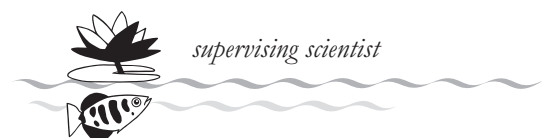




**Office of the  
Supervising Scientist  
Annual Workplan  
2003–2004**

OSS staff

July 2003







# **Office of the Supervising Scientist**

**ANNUAL WORKPLAN  
2003–2004**



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# 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 2003–2004 and the performance indicators necessary to measure their success.

The *OSS* Workplan supports:

- Individual performance agreements;
- the Supervising Scientist's 2003–2004 *Strategic Plan*;
- Environment Australia's 2001–2005 *Corporate Plan*;
- Environment Australia's 2003–04 *Strategic Plan*;
- Environment Australia's 2003–04 *Portfolio Budget Statement*.

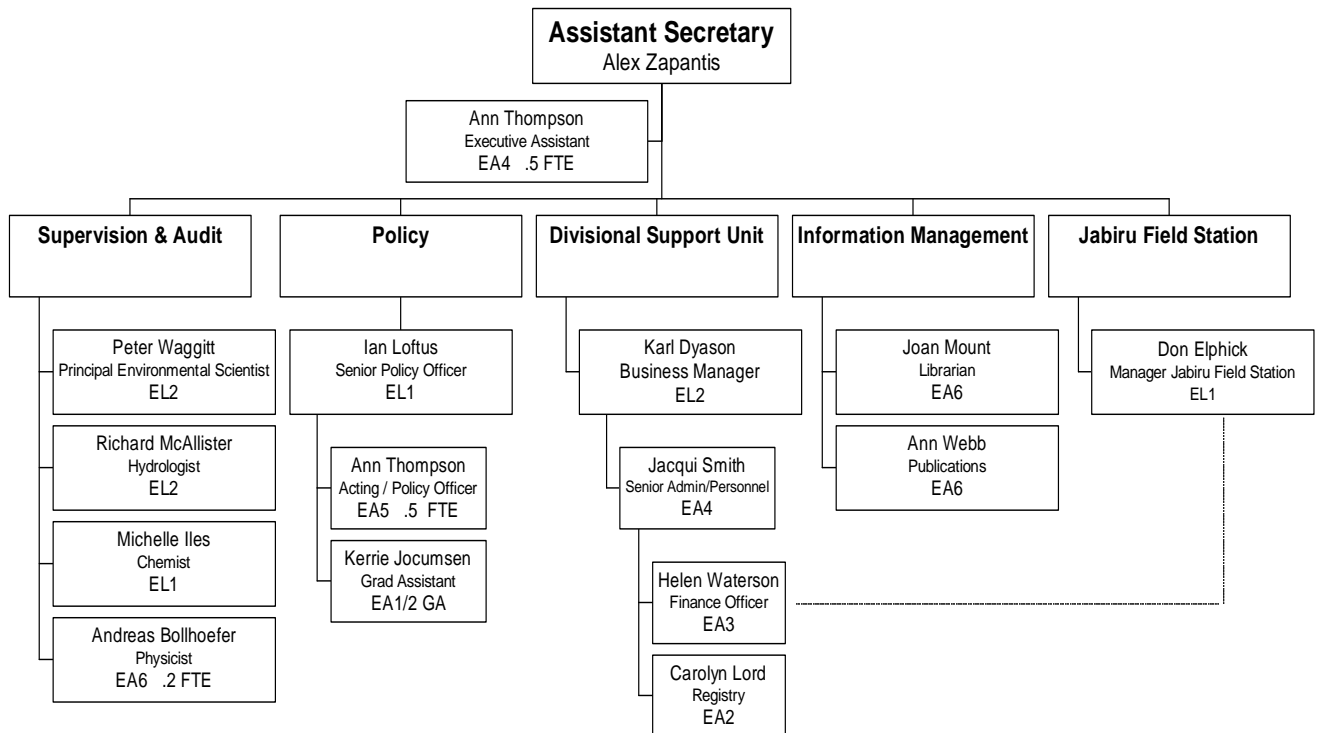
## OSS Staffing Profile

Position	Level	Officer
Assistant Secretary	SES1	Alex Zapantis
Executive Assistant/Policy Officer	EA5 (a/g)	Ann Thompson
Principal Environmental Scientist	EL2	Peter Waggitt
Hydrologist	EL2	Richard McAllister
Environmental Chemist	EL1	Michelle Iles
Manager Policy	EL1	Ian Loftus
Publications Officer	EA6	Ann Webb
Health Physicist	EA6 (0.2)	Andreas Bollhoefer
Librarian	EA6	Joan Mount
Business Manager	EL2	Karl Dyason
Division Corporate Support – Darwin	EA4	Jacqui Smith
Division Corporate Support – Darwin	EA2	Carolyn Lord
Manager Jabiru Field Station	EL1	Don Elphick
Division Corporate Support – Jabiru	EA3	Helen Waterson
Graduate Trainee (June–Sept 03)	EA1/2 GA	Kerrie Jocumsen



## Structure chart of the Office of the Supervising Scientist

### *Office of the Supervising Scientist*





# Objectives and tasks

## Objectives

### 1. Supervision and Audit

*To continuously develop and implement an environmental supervision and assessment program for uranium mining operations, including rehabilitation, mineral exploration sites and abandoned uranium mine sites, in the Alligator Rivers Region. To provide technical advice to the Minister and Department consistent with our expertise, on request.*

#### ***Priority activities in 2003–04 are to:***

- Maintain, develop and review auditing, inspection and supervision of uranium mines in the Alligator Rivers Region, including undertaking compliance assessment and improving RPI documentation.
- Provide specialist advice to PAN in relation to rehabilitation of South Alligator Valley abandoned mines.
- Review the Environmental Monitoring program, including in the context of a changed management strategy at Jabiluka. Finalise the chemical, biological and radiological monitoring protocols and publish as a Supervising Scientist Division Internal Report.
- Review the state of knowledge in regard to groundwater at Ranger and identify the key issues for further investigation.
- Derive an updated Annual Load Limit for Manganese at Ranger.
- Assist in the development of a rehabilitation completion strategy for Nabarlek, in consultation with Minesite Technical Committee members and Aboriginal Traditional Owners.
- Determine the remaining capacity of soils at Ranger irrigation areas to absorb uranium. Consider these results in conjunction with shallow bore monitoring data down gradient of the Magela Land Application Area.
- Plan for the rehabilitation of the Ranger Mine following closure, including the identification of research needs.
- Review the operation of the Jabiru Field Station in conjunction with *eriss*.

### 2. Policy

*To provide policy advice to the Minister, Supervising Scientist and other Environment Portfolio stakeholders. To support formal stakeholder engagement through the Alligator Rivers Region Technical Committee (ARRTC) and the Alligator Rivers Region Advisory Committee (ARRAC). To engage with other stakeholders to ensure that the Commonwealth's objectives are met.*

#### ***Priority activities in 2003–04 are to:***

- Further develop systems and processes for supporting ARRTC and ARRAC in the achievement of their objectives, as defined in their terms of references.



- Progress the Review of the Working Arrangements between the Commonwealth and the Northern Territory Governments, taking into consideration the Commonwealth's response to the report of the *Senate Inquiry into the Environmental Regulation of Uranium Mining*.
- Participate in the renegotiation of the s44 Agreement between the Commonwealth and the Northern Land Council (NLC).
- Contribute substantially to the Commonwealth's response to the *Senate Inquiry into the Environmental Regulation of Uranium Mining*.
- Assist the Department of Business, Industry and Resource Development (NTDBIRD) in establishing an Enforcement Policy and an Information Strategy for Ranger and Jabiluka.
- Contribute to the development of a Mining Management Plan (under NT legislation) for Jabiluka that gives effect to the current provisions of the Ranger Environmental Requirements.

### 3. Divisional Support Unit

*To provide efficient administrative, executive and corporate support services to the Supervising Scientist Division (SSD).*

***Priority activities in 2003–04 are to:***

- Establish strategic financial management processes for SSD.
- Establish business systems and processes for the delivery by SSD of consultancy services.
- Develop and deliver a series of Internal Seminars on corporate issues including Code of Conduct, financial management and SAP.
- Assess core IiP development requirements and develop and implement a development strategy to address these.
- Consolidate systems and processes for asset management and maintenance, especially for the Darwin Facility and facilities and housing at Jabiru.
- Finalise and implement the SSD Vehicle Fleet Policy.
- Review stored files and arrange for the disposal of all files that have been sentenced.
- Review the DSU in terms of staff structure, functions and responsibilities.
- Support Supervising Scientist field activities in the Alligator Rivers Region.
- Develop and implement an Environmental Management System for the Darwin Facility.
- Compare the costs of returning to internal IT management with current outsourcing arrangements and develop a transition plan if required.

### 4. Information Management

*To provide information management and publication support services that meet the needs and expectations of the Supervising Scientist Division (SSD) and other stakeholders.*

***Priority activities in 2003–04 are to:***

- Develop a Management Strategy and implement a review process for SSD's website, including coordination of ARRID on the SSD website.



- Contribute towards the development of an SSD Communication Strategy.
- Raise the awareness and understanding of the services and facilities offered by the SSD Library to SSD staff.
- Maintain and cultivate linkages with other NT users of the Infomapper platform.
- Review and consolidate IT hardware and support requirements.
- Further develop and expand the use and strategic management of SSD Explorer, including; establish an SSD Explorer Committee, further develop the SSD Thesaurus, and consider a Knowledge Management Strategy and System.
- Manage the quality control of the scanning project. Migrate final copies into SSD Explorer and provide final copies on CD to the Library.



# Tasks

## 1. Supervision and Audit

*To continuously develop and implement an environmental supervision and assessment program for uranium mining operations, including rehabilitation, mineral exploration sites and abandoned uranium mine sites, in the Alligator Rivers Region. To provide technical advice to the Minister and Department consistent with our expertise, on request.*

1.1 Supervision of U mining activities and impacts in the Alligator Rivers Region					
<b>Priority Activities:</b>					
<ul style="list-style-type: none"> <li><i>Maintain, develop and review auditing, inspection and supervision of uranium mines in the Alligator Rivers Region, including undertaking compliance assessment and improving RPI documentation.</i></li> <li><i>Review the operation of the Jabiru Field Station in conjunction with <b>eriss</b>.</i></li> </ul>					
Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Perform mid-term environmental audits of Ranger and Jabiluka with NLC & NTDBIRD in November/December and assist in report production and presentation to ARRAC <b>Peter 1.5 weeks</b> <b>Don 0.5 weeks</b> <b>Richard 1 week</b>	3 weeks	Dec 2003	Audit reports	Audits completed and reports suitable for presenting at ARRAC produced	1.6
Participate in Annual Environmental Audits of Ranger and Jabiluka by external auditor <b>Peter 1.5 weeks</b> <b>Richard 0.5 weeks</b>	2 weeks	Apr 2004	Audit oversight report	Report completed and agreed with stakeholders in time for presentation to ARRAC	1.6
Perform routine monthly inspections (with NLC/NTDBIRD when available) <b>Peter 2.5 weeks</b> <b>Don 1 week</b> <b>Shelly 2 weeks</b> <b>Richard 2 weeks</b> <b>Andreas 1 week</b>	9.5 weeks	Monthly	Reports and notes of inspections	Monthly schedule completed and reported as agreed with NTDBIRD etc	1.6
Prepare EPR for Nabarlek and carry out visits and interviews in accordance with agreed schedule <b>Peter 4.5 weeks</b> <b>Shelly 2 weeks</b> <b>Richard 0.5 weeks</b> <b>Andreas 0.5 weeks</b>	7.5 weeks	Jul 2003 & Dec 2003	EPR completed and reported in timely manner	EPR completed and reported to ARRAC	1.6
Formalise framework for RPIs based on the following elements: -approvals and works -incidents and UPEs -forms issues -base level inspection -MTC agreed topics <b>Peter 1 week</b>	1 week	Dec 2003	RPI pro-forma and inspection checklist	Nothing missed	1.6



Co-ordinate, manage and report the chemical and biological assurance monitoring program. <b>Don 18 weeks</b>	18 weeks	On-going	Assurance monitoring program implemented and reported as per the protocols.	Monitoring program implemented to the satisfaction of stakeholders.	1.6
Review the operation of the Jabiru Field Station in conjunction with <b>eriss</b> <b>Don 2 weeks</b>	2 weeks	Nov 2003	Completed review and recommendations.	Operation of the Jabiru Field Station improved.	1.6

## 1.2 Assessment of U mining activities and impacts in the Alligator Rivers Region

### Priority Activities:

- Review the SSD Environmental Monitoring program, including in the context of a changed management strategy at Jabiluka, finalise the chemical, biological and radiological monitoring programs and publish as a Supervising Scientist Division Internal Report.
- Plan for the rehabilitation of the Ranger minesite following closure, including the identification of research needs.
- Review the state of knowledge in regard to groundwater at Ranger and identify the key issues for further investigation.
- Derive an updated Annual Load Limit for Manganese at Ranger.
- Determine the remaining capacity of soils at Ranger irrigation areas to absorb uranium. Consider these results in conjunction with shallow bore monitoring data down gradient of the Magela Land Application Area.
- Provide specialist advice to PAN in relation to rehabilitation of South Alligator Valley abandoned mines.

Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Review the state of knowledge in regard to groundwater at Ranger and identify the key issues for further investigation. <b>Richard 3.5 weeks</b> <b>Peter 1 week</b> <b>Shelly 1 week</b>	5.5 weeks	30 April 2004	Desktop review of current knowledge and gaps.	Internal report.	1.6
Derive an updated Annual Load Limit for manganese at Ranger. <b>Richard 1.5 weeks</b> <b>Shelly .5 week</b>	2 weeks	30 Oct 2004	Updated annual load limit model for manganese	IR/SSR, Discussion paper for MTC	1.6
Review the trigger values for Jabiluka and Ranger compliance points <b>Shelly 2 weeks</b> <b>Richard 0.5 weeks</b> <b>Peter 0.5 weeks</b> <b>Alex 0.5 weeks</b>	3.5 weeks	Aug 2003	Input to development of statutory limits for Ranger and Jabiluka.	Ammended trigger values.	1.6
Review the routine environmental surface water monitoring program and protocols with <b>eriss</b> and supervise its implementation. <b>Shelly 1.5 weeks</b> <b>Alex 0.5 weeks</b>	2 weeks	Ongoing	Input to development of monitoring program and supervision of implementation	Monitoring program is updated and implemented	1.6



Develop the environmental groundwater monitoring program and protocols with <b>eriss</b> and supervise its implementation. <b>Shelly 2 weeks</b> <b>Richard 1 week</b> <b>Alex 0.5 weeks</b>	3.5 weeks	Ongoing	Input to development of monitoring program and supervision of implementation	Monitoring program is developed and implemented	1.6
Review of Magela cross channel variation. <b>Shelly 1 week</b> <b>Richard 1 week</b> <b>(Student 3 weeks)</b>	2 weeks	30 Dec 2003	Input into review of monitoring.	Internal Report.	1.6
Supervise implementation of ACMER project grant <b>Alex 0.5 weeks</b> <b>Peter 0.5 weeks</b> <b>Shelly 0.5 weeks</b> <b>Richard 0.5 weeks</b>	2 weeks	30 Dec 2003	Review Final Report	An assessment is made of the suitability of LFA for use to measure rehabilitation success in the ARR.	1.6
Participate in the development of a comprehensive closure blueprint for Ranger Mine <b>Peter 2 weeks</b> <b>Alex 1 week</b> <b>Richard 2 weeks</b> <b>Shelly 2.5 weeks</b>	7.5 weeks	Ongoing	Comments on rehabilitation blueprints	Comments provided on successive blueprints within agreed timeframes	1.6
Undertake technical assessments of applications made by the mining companies <b>Peter 2 weeks</b> <b>Alex 1 week</b> <b>Richard 1.5 weeks</b> <b>Shelly 1.5 weeks</b>	7 weeks	Ongoing	Comments provided to NTDBIRD, 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	1.6
Undertake technical assessments of Environmental/Radiological/BPT reports submitted by ERA and NTDBIRD <b>Peter 2 weeks</b> <b>Alex 2 weeks</b> <b>Andreas 2.5 weeks</b> <b>Richard 3 weeks</b> <b>Shelly 3.5 weeks</b>	13 weeks	Ongoing	Technical assessments of ERA Reports	Competent technical assessments are completed within agreed timeframes	1.6
Active participation in Minesite Technical Committees including the preparation of technical papers as required <b>Peter 2 weeks</b> <b>Shelly 2 weeks</b> <b>Alex 1 week</b> <b>Richard 2 weeks</b>	7 weeks	Ongoing	Resolution of technical issues and preparation of technical papers	Technical issues resolved in a manner acceptable to the Supervising Scientist	1.6
Perform annual assessment of rehabilitation plans for Ranger and Jabiluka <b>Peter 1.5 weeks</b> <b>Shelly 1.5 weeks</b> <b>Richard 2 weeks</b>	5 weeks	Jabiluka Oct 2003 & Ranger Mar 2004	Comments on rehabilitation plans	Work is completed within legal timeframes	1.6
Assist in development of the final rehabilitation plan and oversight of works at Nabarlek <b>Peter 2 weeks</b> <b>Shelly 1.5 weeks</b> <b>Richard 1.5 week</b> <b>Andreas 1 week</b>	6 weeks	Ongoing	Comments on rehabilitation plan	Rehabilitation at Nabarlek is carried out according to the rehabilitation plan	1.6



Investigate incidents and technical divergences <b>Peter 1 week</b> <b>Don 0.5 weeks</b> <b>Richard 1 week</b> <b>Shelly 1.5 weeks</b> <b>Ian 0.5 weeks</b> <b>Andreas 0.5 weeks</b>	5 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	1.6
Maintain chemical, hydrological and GIS databases of minesites <b>Shelly 2.5 weeks</b> <b>Richard 3 weeks</b>	5.5 weeks	Ongoing	Databases	Databases are up-to-date and contain required information	1.6
Perform environmental inspections of mineral exploration sites with NLC/NTDBIRD <b>Peter 1 week</b> <b>Shelly 1 week</b> <b>Richard 1 week</b>	3 weeks	Once per season for each campaign	Inspection/Audit Reports as required	Reports completed within agreed timeframes	1.6
Provide technical advice to Parks Australia North and Traditional Owners on the rehabilitation of all South Alligator Valley sites <b>Peter 2 weeks</b> <b>Richard 1 week</b> <b>Alex 0.5 weeks</b>	3.5 weeks	Ongoing	<b>OSS</b> comments on rehabilitation plan  Representation at Consultative Committee meetings	The rehabilitation plan is assessed within agreed timeframes	1.6

### 1.3 Communication of results and outcomes to regulatory authorities, mining companies, traditional owners, general public and the media.

Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Contribute to SSD's communication activities with Aboriginal stakeholders <b>Peter 1.5 weeks</b> <b>Shelly 0.5 weeks</b> <b>Alex 1 week</b> <b>Don 2 weeks</b> <b>Richard 1.5 weeks</b> <b>Ian 1 week</b> <b>Ann W 0.5 week</b>	8 weeks	Ongoing	Relevant information to Aboriginal stakeholders about <b>OSS</b> activities	Information is provided to Aboriginal stakeholders in appropriate formats and coordinated with the Research Support and Communication Unit	1.6
Provide information on <b>OSS</b> activities to the Kakadu National Park Board of Management <b>Peter 0.5 weeks</b> <b>Richard 0.5 weeks</b>	1 week	Ongoing	Liaison through KNP Board of Management	Presentations or newsletters as requested, with a minimum of 1 per year	1.6
Promote Supervising Scientist activities/capabilities at conferences and similar forums as opportunities arise <b>Peter 1 week</b> <b>Alex 1 week</b> <b>Richard 1 week</b> <b>Ian 0.5 weeks</b> <b>Shelly 1 week</b>	4.5 weeks	Ongoing	Conference papers, displays etc	Profile of the Supervising Scientist is raised in appropriate forums	1.6
Contribute to the Division's communication activities in relation to the general public and stakeholders. <b>Peter 1 week</b> <b>Shelly 2.5 weeks</b> <b>Alex 1 week</b> <b>Don 2 weeks</b> <b>Richard 1.5 weeks</b> <b>Ian 1 week</b> <b>Ann W 1 week</b>	10 weeks	Ongoing	Relevant information to Aboriginal stakeholders about <b>OSS</b> activities	Information is provided to Aboriginal stakeholders in appropriate formats and coordinated with the Research Support and Communication Unit	1.6



## 2. Policy

*To provide policy advice to the Minister, Supervising Scientist and other Environment Portfolio stakeholders. To support formal stakeholder engagement through ARRTC and ARRAC. To engage with other stakeholders to ensure that the Commonwealth's objectives are met.*

<b>2.1 Policy advice</b>					
<b>Activity/Priority</b>	<b>Staff time (p/w)</b>	<b>Target date</b>	<b>Outputs</b>	<b>Performance Indicators</b>	<b>Output No.*</b>
Respond to Ministerial and other correspondence <b>Ian 4.5 weeks</b> <b>Ann T 3 weeks</b> <b>Alex 1 week</b>	8.5 weeks	Ongoing	Ministerial and other briefs and responses prepared	Documents are completed within specified Departmental timeframes	1.6
Prepare Possible Parliamentary Questions (PPQs) <b>Ian 1 week</b> <b>Ann T 0.5 week</b> <b>Alex 0.5 week</b>	2 weeks	Ongoing	PPQs prepared	Documents are completed within specified Departmental timeframes	1.6
Respond to Coordinated Requests for information/action by other parts of EA <b>Ian 1 week</b> <b>Ann T 0.5 week</b>	1.5 weeks	Ongoing	Responses provided	Documents are completed within specified Departmental timeframes	1.6
Provide briefing papers and answer Questions on Notice for Senate Budget Estimates <b>Ian 1.5 weeks</b> <b>Ann T 0.5 weeks</b> <b>Alex 0.5 weeks</b>	2.5 weeks	Ongoing	Briefing papers provided and QONs responded to	Documents are completed within specified Departmental timeframes	1.6
Provide advice on the Alligator Rivers Region to the Heritage Division <b>Ian 0.5 weeks</b> <b>Ann T 0.5 weeks</b> <b>Alex 0.5 weeks</b>	1.5 weeks	Ongoing	Advice provided	Advice provided within specified timeframes	1.6
Monitor and maintain Ministerial/Coordinated Comment/QON/PPQ/Press Clips Registers <b>Ian 0.5 weeks</b> <b>Ann T 1.5 weeks</b>	2 weeks	Ongoing	Tracking of Ministerials etc  Filing of press clips	Status of Ministerials, QON etc is accurately recorded	1.6
Coordinate preparation of the Supervising Scientist 2003-2004 Annual Report <b>Ian 1.5 weeks</b> <b>Ann W 2 weeks</b> <b>Karl 1 week</b>	4.5 weeks	August 2003	Supervising Scientist Annual Report & SSD contribution to EA Annual Report	SS Annual Report prepared and supplied to EA within agreed timeframes  Report distributed to stakeholders on tabling day	1.6
Coordinate SSD input to Departmental documents including the PBS, EBS and Strategic Plan <b>Ian 1 week</b>	1 week	Ongoing	Contributions to Departmental documents	Contributions are accurate, include consultation with staff where appropriate and are provided within agreed time frames	1.6
Coordinate preparation of <b>OSS</b> Workplan and contribution to SSD Strategic Plan <b>Ian 1 week</b> <b>Ann T 1 week</b>	2 weeks	July 2003	<b>OSS</b> Workplan  Input to SSD Strategic Plan	<b>OSS</b> Workplan produced within agreed timeframe with staff input  Input to SSD Strategic Plan provided within agreed timeframes	1.6



## 2.2 Formal Stakeholder Engagement Through ARRTC and ARRAC

### Priority Activities:

- Further develop systems and processes for supporting ARRTC and ARRAC in the achievement of their objectives, as defined in their terms of references.

Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Prepare meeting papers for ARRTC <b>Ian 2.5 weeks</b> <b>Ann T 0.5 weeks</b> <b>Alex 0.5 weeks</b>	3.5 weeks	Sep 2003 & Jan 2004	Meeting agenda and papers	Papers prepared and made available in a timely manner	1.6
Provide secretariat services to ARRTC <b>Ian 1.5 weeks</b> <b>Ann T 1 week</b>	2.5 weeks	Ongoing	Travel & accommodation arrangements Payment of TA and sitting fees Catering and other logistics Summary Record	Successful and efficient operation of meetings	1.6
Follow up actions from ARRTC meetings <b>Ian 1 week</b> <b>Ann T 0.5 weeks</b>	1.5 weeks	After each meeting	Action items followed up	Action items followed up within reasonable timeframes	1.6
Prepare meeting papers for ARRAC <b>Ian 1 week</b> <b>Ann T 1.5 weeks</b> <b>Alex 0.5 weeks</b> <b>Peter 0.5 weeks</b>	3.5 weeks	August & December 2001	<b>OSS</b> 6 Monthly Report to ARRAC & topical papers as required	Papers prepared and made available in a timely manner	1.6
Provide secretariat services to ARRAC <b>Ian 1 week</b> <b>Ann T 1.5 weeks</b>	2.5 weeks	Ongoing	Travel & accommodation arrangements Payment of TA and sitting fees Catering and other logistics Summary Record	Successful and efficient operation of meeting	1.6
Follow up actions from ARRAC meetings <b>Ian 0.5 weeks</b> <b>Ann T 1 week</b>	1.5 weeks	After each meeting	Action items followed up	Action items followed up within reasonable timeframes	1.6
Develop a strategy for the support of AARTC. <b>Ian 0.5 week</b> <b>Ann T 0.5 week</b> <b>Alex 0.5 week</b>	1.5 weeks	Ongoing	Strategy developed	ARRTC strategically supported	1.6



### 2.3. Other Stakeholder Engagement

#### Priority Activities:

- *Contribute substantially to the Commonwealth's response to the Senate Inquiry into the Environmental Regulation of Uranium Mining.*
- *Progress the Review of the Working Arrangements between the Commonwealth and the Northern Territory Governments, taking into consideration the Commonwealth's response to the report of the Senate Inquiry into the Environmental Regulation of Uranium Mining.*
- *Assist NTDBIRD in establishing an Enforcement Policy and an Information Strategy for Ranger and Jabiluka.*
- *Contribute to the development of a Mining Management Plan (under NT legislation) for Jabiluka that gives effect to the current provisions of the Ranger Environmental Requirements.*
- *Participate in the renegotiation of the s44 Agreement between the Commonwealth and the Northern Land Council (NLC).*

Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Contribute towards the preparation of the Commonwealth's response to the Senate Environment, Communications, Information Technology and the Arts References Committee's <i>Inquiry into Environmental Regulation of Uranium Mining</i> <b>Ian 1.5 weeks</b> <b>Kerrie 2 weeks</b> <b>Alex 2 weeks</b>	5.5 weeks	October 2003	SSD contribution to Commonwealth response	SSD's contribution to Commonwealth response reflects the position of EA and other Commonwealth agencies and is delivered in accordance with appropriate timeframes	1.6
Revise Working Arrangements between the NT and the Commonwealth <b>Ian 1.5 weeks</b> <b>Kerrie 2 weeks</b> <b>Alex 1.5 weeks</b>	5 weeks	August 2003	Revised Working Arrangements	Revised Working Arrangements between the Commonwealth and NT Government are accepted and signed off	1.6
Contribute towards the implementation of the NT Government's <i>Lea Report</i> recommendations relating to the environmental regulation of uranium mining, including the development of an <i>Enforcement Policy</i> <b>Ian 2 weeks</b> <b>Kerrie 1 week</b> <b>Alex 1.5 weeks</b>	4.5 weeks	October 2003	Enforcement Policy	Enforcement policy developed and signed off	1.6
Contribute to the development of a Mining Management Plan (under NT legislation) for Jabiluka that gives effect to the current provisions of the Ranger Environmental Requirements in respect of environmental protection <b>Ian 2.5 weeks</b> <b>Alex 2 weeks</b> <b>Peter 1 week</b>	5.5 weeks	November 2003	Mining Management Plan for Jabiluka that reflects provisions of Ranger ERs	Mining Management Plan developed that meets requirements of Ranger ERs and that is agreed by stakeholders	1.6
Participate in the renegotiation of the s44 Agreement between the Commonwealth and the Northern Land Council (NLC). <b>Ian 1.5 weeks</b> <b>Alex 1 week</b>	2.5 weeks	November 2003	Renegotiated s44 Agreement	Renegotiated s44 Agreement agreed that meets needs of Commonwealth and the NLC	1.6



### 3. Divisional Support Unit

*To provide efficient administrative, executive and corporate support services to the Supervising Scientist Division (SSD).*

<b>3.1 Financial management</b> <b>Priority Activities:</b> <ul style="list-style-type: none"> <li><i>Establish strategic financial management processes for SSD.</i></li> <li><i>Establish business systems and processes for the delivery by SSD of consultancy services.</i></li> <li><i>Compare the costs of returning to internal IT management with current outsourcing arrangements and develop a transition plan if required.</i></li> </ul>					
Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Maintain financial management records including SAP <b>Karl 3 weeks</b> <b>Jacqui 6.5 weeks</b> <b>Helen 18 weeks</b> <b>Ann T 2 weeks</b> <b>Don 1 week</b>	30.5 weeks	Ongoing	Completion of financial transactions for expenditure and revenue 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.	1.6
Provide strategic advice on financial management <b>Karl 11 weeks</b>	11 weeks	Ongoing	Advice as required	Effective financial management advice is given	1.6
Produce Branch Budget <b>Alex 0.5 weeks</b>	0.5 weeks	July 2003	<b>OSS</b> Budget	Budget produced within agreed timeframes	1.6
Provide appropriate ongoing SAP training to Divisional staff <b>Karl 1 week</b> <b>Jacqui 2 weeks</b> <b>Helen 1 week</b>	4 weeks	Ongoing	Training	Staff are able to use SAP for relevant tasks	1.6
Monitor expenditure against Division Budget and Portfolio Budget Statement <b>Karl 3 weeks</b> <b>Jacqui 2 weeks</b>	5 weeks	Ongoing	Monthly and ad hoc reports of expenditure	Reports clearly and accurately communicate financial results in a timely manner	1.6
Manage the CPM process for SSD <b>Ann T 2 weeks</b>	2. weeks	Ongoing	Timely receipt of funds deposited into EA bank accounts	Accurate and timely transfer of Funds to Canberra in an	1.6
Manage petty cash <b>Ann T 1.5 weeks</b> <b>Helen 1 week</b>	2.5 weeks	Ongoing	Reimbursement of funds for cost incurred by staff Establish Darwin branch accounts/revise signatories	Vouchers are processed in a timely, accurate manner and comply with APS and EA requirements	1.6



Compare the costs of returning to internal IT management with current outsourcing arrangements and develop a transition plan if required  <b>Karl 2 weeks</b> <b>Alex 1 week</b> <b>Ann T 1 week</b>	4 weeks	Oct 2003	Comparison of alternative IT management strategies  Transition plan if required	Comparison is complete and decisions are able to be made	1.6
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### 3.2 Office and Property Management

#### Priority Activities:

- Consolidate systems and processes for asset management and maintenance, especially for the Darwin Facility and facilities and housing at Jabiru.
- Finalise and implement the SSD Vehicle Fleet Policy.
- Review stored files and arrange for the disposal of all files that have been sentenced.
- Support Supervising Scientist field activities in the Alligator Rivers Region.
- Develop and implement an Environmental Management System for the Darwin facilities.

Activity/Priority	Staff time (p/w)	Target date	Outputs	Performance Indicators	Output No.*
Review all assets in SAP, update information and enhance depreciation reporting in SAP  <b>Karl 1.5 weeks</b> <b>Jacqui 1 week</b> <b>Helen 2 weeks</b>	4.5 weeks	June 2004	Work with Financial Control to ensure accuracy and completeness of asset register	Asset Register is accurate and timely reports are able to be produced	1.6
Registry Services (including review all files and arrange for the disposal of files that have been sentenced).  <b>Carolyn 12 weeks</b>	12 weeks	Ongoing	File registry services	Filing processes are accurate, files are available as required	1.6
Coordinate maintenance of JFS and Darwin facilities  <b>Helen 1 week</b> <b>Don 5 weeks</b> <b>Karl 2.5 weeks</b>	8.5 weeks	Ongoing	Provision/ maintenance of services, consumables, safety gear and non-scientific equipment	SSD facilities are well maintained	1.6
Manage SSD vehicle fleet (including finalisation and implementation if the SSD Vehicle Fleet Policy)  <b>Karl 2 weeks</b> <b>Don 1 week</b>	3 weeks	Ongoing	Maintained vehicles (includes <b>QUADS AND BOATS</b> )	Vehicle fleet meets SSD needs	1.6
Manage residual SSD housing stock  <b>Karl 1 week</b> <b>Helen 1 week</b> <b>Don 1 week</b>	3 weeks	Ongoing	Houses rented	Housing stock is a net income earner	1.6
Provide executive support, including administrative and secretariat support to the Supervising Scientist, Assistant Secretary and other staff members  <b>Ann T 12 weeks</b>	12 weeks	Ongoing	Executive and staff support	Support provided meets the needs of the Supervising Scientist, Assistant Secretary and staff	1.6



Co-ordinate arrangements for meetings, conferences and travel <b>Ann T 3 weeks</b> <b>Helen 1 week</b>	4 weeks	Ongoing	Meetings, conferences and travel arrangements	Meetings, conferences and travel arrangements are organised within agreed timeframes	1.6
Reception services <b>Ann T 0.5 week</b> <b>Helen 4.5 weeks</b> <b>Carolyn 12 weeks</b>	17weeks	Ongoing	Enquiries are directed to appropriate staff	Phone calls and other enquiries are answered in a timely and professional manner	1.6
Maintain office equipment and supplies of office stationery <b>Carolyn 1 week</b> <b>Helen 0.5 week</b>	1.5 weeks	Ongoing	Office equipment functional and stationery available	Office equipment functions and stationery supplies meet needs of staff	1.6
Develop and implement an Environmental Management System for the Darwin facility. <b>Karl 1 week</b> <b>Jacqui 1 week</b> <b>Helen 1 week</b> <b>Kerrie 3 weeks</b>	6 weeks	Ongoing	SSD has an operational EMS which decreases its impact on the environmental	SSD complies with SO 14001	1.6

### 3.3 People management

#### Priority Activity:

- Assess core liP development requirements and develop and implement a development strategy to address these.
- Develop and deliver a series of Internal Seminars on corporate issues including Code of Conduct, financial management and SAP.

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Continue to Implement the Supervising Scientist Investors in People Local Action Plan <b>Carolyn 3 weeks</b> <b>All staff</b>	3 weeks	Ongoing	liP Action Plan implemented	liP Action Plan assists in meeting the objectives of the Work Plan, Individual Learning Plans and Strategic Plan	1.6
Assess core liP development requirements and develop and implement a development strategy to address these. <b>Karl 1 week</b> <b>Jacqui 1 week</b> <b>Carolyn 2 weeks</b>	4 weeks	Ongoing	Development strategy addressing core liP development requirements	Core liP development requirements are addressed	1.6
Continue to implement the Performance Development Scheme for all staff <b>Alex 1 week</b> <b>All staff</b>	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	1.6
Provide strategic people management advice. <b>Karl 2 weeks</b> <b>Jacqui 2 weeks</b>	4 weeks	Ongoing	Advice as required	Effective people management strategies can be implemented	1.6



Maintain Division HR Management System <b>Karl 1 week</b> <b>Jacqui 15.5 weeks</b> <b>Helen 3 weeks</b> <b>Carolyn 1 week</b>	20.5 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	1.6
Manage recruitment process <b>Jacqui 4 weeks</b> <b>Helen 1 week</b> <b>Carolyn 1 week</b>	6 weeks	Ongoing	Appropriate documentation of recruitment process	Efficient recruitment process	1.6
Develop and deliver a series of internal seminars on corporate issues including Code of Conduct, financial management and SAP. <b>Karl 2 weeks</b>	2 weeks	June 2004	Internal seminars	Staff are proficient at managing corporate issues	1.6



## 4. Information Management

*To provide information management and publication support services that meet the needs and expectations of the Supervising Scientist Division (SSD) and other stakeholders.*

<b>4.1 Data management</b> <b>Priority Activities:</b> <ul style="list-style-type: none"> <li><i>Further develop and expand the use and strategic management of SSD Explorer, including the establishment of an SSD Explorer Committee, the further development of the SSD Thesaurus, and the consideration of a Knowledge Management Strategy and System.</i></li> <li><i>Contribute to the development of an SSD Communication Strategy</i></li> <li><i>Maintain and cultivate linkages with other NT users of the Infomapper platform.</i></li> <li><i>Review and consolidate IT hardware and support requirements to maintain maximum efficiency.</i></li> </ul>					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Implement Data Management System  <b>Alex 2 weeks</b> <b>Joan 3 weeks</b>	5 weeks	Ongoing	Data management system implemented  Maintain & update thesaurus as required  Contribute to SSD Data Management Committee	System available to users.  Thesaurus maintained & updated  Progress made towards inclusion of cross references and notes for all appropriate terms in the Thesaurus  Meetings attended	1.6
Manage, implement and develop SSD Explorer through the SSD Explorer Committee.  <ul style="list-style-type: none"> <li>Migrate electronic files into new data management system <b>All staff</b></li> <li>Develop data management policy <b>Alex 5 weeks</b></li> </ul> <b>Ian 1 week</b> <b>Ann W 1 week</b> <b>Joan 1 week</b>	8 weeks	Sept 2003  Dec 2003	Migration completed  Policy developed	Completed on time  Policy approved within agreed timeframe	1.6



<b>4.2 Library</b> <b>Priority Activity:</b> <ul style="list-style-type: none"> <li><i>Raise the awareness and understanding of the services and facilities offered by the SSD Library to SSD staff.</i></li> </ul>					
Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Provide quality library services to Supervising Scientist Division staff through management of the library.  <b>Joan 13 weeks</b>	13 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  Co-ordinate Library committee and produce minutes	An effective and efficient Library Service  Progress made towards the inclusion of the ARRID database on the SSD website	1.6
Provide Library services to Supervising Scientist Staff  <b>Joan 7 weeks</b>	7 weeks	Ongoing	Facilitate access to information, including information held in other Libraries via the inter-library loans system	Library services are provided at an appropriate level	1.6
Teach staff to use Library facilities & services  Actively promote the SSD Library to SSD Staff  <b>Joan 2 weeks</b>	2 weeks	December 2003	Complete rewriting user guide to the Library  Conduct seminars on library usage	Guide rewritten  Seminars held	1.6
Begin work on bar-coding library materials and introduction of an automated Loan System  <b>Joan 4 weeks</b> <b>Helper – 12 weeks</b>	16 weeks	Ongoing	Install and test bar-coding software  Begin bar-coding library materials	Loan system automation begun	1.6
Write Library Policies Procedures Begin writing/revising Library Policies  <b>Joan 1 week</b>	1 week	May 2003	Procedures documented and endorsed by Library Committee	Policies documented and approved	1.6
Provide assistance to staff in the creation and management of non-Library bibliographic databases  <b>Joan 2 weeks</b>	2 weeks	Ongoing	Provide assistance	Assistance provided	1.6



Teach staff to use Library facilities & services  Actively promote the SSD Library to SSD Staff  <b>Joan 2 weeks</b>	2 weeks	December 2003	Complete rewriting user guide to the Library  Conduct seminars on library usage	Guide rewritten  Seminars held	1.6
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### 4.3 Publications

#### Priority Activities:

- *Develop a Management Strategy and implement a review process for the Division's website, including coordination of ARRID on the SSD website.*
- *Manage quality control on scanning project and migrate final copies into SSD Explorer and provide final copies on CD to Library*

Activity/Priority	Staff time (person weeks)	Target date	Outputs	Performance Indicators	Output No.*
Develop a management strategy and implement a review process for the Division's website, ensuring that it meets the Government on-line and accessibility guidelines  <b>Ann W 1.5 weeks</b>	1.5 weeks	Draft plan by 1 Sept 03	Management plan for SSD website: <ul style="list-style-type: none"> <li>• Review process</li> <li>• Establishment of website management committee</li> <li>• Identification of program area web co-ordinators</li> <li>• guidelines for submission of content</li> </ul>	review process in place program areas involved in planning website management committee established program area web co-ordinators identified liaison facilitated with EA web team management plan is practical and effective staff know how to prepare/submit material for website	1.6
On-going maintenance of SSD website: <ul style="list-style-type: none"> <li>• co-ordinate updating of SSD web pages;</li> <li>• liaise with EA website management: submission of content/invoice management</li> </ul> <b>Ann W 6.5 weeks &amp; other staff</b>	6.5 weeks	Ongoing	<ul style="list-style-type: none"> <li>• Current, relevant, valid Supervising Scientist web pages</li> <li>• Website part of program areas work plans and meeting agendas</li> <li>• Review process implemented</li> <li>• appropriate links and functions for SSD website within EA website</li> <li>• management agreement established between EA/SSD</li> </ul>	<ul style="list-style-type: none"> <li>• material is up-to-date</li> <li>• Meets staff and stakeholder needs</li> <li>• Meets EA and GOL standards</li> <li>• Website part of program areas work plans and meeting agendas</li> <li>• appropriate links and functions for SSD website within EA website</li> <li>• feedback is positive</li> <li>• EA/SSD management agreement in place</li> <li>• Web work costs remain within budget</li> </ul>	1.6



Coordinate preparation and production of Supervising Scientist Reports, Internal Reports, corporate documents and other publications <b>Ann W 11 weeks</b>	11 weeks	Ongoing	SSRs, IRs, Annual Report, Strategic Plan, etc	Publications are produced within agreed timeframes, to appropriate standard, and following standard SSD processes	1.6
Review and update public relations/information products (e.g. posters, SS note series and display materials) <b>Ann W 2 weeks</b> <b>Ian 1 week</b> <b>Peter 0.5 weeks</b> <b>Shelly 1 week</b> <b>Richard 0.5 weeks</b> <b>Alex 1 week</b>	6 weeks	Ongoing	Updated public relations and communications products	Updated products ready for distribution within agreed timeframes	1.6
Develop, revise and maintain templates and other master documents <b>Ann W 2 weeks</b>	2 weeks	Ongoing	Reporting, correspondence and presentation templates	Appropriate templates provided within agreed timeframes	1.6
Advise and assist staff on editorial, formatting, use of templates and word processing <b>Ann W 3.5 weeks</b>	3.5 weeks	Ongoing	editorial, formatting, use of templates and word processing advice and assistance provided	Appropriate advice and assistance to meet staff needs	1.6
Coordinate development of illustrative materials e.g. maps and logos <b>Ann W 0.5 weeks &amp; other staff</b>	2 weeks	Ongoing	Maps, logos and other illustrative materials	Illustrative materials produced within agreed timeframes	1.6
Manage the publication stock: <b>Carolyn 3 weeks</b> <b>Ann W 0.5 weeks</b>	3.5 weeks	Ongoing	<ul style="list-style-type: none"> <li>• Stock control</li> <li>• Notification</li> <li>• Distribution</li> <li>• Orders</li> </ul>	<p>Accurate and up-to-date database of stock numbers</p> <p>Stakeholders/others notified about new publications</p> <p>Reports etc sent to agreed list</p> <p>Orders fulfilled cost-effectively and efficiently</p>	1.6



<p>Publications scanning project:</p> <ul style="list-style-type: none"> <li>Manage quality control on scanning project and migrate final copies into SSD Explorer and provide final copies on CD to Library</li> </ul> <p><b>Ann W 3 weeks</b></p>	3 weeks	Ongoing	<p>Digital record in PDF of all Supervising Scientist publications:</p> <ul style="list-style-type: none"> <li>Quality control on scanned publications &amp; liaise with contractor to get corrections made</li> <li>Migrate final copies from supplied CDs to SSD Explorer</li> <li>Organise final copies on CD for library use</li> <li>Amalgamate 'multi' PDFs into zip archives for easy transfer</li> <li>Amalgamate 'multi' PDFs into 1 PDF per publication for ease of printing further copies</li> </ul>	<p>Permanent, accurate and accessible digital record of all Supervising Scientist publications and reports available in SSD Explorer and in SSD Library</p>	1.6
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## Allocation of person weeks 03-04

TASK/PERSON	Alex	Ann T	Peter	Richard	Ian	Ann W	Andreas	Joan	Helen	Jacqui	Carolyn	Shelly	Don	Karl	Kerrie	Library helper	TOTAL
<b>1 Supervision and Audit</b>																	
1.1 Supervision of U mining activities and impacts in the ARR	0	0	11	4	0	0	1.5	0	0	0	0	4	22.5	0	0	0	<b>43</b>
1.2 Assessment of U mining activities and impacts in the ARR	9.5	0	17.5	26	0.5	0	4	0	0	0	0	26	0.5	0	0	0	<b>84</b>
1.3 Communication of results & outcomes to regulatory authorities, mining companies, TOs, general public and the media.	3	0	4	4.5	2.5	1.5	0	0	0	0	0	4	4	0	0	0	<b>23.5</b>
<b>2. Policy</b>																	
2.1 Policy advice	2.5	6.5	0	0	13	2	0	0	0	0	0	0	0	1	0	0	<b>26.5</b>
2.2 Formal Stakeholder Engagement Through ARRTC & ARAC	1.5	6	0.5	0	8	0	0	0	0	0	0	0	0	0	5	0	<b>20.5</b>
2.3. Other Stakeholder Engagement	8	0	1.5	0	9	0	0	0	0	0	0	0	0	0	5	0	<b>23.5</b>
<b>3. Divisional Support Unit</b>																	
3.1 Financial management	1	6.5	0	0	0	0	0	0	20	10.5	0	0	1	20	0	0	<b>58</b>
3.2 Office & Property Management	0	15	0	0	0	0	0	0	11	2	25	0	7	8	3	0	<b>71</b>
3.3 People management	1.5	0	0	0	0	0	0	0	4	22.5	7	0	0	6	0	0	<b>41</b>
<b>4 Information management</b>																	
4.1 Data management	7	0	0	0	1	1	0	4	0	0	0	0	0	0	0	0	<b>11</b>
4.2 Library	0	1	0	0	0	0	0	31	0	0	0	0	0	0	0	12	<b>45</b>
4.3 Publications	1	0	0.5	0.5	1	30.5	0	0	0	0	3	1	0	0	0	0	<b>38.5</b>
<b>TOTAL WEEKS</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>5.5</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>13</b>	<b>12</b>	<b>485.5</b>