceptable time frame	3.1

3.2 Library					
Priority Activity:					
<ul style="list-style-type: none"> Ensure continuity of quality information management during and following the relocation to the new building in Darwin 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
I Priority Activity Manage the Supervising Scientist Division Library Joan 20 weeks	20 weeks	Ongoing	Prepare Library Budget Submission Selection and acquisition of appropriate Library Materials Regular reports of Library expenditure are produced Library databases are maintained, with all materials being appropriately entered and indexed Circulation of library materials is managed in an effective and efficient manner Input into design of new	An effective and efficient Library Service	3.1

3. Information management

To provide information management and publication support services that meet the needs and expectations of the Division and other stakeholders.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
			library in Darwin Prepare to move Library to Darwin Co-ordinate Library committee and produce minutes		
Provide Library services to Supervising Scientist Staff Joan 10 weeks	10 weeks	Ongoing	Teach staff to use Library facilities & services Facilitate access to information, including information held in other Libraries via the inter-library loans system	Library services are provided at an appropriate level	3.1
Upgrade library databases to new version of DB/Textworks Joan 3 weeks	3 weeks	November 2001	Library Databases are converted to DB/Textworks version 4 Rewrite user guide to the Library	Databases converted. Guide rewritten	3.1
Begin work on bar-coding library materials and introduction of an automated Loan System Joan 5.5 weeks	5.5 weeks	Ongoing	Install and test bar-coding software Begin bar-coding library materials	Loan system automation begun	3.1
Write Library Policies Procedures Begin writing/revising Library Policies Joan 1 week	1 week	May 2002	Policies Procedures documented and endorsed by Library Committee	Policies documented and approved	3.1
Provide assistance to staff in the creation and management of non-Library bibliographic databases Joan 0.5 weeks	0.5 weeks	Ongoing	Provide assistance	Assistance provided	3.1

3. Information management

To provide information management and publication support services that meet the needs and expectations of the Division and other stakeholders.

3.3 Publications					
Priority Activity:					
<ul style="list-style-type: none"> Finalise the Division's website, ensuring that it meets the Government on-line and accessibility guidelines 					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
! Priority Activity Liaise with EA and AsiaOnline to complete edits and migrate new SSD website to new EA website Ann 2 weeks	2 weeks	July 2001	New SSD web pages edited; new SSD website migrated to new EA website	SSD web pages produced to agreed specifications within agreed timeframe and uploaded to new EA site; new SSD website connected and functioning within new EA website	3.1
Manage SSD website: co-ordinate updating of SSD web pages; liaise with EA website management Ann 11 weeks Patrick 0.5 weeks	11.5 weeks	Ongoing	Current, relevant, valid Supervising Scientist web pages; appropriate links and functions for SSD website within EA website	Current, relevant, valid Supervising Scientist web pages; appropriate links and functions for SSD website within EA website	3.1
Review and update public relations/information products (e.g. SS note series and display materials) Ann 2 weeks Meryl 0.5 weeks Paul 0.5 weeks Peter 0.5 weeks David 0.5 weeks Water Resource Specialist 0.5 wks Alex 1 week Gail 2 weeks	7.5 weeks	Ongoing	Updated public relations/communications products	Updated products ready for distribution within agreed timeframes	3.1
Develop, revise and maintain templates and other master documents Ann 2.5 weeks Gail 2 weeks	4.5 weeks	Ongoing	Reporting, correspondence and presentation templates	Appropriate templates provided within agreed timeframes	3.1
Advise and assist staff on editorial and word processing Ann 2.5 weeks Gail 3 weeks	5.5 weeks	Ongoing	Editorial and word processing advice and assistance provided	Appropriate advice and assistance to meet staff needs	3.1
Coordinate development of illustrative materials e.g. maps and logos Ann 1.5 weeks	1.5 weeks	Ongoing	Maps, logos and other illustrative materials	Illustrative materials produced within agreed timeframes	3.1

3. Information management

To provide information management and publication support services that meet the needs and expectations of the Division and other stakeholders.

Coordinate preparation and production of Supervising Scientist Reports and other publications Ann 14.5 weeks Gail 5 weeks	19.5 weeks	Ongoing	Reports, Publications etc	Reports are produced within agreed timeframes	3.1
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Coordinate digital creation and storage of Supervising Scientist publications and reports (including scanning of old hardcopy material) Ann 1.5 weeks Joan 1 week Gail 1.5 weeks	4 weeks	Ongoing	Digital record of all Supervising Scientist publications	Permanent, accurate and accessible digital record of all Supervising Scientist publications and reports	3.1

* Output No. corresponds to the Portfolio Budget Statement outputs under the Themes Industry and Inland Water applicable to the Supervising Scientist Division with Corporate Support identified separately as follows:

1. **Industry**
 - 1.1 Supervision of uranium mining in ARR
 - 1.2 Protection of ARR ecosystems
 - 1.3 Radiological protection in the ARR
 - 1.4 Minesite erosion in the ARR
2. **Inland Waters**
 - 2.1 Risk Identification and assessment
 - 2.2 Wetland Ecology and inventory
3. **Corporate Support**
 - 3.1 Corporate Support

OSS WORKPLAN PERSON WEEKS ALLOCATION FOR 2001-02

TASK/PERSON	AZ	SD	PW	DK	WRS	MT	PL	AW	PM	AB	TM	JM	DL	JS	HW	CL	GB	TOTAL
1 Supervision, Audit & Policy																		
1.1 Onsite-audit & inspections	0	0	8	4.5	4.5	0	0	0	0	1.5	0	0	0	0	0	0	0	18.5
1.2 Supervision & assessment	11.2	0	19.5	26.5	22	1	0	0	0	3	0	0	0	0	0	0	0	83.2
1.3 Consultation & communication	6.8	12	6.5	4	1.5	4	17.5	1	0	0	0	0	0	0	0	0	0	53.3
1.4 Research & supervision coord.	1.6	0	1.5	2.5	0.5	1	0.5	0	0.2	1.5	0	0	0	0	0	0	0.5	9.8
1.5 Technical & policy advice	9.6	0.5	4	2	1	25	21.5	0	2	0	0	0	0	0	0	0	0	65.6
1.6 Riverworks Tasmania	0	0	0	0	0	0	0	0	36.3	0	0	0	0	0	0	0	0	36.3
1.7 Planning & reporting	1	0	0	0	0	8.5	0	1.5	1	0	0	0	0	0	0	0	0	12
2 Corporate Services																		
2.1 Financial management	0.2	0	0	0	0	0	0	0	0	0	0	0	14	14	17	24	0	69.2
2.2 Facilities management	0	0	0	0	0	0	0	0	0	0	0	0	20	3	19	0	0	42
2.3 People management	1	0	0	0	0	0	0	0	0	0	0	0	6	23	2	6	0	38
2.4 Coordination & administration	0	27.5	0	0	0	0	0	0	0	0	0	0	0	0	2	10	26	65.5
3 Information management																		
3.1 Data management	0	0	0	0	0	0	0	0	0	0	40	0	0	0	0	0	0	40
3.2 Library	0	0	0	0	0	0	0	0	0	0	0	39	0	0	0	0	0	39
3.3 Publications	1	0	0.5	0.5	0.5	0.5	0.5	37.5	0.5	0	0	1	0	0	0	0	13.5	56
total weeks	32.4	40	40	40	30	40	40	40	40	6	40	628.4						