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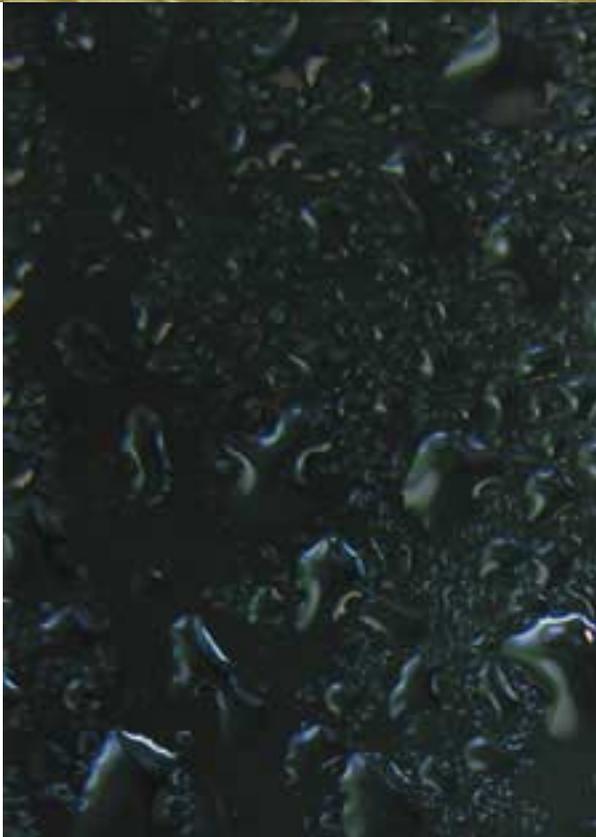
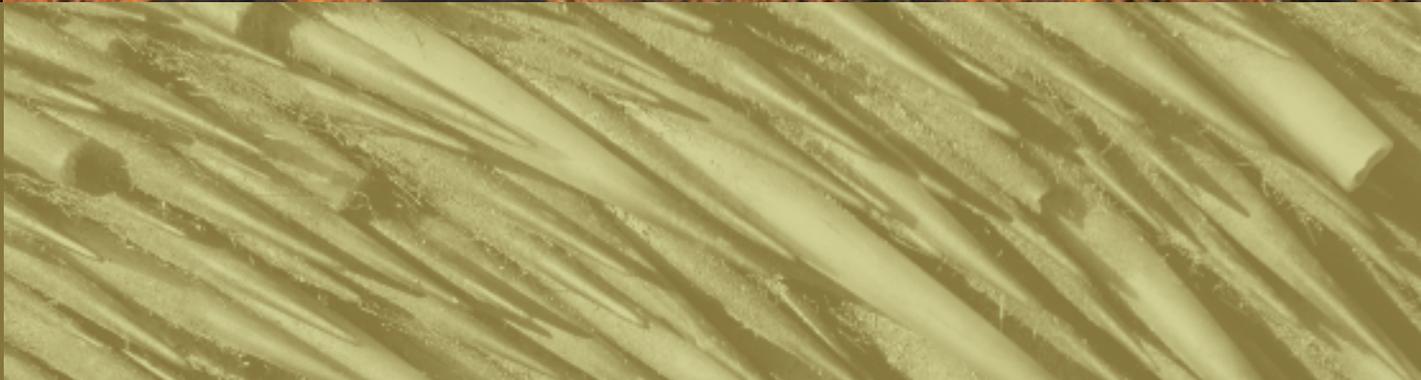
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department for  
environment  
and heritage

annual report 2002/03



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**Report prepared by:**

Business Planning Branch  
Business Services Directorate  
Department for Environment and Heritage

The Hon John Hill MP  
Minister for Environment and Conservation  
Parliament House  
North Terrace  
ADELAIDE SA 5000

Dear Minister

In accordance with the requirements of the *Public Sector Management Act 1995* and the *Public Finance and Audit Act 1987*, I have pleasure in submitting my report on the activities of the Department for Environment and Heritage for the financial year ended 30 June 2003.

Allan Holmes  
CHIEF EXECUTIVE  
DEPARTMENT FOR ENVIRONMENT AND HERITAGE

## chief executive's statement

The 2002-03 financial year is the first full year of operation of the Environment and Conservation Portfolio arrangements. The Department for Environment and Heritage has emerged as a core agency of government providing:

- Policy leadership and advice relating to environmental sustainability, natural and cultural heritage, and the public land estate; and
- Management and conservation of our public land, special places and wildlife.

The department's structure has been recast to provide clear policy and programming roles complemented by strong operational and service delivery functions. Whilst it is early days, the greater emphasis on policy development and on program direction are already having a profound impact on performance. The identity of the department has been strengthened, yet the strong publicly identifiable brands of National Parks and Wildlife SA and Botanic Gardens of Adelaide have been retained. The Office of Sustainability has developed its own identity to reflect the Government's emphasis and commitment to this initiative.

The environment has maintained its importance as a public issue and despite publicity given to health, justice and education, the environment will remain foremost in people's minds as we observe and experience the deleterious impacts of society on our surrounds. At a global level the news is not good. Some pundits challenge the evidence for a decline in the health of the planet, yet there is little doubt that the exponential growth in demand on the planet's natural resources is unsustainable.

Environment departments have to walk a fine line – "crying wolf" is often an ineffective strategy, yet keeping quiet is equally as futile. At the heart of the problem is the "tragedy of the commons" – the environment is generally a free good and it is consumed and degraded with abandon. Correcting this market failure is the public policy challenge of the next 20 years. There is nothing new here – this challenge was identified several decades ago but our short-termism has limited our desire to respond today.

Within this department we have recognised the need to increase our policy capacity and to encourage debate about these important issues. We have also identified the value of more effective performance evaluation to see if in fact the Government's investment in the department produces the desired results.

For many in DEH their work is vocational and an extraordinary contribution is made to public service in environment and conservation. The department is responsible for nature conservation, public land management (including 21 million hectares of National Parks, the Botanic Gardens and our coastline), heritage conservation, marine conservation and coast protection, environmental sustainability and animal welfare – a huge task by any measure.

### In 2002-03 notable achievements were:

- Raising the profile of environmental sustainability through the establishment of the Office of Sustainability
- Reducing South Australia's dependency on landfills through the development of a new integrated waste management framework and the establishment of the Office of Zero Waste SA
- Increasing the level of accountability through the production of the first edition of Green Print SA – a comprehensive statement of environmental policies and targets of Government
- Protecting key parts of the State's reserve system, notably the proclamation of the Vulkathunha-Gammon Ranges as a single use national park
- Opening of the award winning Flinders Chase Visitor centre and Rocky River Precinct facilities on Kangaroo Island
- Opening the improved and upgraded facilities at the Morialta Conservation Park

- Introducing the *NatureLinks* initiative and launching the 'East meets West' program on Eyre Peninsula
- Launching the Parklands Action Plan
- Establishing the Heritage Cemeteries Fund and Heritage Advisory Committee
- Launching the State Wetlands Strategy and Metro Coast Protection Strategy Review
- Progressing the Marine Protected Areas and the Marine Planning Programs, and
- Commencing the Site Master Plan for the Adelaide Botanic Garden and Mount Lofty Botanic Garden.

There is also positive achievement in meeting our greening targets. Many DEH personnel have strongly embraced the greening philosophy as part of their work, and these achievements are outlined in more detail in the department's third Annual Environmental Report.

In closing, I would like to acknowledge the effort and contribution of all staff to the department's work in 2002-03 and I look forward to the challenges ahead. I extend my sincere thanks to the Minister and his staff, as well as the Chief Executives and staff of the other agencies in the Environment and Conservation Portfolio, for their cooperation, advice and support.



Allan Holmes  
CHIEF EXECUTIVE

## deh and the environment and conservation portfolio

### ROLE OF DEH

The Department for Environment and Heritage (DEH) is acknowledged as the Government's principal environment agency, with key roles to:

- Provide policy advice and leadership on the environmental sustainability of human activities, on the conservation, use and enjoyment of natural and built heritage, and of the public land estate, and
- Manage and conserve our public land, special places and wildlife, on behalf of the Government, for the use, benefit and enjoyment of all South Australians.

The department has a very broad and diverse range of activities throughout the State, including the management of some 20 per cent of the land within South Australia. DEH also has a key advocacy and engagement role across Government and with business and communities throughout South Australia. It makes an important contribution to the economic and environmental health of the State through:

- Providing a 'clean and green' image
- Creating the basis for nature based tourism industry
- Making available essential environment and land information, and
- Generating employment opportunities in regional areas.

DEH contributes significantly to how South Australians see themselves and their State in terms of quality of life, well being, and sense of place.

The department's priorities for 2002-03 are summarised as:

- Introducing sustainability principles and performance indicators as an integral component of Government strategic planning and decision-making and pursuing a Greening of Government program to improve environmental performance of Government agencies



- Pursuing and promoting the key issues of waste and contamination, recycling, energy use, housing, transport, clean air and clean water in an integrated way to make Adelaide a 'Green City' and South Australia a 'Green State'
- Developing a *Heritage Directions* Plan for South Australia
- Enhancing the State's approach to biodiversity conservation through legislation and research
- Protecting areas of high conservation value and supporting the introduction of *NatureLinks* for a landscape approach to conservation
- Improving fire management capacity to protect life, property and biodiversity values associated with the protected area system
- Developing a new *Crown Lands Act 1929* and commencing an accelerated program for freeholding perpetual leases, and
- Developing a Living Coast strategy and a Marine Plan for State waters, establishing a marine protected area system, and reviewing coast and marine legislation to protect South Australia's marine and coastal habitats.

### DEPARTMENTAL PROGRAMS

DEH provides services to both the Government and the community of South Australia through the delivery of programs. These programs, outlined below, provide a high-level overview of the department's activities.

#### Nature Conservation

Conservation management, science and education contributing to an ecologically sustainable future for South Australia

#### Public Land Management

The conservation, maintenance and stewardship of the State's public lands

#### Sustainability

The promotion of sustainable and eco-efficient human endeavour with minimal impact on essential life systems

#### Coast and Marine Conservation

The conservation, management and protection of the State's coast and marine environments

#### Animal Welfare

The promotion and regulation of the humane treatment of animals

#### Heritage Conservation

The understanding, conservation and protection of the State's rich heritage

#### Organisation Support

Business services that facilitate effective and efficient delivery of the department's programs

## deh and the environment and conservation portfolio

### ORGANISATIONAL EMPHASES

As an organisation, DEH has identified four areas that provide a focus for its activities and functions.

#### Policy Leadership

- Enhance the ability of senior managers to provide visionary leadership in the public debate on environment policy
- Develop capacity for thorough and extensive policy analysis
- Establish the Office of Sustainability as a leader across the portfolio in policy advice, and
- Advance the Greening of Government and broader sustainability agenda.

#### In Business

- Strengthen corporate and business planning and reporting to drive improved organisational performance
- Develop the skill and competence of staff governance and management, and
- Reform the management of information in DEH.

#### Connected to People

- Strengthen working relationships with key Government agencies
- Continue to develop a culture of first rate customer service and effective stakeholder engagement, and
- Improve relationships with, and services to Aboriginal people and develop recognition of their importance to our business.

### People and Work

- Improve the health, safety and welfare performance of the department with a focus on staff involvement in improving physical and mental well being, and
- Continue to drive the development and implementation of an Organisational Development Strategy.

### ENVIRONMENT AND CONSERVATION PORTFOLIO

DEH is part of the Environment and Conservation Portfolio, which is the responsibility of the Minister for Environment and Conservation, Hon John Hill MP. In addition to DEH, the portfolio comprises three other agencies:

- The Department of Water, Land and Biodiversity Conservation (DWLBC), which aims to ensure that South Australia's natural resources are managed in ecologically sustainable ways that support the well being of present and future generations
- The Environment Protection Authority (EPA), which aims to achieve a healthy and valued environment for the people of South Australia, by working with community, industry and governments. The Authority was established as an independent agency on 1 July 2002, and has a particular focus on regulation, compliance and enforcement. It also incorporates the Radiation Protection Division, which is charged with licensing uranium mining and monitoring radioactive materials, and
- Zero Waste SA (ZWSA), which has a focus on waste reduction, waste minimisation, recycling and waste disposal.



## deh and the environment and conservation portfolio



### PORTFOLIO STRATEGIC OUTCOMES

In conjunction with the other agencies in the Environment and Conservation Portfolio, DEH has established seven key strategic outcomes to provide high-level guidance to the portfolio's many and varied operations.

The first six outcomes describe the environmental outcomes sought for the State and the community of South Australia and the seventh relates to the desired culture for the portfolio and the agencies within it.

Wise resource allocation and use

Sustainable use of the environment and natural resources for economic prosperity and quality of life

Clean and healthy environments

Waste and pollution minimised to protect human and environmental health

Conserved and functioning ecosystems

Viable and diverse ecosystems that maintain a living planet and enrich society

Conserved and celebrated heritage

Conservation of the landscapes and human history to celebrate our sense of place, identity and belonging

Improved condition of our air, land water and biodiversity

Protection, conservation and rehabilitation of our environment and natural resources

Society actively engaged in the sustainable management of the environment and natural resources

A society that understands and is committed to the sustainability of the environment and natural resources

A culture of excellence and ethical behaviour

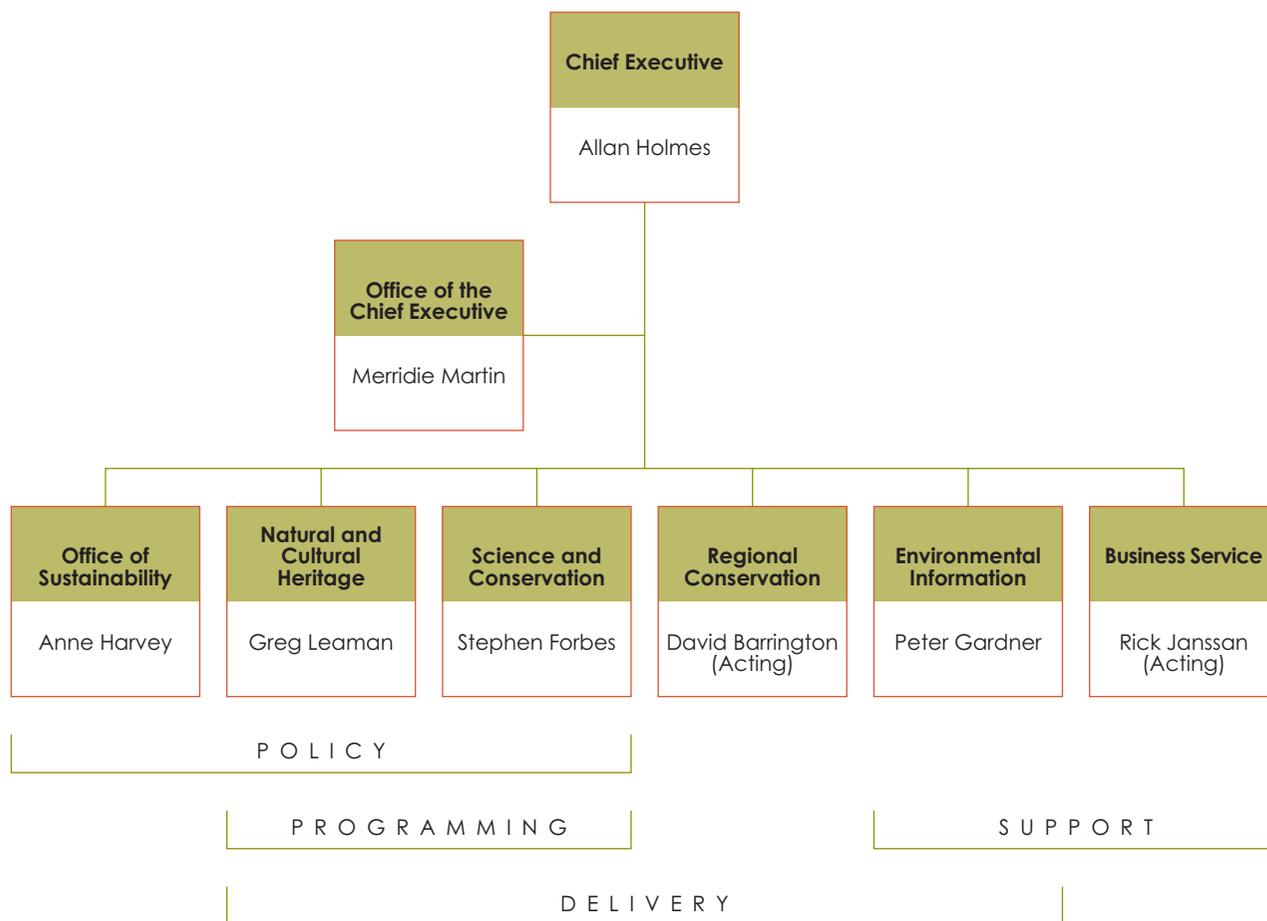
Excellence in service and governance



# organisational structure



The organisational structure for DEH identifies policy and planning, program support and delivery roles across the agency.



## service roles and structures

### DEPARTMENTAL STRUCTURE

Following the establishment of the Environment and Conservation Portfolio, including the creation of DWLBC and the separation of the EPA, there was an imperative to establish DEH as a strong, integrated department, rather than maintain its previous position as a portfolio department characterised by a high degree of segmentation. This move was needed to ensure that the department would operate more effectively in a competitive and accountable environment.

For DEH to operate as a single, cohesive organisation, it was necessary for its business support operations to be organised in a compatible manner. Reforming the business management model of the agency therefore, was a key component in the restructuring initiative.

The organisational restructure addresses these requirements through the creation of seven directorates that inter-relate either along a policy-programming-delivery continuum or through the supply of support services. Five of the directorates form the basis of the policy-programming-delivery continuum, namely:

- Office of Sustainability (Policy)
- Natural and Cultural Heritage (Policy and Programming)
- Science and Conservation (Policy and Programming)
- Regional Conservation (Delivery), and
- Environmental Information (Delivery).

The remaining two directorates, Business Services and the Office of the Chief Executive provide specialist support services across the agency.

### OFFICE OF SUSTAINABILITY

The Office of Sustainability (OoS) was established on 1 July 2002, giving expression to one of the Government's key environmental election commitments. The Premier articulated the role of the Office of Sustainability to be:

*'The centre for environmentally innovative thinking for the whole of the government. It will be responsible for developing future planning directions for South Australia and then identifying practical measures for responding to them'.*

Accordingly, part of the Office's role is to pursue environmental sustainability across Government. OoS is seeking to assist Government agencies to build the principles of ecologically sustainable development into decision-making. In particular, the Office seeks to ensure that, where relevant, Cabinet submissions include an assessment of environmental outcomes.

OoS provides a high level strategic approach to the integration of sustainability principles across Government and oversees the development of environmental policies and the reform of environmental and conservation legislation, as well as mechanisms for monitoring environmental performance. Consistent with the underlying philosophies of sustainability, OoS is developing approaches based on cooperation, collaboration, facilitation and partnerships.

OoS is actively exploring relationships with other agencies (for example, Planning SA, Land Management Corporation, Transport SA, and the Office of Local Government) to ensure that emerging sustainability initiatives are appropriately complemented.



### NATURAL AND CULTURAL HERITAGE

The Natural and Cultural Heritage directorate provides policy leadership, program direction and support for the protection and management of natural and cultural heritage across the State.

More specifically, the directorate:

- Provides policy advice, programs and support for protected areas and public land management, coast and marine management, heritage protection, natural resource management, visitor management, Aboriginal and other community partnerships, and animal welfare, and
- Delivers programs, such as conservation and management of state heritage, Crown lands and coast and marine, where there is a need for centralisation.

The Director, Natural and Cultural Heritage also holds the statutory position of Director of National Parks and Wildlife under the *National Parks and Wildlife Act 1972*.

## service roles and structures

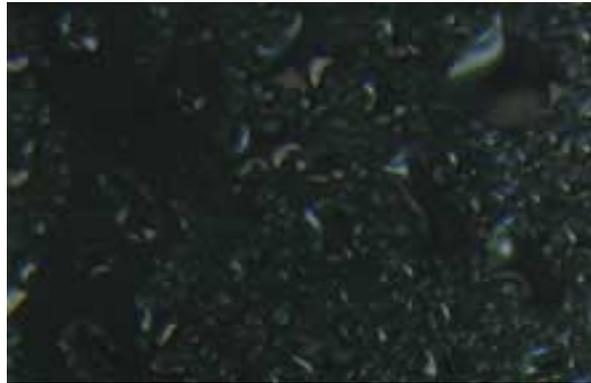
### SCIENCE AND CONSERVATION

The Science and Conservation directorate consolidates DEH's scientific resources to deliver biodiversity conservation through policy development, research, monitoring, planning and programming. These activities are linked to the Botanic Gardens of Adelaide and State Herbarium as a cultural and scientific institution to provide a vehicle to communicate programs with the community.

The Science and Conservation directorate is responsible for:

- Policy, research, planning and delivery of biodiversity conservation programs and provision of scientific support and monitoring for biodiversity management, and
- Integrating the botanic gardens as a cultural and scientific institution focussing on plants, culture and environment, promoting sustainable urban landscapes, and contributing to habitat restoration.

The Director, Science and Conservation also holds the statutory position of Director, Botanic Gardens and State Herbarium under the *Botanic Gardens and State Herbarium Act 1978*.



### REGIONAL CONSERVATION

The Regional Conservation directorate is concerned about the operational delivery of the majority of DEH's on-ground programs and is responsible for:

- Delivering DEH's conservation programs to regional South Australia
- Managing the State's public lands, including maintenance of built assets and visitor facilities, and
- Delivering statewide programs addressing fire management and resource protection, including wildlife licensing.

Close working relationships with the Natural and Cultural Heritage and Science and Conservation directorates are maintained to ensure that policy and programming work can be delivered to achieve desired outcomes.

### ENVIRONMENTAL INFORMATION

The Environmental Information directorate has a multi-faceted role, servicing the diverse needs of DEH, the Environment and Conservation Portfolio, business and the wider community.

Environmental Information's responsibilities include:

- Access, delivery, integration and analysis of geographic, environmental, social, economic and demographic data, information, products and services (including Internet and Intranet Services)
- Developing spatial models to support environmental and natural resource management
- Providing policy development for environmental and geographic information
- Providing satellite imagery and remote sensing services for global, national and State purposes
- Developing an environmental education framework
- Officiating as the coordinating body for the State and national management of spatial (geographic) information, and
- Providing information technology, records management, Internet and Intranet services to support business units of the department and other elements of the Environment and Conservation Portfolio.

## service roles and structures



### BUSINESS SERVICES

The Business Services directorate provides specialist services to support the functions of the department.

Business Services provides leadership in corporate business processes and offers strategic advice in line with the requirements of the Government, Minister, central agencies, and DEH directorates in the areas of Financial Services, Human Resource Services, Asset Services, Administrative Services, and Business Planning.

The directorate ensures that the agency's capacity to deliver programs to its customers is maximised through the provision of sound, efficient and effective support services, processes, and advice. It seeks to do this through a focus on customer service, a streamlining of processes, and the implementation of accountability mechanisms to ensure quality service delivery.

### OFFICE OF THE CHIEF EXECUTIVE

The Office of the Chief Executive (OCE) provides a range of high-level corporate governance and organisational management services to support the Chief Executive as a principal Government adviser to the Minister and strategic manager of the organisation.

OCE's key roles include:

- Establishment and continual enhancement of relevant corporate governance arrangements for DEH, oversight and monitoring of internal control frameworks, and independent assurance of agency activities
- Agency-wide and cross-portfolio collaboration on organisational issues to ensure consistent, integrated achievement of requirements, and executive management services to the Chief Executive and DEH Executive
- Facilitation of legal and prudential management advice
- Undertaking projects or research to develop strategic directions, achieve agency goals and effective management of the agency
- Facilitation of intra-agency communication and connectedness on behalf of the Chief Executive, and
- Management of strategic initiatives to improve the organisational management of the agency and portfolio and promote associated culture change.



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Sustainability  
Nature Conservation  
Public Land Management  
Coast and Marine Conservation  
Heritage Conservation  
Animal Welfare  
Organisational Support

## performance overview by program



## performance overview by program

### program - sustainability



The promotion of sustainable and eco-efficient human endeavour with minimal impact on essential life systems

#### Sub-Program: Strategic Planning and Accountability Frameworks

Striving for improved planning and accountability frameworks in the department, the portfolio and across Government

#### Green Print SA

In 2002-03, the first edition of Green Print SA, a comprehensive statement of environmental policies and targets, was produced. The document identifies pressing environmental concerns for South Australia, Government initiatives being implemented to address these issues, and indicators and targets to demonstrate transparency and accountability in monitoring the State's environmental performance. Openly reporting on environmental progress sends a clear signal to the community that the State Government is committed to sustainable development.

Initiatives outlined in Green Print SA address the coast and marine environment, conservation and management of biodiversity, integrated water management to reduce our reliance on the River Murray, sustainable energy use, reducing waste to landfill and community involvement in sustainability issues.

#### Other Achievements for 2002-03

The following initiatives were also undertaken during 2002-03:

- Substantial progress was made in the preparation of the 2003 State of the Environment (SOE) Report
- Secured agreement for the establishment of a Sustainability Round Table and work commenced in selecting members, and
- Implemented a co-operative arrangement with the Cabinet Office, which ensured the Office of Sustainability had the opportunity to provide comment on relevant Cabinet submissions.

#### Targets for 2003-04

Targets for 2003-04 include:

- Complete the 2003 State of the Environment Report and coordinate a Government response
- Produce a further edition of Green Print SA, reporting on progress against targets set out in the first edition
- Establish the Sustainability Round Table and support the Sustainability Round Table in its task of developing a vision for sustainability in South Australia
- Further refine processes for assessing Cabinet submissions, and
- Adopt Triple Bottom Line reporting within Government.

#### Sub-Program: Sustainability Strategies

Development of policy advice and programs that enhance the capacity of the State to embrace a more sustainable future

#### Green City

The Green City Program is a high level strategic program aimed at accelerating Adelaide's progress towards being internationally acclaimed as a 'Green City', that is, a city that is sustainable socially, economically and environmentally.

In early 2002-03, OoS worked closely with the Capital City Project, in the Department of the Premier and Cabinet, to prepare a proposal for the Capital City Committee on the recognition internationally of Adelaide as a Green City. This partnership arrangement between the State Government and the Adelaide City Council will:

- Place Adelaide on the map internationally as a green city
- Engender a real shift in community attitudes and behaviours
- Develop an innovative community, and

## performance overview by program

### program - sustainability

- Reduce the city's ecological impact.

The Green City Program commenced with the appointment of a program director in April 2003, and one of its first significant contributions was to bring Herbert Girardet to Adelaide as the first Thinker-in-Residence. This was a partnership with the Capital City Project, the Office of Sustainability, Planning SA and the Body Shop.

#### Other Achievements for 2002-03

Other notable achievements for 2002-03 included:

- Developed a new framework for integrated waste management, which will result in the establishment of Zero Waste SA in 2003-04
- Promoted the development of innovative Green Business through the establishment of a Green Business Unit
- Undertook considerable work to develop the Green City and Sustainable Adelaide concepts
- Achieved significant community engagement on sustainability issues through international visits from Amory Lovins and Mathis Wackernagel
- Provided input for the Metropolitan and Regional Planning Strategy for South Australia, including a new draft Environment Chapter for the next version of the Metropolitan Planning Strategy
- Provided input for the draft State Transport Plan
- Developed the Greening of Government Operations Framework
- Continued the Water Conservation Partnerships Project (to be completed July 2003), and
- In September 2002, provided South Australian representation at the World Summit on Sustainable Development (Johannesburg) and coordinated the State response to outcomes of the Summit.

#### Targets for 2003-04

In 2003-04 it is anticipated that the following targets will be achieved:

- Establish Zero Waste SA
- Initiate Sustainable Adelaide, Greening of Government Operations Framework and Local Sustainability and Sustainable Communities programs
- Build on successful partnerships with local government and other agencies developed through Local Agenda 21 and Water Conservation Partnership programs to affect action at the local level
- Work with other agencies the concept of a State sustainable industries program, and
- Develop a State Greenhouse Plan consistent with the national direction for greenhouse issues.

#### Sub-Program: Legislation and Environment Policy

Development of policy frameworks for the department and portfolio and implementation of supportive legislative and related arguments as required

#### Achievements for 2002-03

In 2002-03, the following initiatives were progressed:

- Established an independent Environment Protection Authority through supporting the passage of *Statutes Amendment (Environment Protection) Act 2002*
- Consulted on the Environment Protection (Miscellaneous) Amendment Bill 2002 and provided support for the Nuclear Waste Storage Facility (Prohibition) Bill 2003 and the Nuclear Waste Storage Facility (Prohibition) (Referendum) (No. 2) Amendment Bill 2003
- Developed frameworks for the incorporation of ecologically sustainable development (ESD) into

legislation and for reform of licensing fees and arrangements under the *Environment Protection Act 1993*

- Developed materials for *Environment Protection (Fees and Levy) Regulations 1994* and program for EPA load based licensing
- Participated in review of the *National Greenhouse Strategy 1998* and commencement of replacement framework
- Commissioned CSIRO to identify climate change impacts on South Australia
- Coordinated whole of government actions arising in respect of the *Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)*, and
- Coordinated submissions to ensure environmental matters were considered in planning documents.

#### Targets for 2003-04

It is anticipated that the following targets for 2003-04 will be achieved:

- Consult on an Access to Biological Resources Bill
- Provide input to a range of legislative initiatives and work at the national level on the development of the replacement framework for the *National Greenhouse Strategy 1998*
- Improve whole-of-government coordination of business arising under the Commonwealth's Environment Protection and Biodiversity Conservation Act, and
- Strengthen the coordination of policy advice across DEH and its interaction with the planning system.

## performance overview by program

### program - sustainability

#### Sub-Program: Environmental Information, Education and Coordination Services

Ensuring that DEH and its partners are able to access relevant information. Assist in the development and delivery of environmental education initiatives in South Australia

#### Environmental Education

In 2002-03, increased effort was devoted to environmental education, through:

- Coordination, integration and professional development of South Australian environmental educators through a Statewide Environmental Education Network
- Research projects investigating effective environmental education and student learning needs, and
- Facilitation of a range of cross-agency and community seminars and workshops. By example, the Youth Environment Council of SA (YEC) conducted Youth for Environmental Action workshops resulting in 30 successful on-ground environmental action projects. It also conducted three Youth Action for Sustainability workshops for teachers and youth workers. The YEC also delivered a keynote presentation to the Australian Association for Environmental Education Biennial Conference and was represented at the United Nations' United World Colleges Youth Action Summit in The Netherlands.

Analytical support was also provided to coast and marine, vegetation and biodiversity projects, as well as to fire management programs and River Murray water use projects.

Strategic uptake of Internet distribution was progressed by development of an Environmental Reporting web site.

#### Targets for 2003-04

In 2003-04, it is envisaged that work will be undertaken to ensure that environmental data sets can be integrated to assist in decision making. A strategic approach to environmental education will continue with improvements in school curriculum and projects expected.

#### Sub-Program: Geographical and Property Information Services

Managing geographic information infrastructure and facilitating access to information and its application to management of the environment, resources and emergencies

#### Achievements for 2002-03

Key achievements for 2002-03 included:

- Provided support for major State development projects such as the SEGAS pipeline, and the Adelaide-Darwin rail link
- Developed new salinity assessment models for assessing River Murray irrigation impacts
- Completed the redevelopment of the Topographic Database
- Progressed the development of a Corporate Spatial Database Framework
- Development of agency-wide mechanisms to access National Vegetation Information Systems data
- Commenced conversion of the State's aerial photographic library into an electronic medium
- Completed data capture and system development for the Property Cadastre project, and
- Responded to a significant increase in user demands, specifically with regard to digital data that had previously only been available in hard copy format.



#### Targets for 2003-04

In 2003-04, it is envisaged that some of the functions associated with land administration (Section 7 statements, Property Assist, LOTS Enquiries) will transfer to the Department for Administrative and Information Services (DAIS). A review will also be conducted of the collection methodology for the Topographic Database and the Digital Cadastral Database with a view to improving the quality and effectiveness of information provided.

## performance overview by program

### program - nature conservation



The management,  
science and education  
contributing to  
conserving the State's  
biodiversity

#### Sub-Program: Scientific Services

Improving knowledge and understanding of Australia's ecosystems, habitats, species and populations including maintenance of key biological collections and databases to underpin effective conservation management

#### Biodiversity Plans

The Commonwealth Government prepared a *National Strategy for the Conservation of Australia's Biological Diversity in 1996*, which urged each of the Australian States to prepare regional biodiversity plans.

In 1997, the Government of South Australia established a program for the preparation of biodiversity plans for each region of the State.

In 2002-03, biodiversity plans for all Natural Resource Management (NRM) regions within the agriculture zone (except Mt Lofty) were published. These plans were specifically created to guide on-ground activities and to conserve biodiversity in each of the regions. Moreover, the plans provide priorities for habitat protection and rehabilitation for community groups, landholders, interested individuals, local government offices and various land managers (such as Bush Management Advisers and Landcare groups).

#### Other Achievements for 2002-03

- Other notable achievements for 2002-03 included:
- Reviewed the State Action Plan, National Framework for Management and Monitoring of Australia's Native Vegetation
  - Developed the basis for a future State Biodiversity Act
  - Participated in the National Action Plan Review Committee and Environfund State Assessment Panel, and
  - Provided scientific expertise and support to the preparation and review of Integrated Natural Resource Management Regional Investment Plans

#### Targets for 2003-04

The following targets have been established for 2003-04:

- Continue the review of the existing statutory and policy framework for biodiversity conservation to ensure that it is contemporary and comprehensive, and
- Make strong representations that identified biodiversity conservation priorities be incorporated into integrated natural resource management.

#### Sub-Program: Education and Engagement Services

Enhance understanding and appreciation of, and access to, South Australia's living natural heritage

#### Parklands Action Plan

Adelaide's Parklands help make our city special. The open, green space of the Parklands, including our city squares, is an amenity enjoyed by people who live in the metropolitan area as well as those who live and work in or around the city.

Over the past twelve months, the Adelaide Parklands Management Working Group – comprising DEH and other State Government agencies, the Adelaide City Council and independent representation – has worked with the community explore a range of options for the joint management and protection of the Parklands.

As a result, legislation will be introduced Parliament during the next financial year to ensure the Parklands remain one of the most important social, environmental and economic assets to the people of South Australia. The aim of the Bill will be to guarantee that the Parklands are appropriately managed, conserved and enhanced to meet the diverse needs of current and future generations.

## performance overview by program

### program - nature conservation

#### Other Achievements for 2002-03

Other achievements for 2002-03 included:

- Increased the number of volunteer groups
- Maintained very high numbers of volunteer hours worked on public land management and nature conservation programs, and
- Approved a number of Community Grants for nature conservation projects.

#### Targets for 2003-04

In 2003-04 it is envisaged that the department will:

- Increase volunteer activities, media exposure and the number of education programs delivered by the agency, and
- Increase the number of Aboriginal employees who work in DEH, and where possible, advance the training, development and promotional advancement of existing Aboriginal employees.

#### Sub-Program: Biodiversity Conservation Services

Biodiversity conservation services encompasses conservation management programs aimed at protecting and restoring ecosystems, habitats, species and populations as well as engaging industries, communities and people in conservation and ecological sustainability.

#### 'No Species Loss'

In 2002-03 the department adopted a 'No Species Loss' strategy encompassing a number of initiatives, which underpin the State's capacity to prevent further extinction of South Australia's native plants and animals. During the past year this included:

- A review of the Threatened Species Schedules which identified 1,179 native plant and animal species potentially under threat of extinction
- Commencement of a review of biodiversity planning processes for setting statewide and regional biodiversity targets
- Promotion of threatened species targets and projects for incorporation into Natural Resource Management plans
- Strengthening landscape scale ecological restoration programs such as the Flinders Ranges Bounceback program, Eyre Peninsula Ark on Eyre and East Meets West program, the Mt Lofty Ranges Yurrebilla and Birds for Biodiversity program and the Coorong Health and Wetlands and Waterlink programs in the South East
- Progressing the long term goal of protecting a minimum of 15% of each bio-region through the on-going development of public and private protected areas
- Establishing links with the UK based Millennium Seed Bank project for protection of threatened flora, and
- Ongoing support for high profile threatened species projects such as recovery of the Greater Bilby, Mt Lofty Ranges Emu Wren, Yellow-footed Rock-wallaby, Pygmy Blue-tongued Lizard, Western Barred Bandicoot and Kangaroo Island Glossy Black Cockatoo.

#### One Million Trees

One Million Trees is part of a series of initiatives outlined to save open space and our parklands, as well as to advance sustainable development in Adelaide. The program is linked to the existing Urban Forest Biodiversity Program and was commenced in 2002-03.

Community groups, employment programs, Youth Conservation Corps, State and local government and other agencies will be actively engaged in implementing One Million Trees through the Urban Forest Biodiversity Program.

Through the One Million Trees program significant reduction in the impact of greenhouse gas emissions on the environment will be achieved.

\$1.8 million (including external funding of \$350 000) has been allocated to implement the One Million Trees program in 2003-04.

#### Other Achievements for 2002-03

Further achievements throughout the 2002-03 financial year included:

- Developed threatened species recovery plans for 10 per cent of fauna and 45 per cent of flora on national lists and 10 per cent fauna and six per cent flora on State lists
- Established focus areas for investment in the protection and recovery of habitats across landscapes, including:
  - North West Eyre Peninsula (Ark on Eyre)
  - Flinders Ranges (Operation Bounceback), and
  - Mt Lofty Ranges (Yurrebilla / Bush for Birds)
- Established private protected areas consisting of 1315 Heritage Agreement Areas and 80 Sanctuaries.
- Coordinated the following programs:
  - Kangaroo Management and Commercial Harvest
  - Waterfowl and Quail Hunting Seasons
  - Wildlife Farming
  - Regulated non-commercial use of fauna
  - Native Plant and Seed Collection
  - Abundant Native Bird Management, and
  - Take from the Wild.

## performance overview by program

### program - nature conservation



#### Targets for 2003-04

In 2003-04 the department will:

- Continue to develop biodiversity conservation initiatives that are effective, scientifically credible and involve the community. It is envisaged that this will include progression of biodiversity planning in the State's Rangelands, *NatureLinks* and *No Species Loss* projects, and
- Implement the DEH contribution to the Kuka Kanyini Project to coordinate removal of feral animal impacts, and enhance native animal and plant species in the Anangu Pitjantjatjara Yankunytjatjara Lands.

#### Sub-Program: Regulatory Services

Ensure effective compliance and investigation services to support administration of nature conservation and land management legislation through community education, voluntary compliance and pro-active enforcement

#### Operation Aegis

During 2002-03, the Native Vegetation Council and DEH initiated a program, known as Operation Aegis, to monitor the clearance of native vegetation in the Upper South East of the State. A cross-agency task force was established to utilise satellite imagery and aerial photography to detect significant changes in vegetation cover and undertake investigations regarding illegal clearances. This pro-active task force approach, comprising staff from DEH, DWLBC and the Crown Solicitor's Office, maximised the detection of recidivist offenders, increased media exposure and acted as a significant deterrent for opportunistic and would be offenders.

Initial outcomes from the program identified 31 clearance events totalling 1 024 hectares of suspected native vegetation clearance in the Upper South East, as follows:

- The clearance occurred across 31 properties
- Ten of these have, following further investigation, been discounted as resulting from fires or works undertaken by landowners within the framework of existing exemptions provided for by the Act
- Five clearances have had complaints laid as part of Operation Aegis and are before the Courts
- Four clearance events are under active investigation, and
- Fourteen cases have been identified for further investigation.

The use of satellite imagery to detect clearance events represents a significant change in the approach of this

Government to dealing with issues associated with the protection of native vegetation in this State. It is likely that this method of detecting breaches of the clearance legislation will be extended to other regions of South Australia.

#### Other Achievements for 2002-03

The department continued conduct ongoing compliance activities to enforce legislation committed to the Minister for Environment and Conservation, particularly:

- *Heritage Act 1993*
- *National Parks and Wildlife Act 1972*
- *Native Vegetation Act 1991*
- *Wilderness Protection Act 1992*

#### Targets for 2003-04

Targets for 2003-04 include:

- Develop strategies to ensure consistent portfolio delivery of enforcement services
- Review the enforcement structure to improve provision of DEH enforcement support services, and
- Upgrade law enforcement training for authorised officers.

## performance overview by program

### program - public land management



The conservation,  
maintenance and  
stewardship of the State's  
public lands

#### Sub-Program: Visitor Management Services

Development of policy frameworks, planning and provision of amenities and services to facilitate public use and enjoyment of lands managed by the department, including parks and reserves, botanic gardens and other Crown lands. This includes visitor infrastructure, information and interpretation to encourage and guide visitor use, and commercial tour operator licensing and management

#### Rocky River

On 1 October 2002, the Premier officially opened the new \$7.6 million Flinders Chase Visitor Centre and Rocky River Precinct Visitor Facilities on Kangaroo Island.

Rocky River is the gateway to Flinders Chase National Park and visitor facilities reflect the status and profile of the park, an area of great importance for both biodiversity conservation and regional tourism, as one of South Australia's prime national assets. It is the culmination of four years' work and is the largest development in a South Australian park to provide visitors with tourism facilities and experiences of a world-class standard.

This project was recognised by the Royal Australian Institute of Architects (SA Chapter) Award of Merit for Sustainable Architecture and a Commendation for Commercial Buildings.

#### Morialta Conservation Park

The Minister for Environment and Conservation officially opened the upgraded facilities at Morialta Conservation Park on 24 July 2002.

The Morialta Precinct development is the culmination of significant work and planning since 1997. The \$1.8 million project included \$1.3 million on the Morialta Precinct Redevelopment and \$500 000 on the walking trail upgrade using a trainee employment program. The new facilities include:

- Improved car parking facilities at four sites – providing a total of 164 parking spaces
- Improved walking trails
- Upgraded lookouts
- Redevelopment of the former Morialta Administration Building as a resource centre, and
- Rebuilt toilet facilities at the Falls car park.

The Morialta Conservation Park is one of the most spectacular bush-walking sites in the Mount Lofty Ranges and the new facilities will make them easier to use and will reduce the environmental impact of high visitor numbers on the park.

#### Waterfall Gully

The viewing platform at Waterfall Gully was awarded a commendation in the Landscape or Streetscape category at the 2002 Civic Trust Awards. The site has now won two commendations, one each for Stages 1 and 2. The sensitive treatment of this area will enhance visitor experiences and lead to further appropriate development of the surrounding site in 2003-04.

#### Other Achievements for 2002-03

- Other notable achievements in 2002-03 included:
- Provided high profile nature-based tourism information for the South Australian Tourism Commission's *Secrets Guides*
  - Released a guide to South Australia's National Parks
  - Commenced construction of the Yurrebilla trail and the Heysen trail upgrade
  - Upgraded visitor facilities at Innes National Park and Deep Creek Conservation Park
  - Upgraded visitor facilities and completed the building of an education facility in Cleland Wildlife Park, and
  - Developed a Master Plan for the upgrade of facilities in the Belair National Park.

## performance overview by program

### program - public land management

#### Targets for 2003-04

In 2003-04 the following initiatives will be pursued:

- Improve the quality and sustainability of park facilities and visitor management services in targeted areas, including the Yurrebilla Trail in the Mount Lofty Ranges and the Heysen Trail
- Continue provision of quality information and interpretation services that promote parks, conservation and heritage, including:
  - Development of a visitor management action plan,
  - Development of a statewide interpretation plan and marine mammal interaction policies, and
  - Review of park fees and charges and commercial tour operating licences.
- Upgrade visitor facilities at number of key park sites, including:
  - Belair National Park
  - Mount Remarkable National Park
  - Flinders Ranges National Park
  - Cleland Conservation Park
  - Riverland Parks
  - Waterfall Gully (Black Hill Conservation Park), and
  - Martindale Hall.

#### Sub-Program: Public Land Property Services

Development of policy and planning frameworks for the acquisition, allocation and disposal of public land (including parks, reserves, gardens and Crown land). The administration and management of leases and licences to occupy lands (eg shack leases, grazing licences)

#### Co-naming of Parks

During the year, the State Government re-named the Vulkathunha-Gammon Range National Park under its policy aimed at increasing acknowledgment of Aboriginal heritage in South Australia.

This is the first in a series of parks to be re-named due to its strong connections with the Aboriginal people. The Adnyamathanha people have a strong relationship with the Flinders Ranges as well as an involvement in the management of the Vulkathunha-Gammon Ranges National Park. Given these associations with the park that the Government has endorsed a proposal from the Adnyamathanha Traditional Land Association to change the name of the park to reflect the relationship between Adnyamathanha and the park.

Co-naming with an indigenous name also means that the park is still identifiable by people who are used to using its European name.

A number of other parks have an Aboriginal name, for example Witjira National Park or, are co named, as with Poonthie Ruwi-Riverdale Conservation Park.

Following local consultation, other South Australian parks will be co-named with an Aboriginal name as part of Government policy to recognise Aboriginal cultural association with specific parks.

This policy also promotes co-operative park management arrangements with Aboriginal interests. Under these arrangements traditional knowledge and contemporary park management skills can be brought together to form a partnership to improve park management and contribute to reconciliation.

#### Reform of Crown Lands - Perpetual Lease Freeholding

In the July 2002 State Budget, the Government announced details of a measure under which rents on perpetual leases administered by DEH were to be increased to a minimum of \$300 per annum. Following concern in the rural community, a Select Committee was formed to consider the Crown Lands (Miscellaneous) Amendment Bill 2002, which provided the legislative underpinning to introduce the measure.

In November 2002, the Select Committee issued its interim report with unanimous support from Committee members for an accelerated freeholding package as an alternative to imposing the \$300 minimum rent.

In March 2003, a project commenced to accelerate the freeholding of perpetual leases by introducing a discounted freeholding price - \$2000 or 20 times the annual rent (which ever is greater). Approximately 8000 perpetual leaseholders, who hold around 15 000 leases, received an invitation to freehold their leases at the discounted price. As at 30 June 2003, approximately 2300 applications had been received. The application period for the discounted offer closes on 30 September 2003.

#### Other Achievements for 2002-03

Other achievements in 2002-03 included:

- Reviewed the shacks freeholding process resulting in a plan of action to accelerate and complete the process by the end of the 2004-05 financial year
- Prepared a draft Bill to replace the Crown Lands Act
- Continued to develop the parks system with additions to Cleland, Seal Bay, Pinkawillinie and Gum Lagoon Conservation Parks, and constitution of Nicolas Baudin Island, Lake Frome, and Poonthie Ruwi - Riverdale Conservation Parks
- Announced the first mainland Wilderness Protection Area (Memory Cove)

## performance overview by program

### program - public land management

- Announced the proposal to transfer the Unnamed Conservation Park to the Maralinga Tjarutja Aboriginal people, and
- Purchased significant areas for addition to the reserve system, including wetlands on the Fleurieu Peninsula, and habitat for threatened species on Eyre Peninsula.

#### Targets for 2003-04

In 2003-04 the following initiatives will be implemented:

- Complete spatial representation of leases and licenses along the River Murray
- Review Crown Land's policies to improve the administration of the State's Crown lands
- Acquire and dedicate additional land to the reserve system
- Proclaim additional areas under the *Wilderness Protection Act 1992*
- Commence a review of the parks system
- Complete documentation for all changes made to the Crown Land leases and licenses systems, and
- Introduce the draft Bill for a new Crown Lands Act to Parliament.

#### Sub-Program: Botanic Gardens Management Services

Sustainable management focussed on prioritising and securing gardens and collection.

#### Botanic Gardens of Adelaide Site Master Plan

In 2002-03 significant work was completed to support the commencement of the conservation study and the Site Master Plan for Adelaide and Mount Lofty Botanic Gardens.

The Adelaide Botanic Garden has not prepared a Site Master Plan since 1876 while the Mount Lofty Botanic Garden has not reviewed its Site Master Plan since its establishment.

The preparation of the Site Master Plan will provide a context for conserving and enhancing the Gardens for the future. It is proposed that the plan will:

- Set priorities for future maintenance, management and development
- Facilitate effective planning, resourcing and management
- Maximise return on previous investments
- Address key asset management issues and public risk, and
- Ensure community ownership of future strategic directions for the Gardens.

In addition, a Conservation Study to assess the significance of built assets and living collections is being conducted to support the Site Master Plan.

#### Other Achievements for 2002-03

Other achievements in 2002-03 included:

- Undertook a review of current horticultural policies and practices with a commitment to establishing sustainable horticultural policy and procedures was undertaken
- Reviewed key garden and collection benchmarks



- Reviewed water requirements and application technology at Adelaide and Mount Lofty Botanic Gardens resulting in more efficient and sustainable water use as well as improved operation and management of the irrigation infrastructure as an asset
- Developed emergency response plans for all sites, and
- Increased commitment to the safety and well being of staff and visitors to the Gardens.

#### Targets for 2003-04

The following targets have been established for 2003-04:

- Continue effective gardens and collection planning and sustainable horticulture practices, and
- Complete Stage 1 of the Botanic Gardens of Adelaide Conservation Study and Site Master Plan.

## performance overview by program

### program - public land management

#### Sub-Program: Land Management Services

Development of statutory planning and policy frameworks for the protection and management of lands under the control of the department, including parks, reserves and other Crown lands. Includes land management activities relating to weed and pest animal control, soil and water management, erosion prevention, management of cultural resources, community partnerships and involvement, and rehabilitation works not undertaken as part of a specific nature conservation or heritage conservation project

#### NatureLinks

The *NatureLinks* initiative, based on the Wilderness Society's *WildCountry* philosophy, was launched in late 2002 with an implementation strategy developed to define *NatureLinks* and establish generic principles for implementing the approach.

*NatureLinks* is a major initiative that has the long-term aim of ecological restoration through the development of large-scale, integrated conservation projects. In particular, the initiative takes a landscape approach to biodiversity conservation through the establishment of core protected areas, working with private landholders to provide buffer zones and corridors linking areas of remnant native vegetation and to restore areas of vegetation.

This initiative will involve managing the State's reserve system as a series of 'ecological cores' and developing partnerships with landholders and others to ensure that surrounding areas are managed and developed as 'links'.

In May 2003 the 'East meets West' project was launched at Ceduna. The project, which is part of the broader *NatureLinks* initiative, involves integrated biodiversity protection and management projects covering 21 million hectares (including 3 million hectares of ocean) from Munyaroo, Lake Gillies and Hincks Conservation Parks on eastern Eyre Peninsula, through the mallee in the northern Eyre Peninsula to the Great Victoria Desert and Nullarbor Plain to Western Australia.



#### State Wetlands Strategy

South Australia's environmentally critical wetlands – 70 per cent of which have disappeared since European settlement – will be better protected and managed under a new State Government Wetlands Strategy.

Launched on World Wetlands Day, 2 February 2003, the strategy will ensure wetlands are given appropriate status, and managed accordingly in South Australia. This will be achieved by delivering the key elements of wetland conservation and management through partnerships involving Government, business, industry, private landholders and the broader community.

#### Vulkathunha-Gammon Ranges

In line with the Government's election commitment, the Vulkathunha-Gammon Ranges National Park was re-proclaimed as a single use park preventing mining, exploration and prospecting to ensure that its environmental values are not compromised.

The re-proclamation was approved by resolution of both Houses of Parliament on 25 July 2002. The

introduction of a co-naming parks policy aimed at increasing acknowledgment of Aboriginal heritage in South Australia was introduced in 2002-03.

#### Other Achievements for 2002-03

Other notable achievements for 2002-03 included:

- Completed several reserve management plans
- Adopted the *NatureLinks* initiative, including the launch of the 'East meets West' program
- Provided comments on development applications as well as mineral exploration applications in parks, reserves and private lands
- Continued ongoing support to the National Parks and Wildlife Council, Wilderness Advisory Committee and Reserve Planning and Management Advisory Committee
- Completed an assessment of wilderness areas, and
- Provided input to Regional Natural Resource Management plans and investment strategies.

#### Targets for 2003-04

Targets for 2003-04 include:

- Complete review of reserve management processes and priorities and continue accelerated program for development of reserve management plans
- Coordinate regional and statewide agency input to regional NRM plans and investment strategies
- Coordinate implementation and promote the *NatureLinks* program and principles
- Further advancing a program of Cooperative Management of National Parks with Aboriginal communities across the State
- Introduce an Aboriginal Cultural Heritage Management Strategy for National Parks and reserves
- Develop a discussion paper on the protection of fossils, and
- Implement new protection measures for the area and the Great Australian Bight Marine Park.

## performance overview by program

### program - public land management

#### Sub-Program: Fire Management

Fire management policy and programs for protecting life and property and conservation of our natural and cultural heritage on lands managed by DEH

#### Fire Management

Public concern about the threat of bushfires has been heightened following recent devastating bushfires in Canberra, New South Wales and Victoria. Debates at a national level have focussed on the role of public land management in relation to fire management.

As such, on 23 May 2003, the Premier announced a \$10 million increase in DEH's budget over the next four years to increase the capacity of the department to plan and implement fire management programs across the State.

This funding will enable DEH, in conjunction with the Country Fire Service (CFS) to undertake essential ongoing fire management works throughout South Australia, to protect life and community assets, and to conserve ecosystems.

The fire management capacity of both DEH and CFS will be upgraded to ensure coordinated scientific knowledge and research, capacity to develop and implement effective plans and carry out effective fuel reduction programs in parks, reserves and other bushland throughout South Australia.

DEH now has an increased capacity to address the severe risks associated with the forthcoming fire season and long-term fire management in parks across the State.

#### Other Achievements for 2002-03

Further achievements throughout the 2002-03 financial year included:

- Developed a fire history atlas and database for National Parks and Wildlife SA parks,
- Released draft Fire Management Plan for Flinders Chase National Park and Ravine des Casoars Wilderness Protection Area for public consultation, and
- Completed a Kangaroo Island map book for the CFS.

#### Targets for 2003-04

In 2003-04, the following activities will be achieved:

- Develop strategic fire planning and management frameworks
- Undertake research into ecological use of fire
- Engage CFS and other strategic partners
- Undertake a fuel reduction and suppression program
- Manage fire for nature conservation purposes
- Educate the community about the role of fire in protected area management
- Prepare seasonal fire and on ground works, in readiness for the fire season, and
- Review policy following outcomes of the Premier's Bushfire Summit.



## performance overview by program

### program - coast and marine conservation



The conservation,  
management and  
protection of the State's  
coast and marine  
environments

#### Sub-Program: Coast and Marine Conservation Services

Development and implementation of an ecosystem based planning framework that provides for the integration of ecologically sustainable use and development of coastal lands with the estuarine and marine environments, and establishment of South Australia's representative system of Marine Protected Areas

#### Adelaide Dolphin Sanctuary

As part of the Government's election commitments, DEH will create a dolphin sanctuary in the Port River and Barker Inlet, adopting a whole of government approach to environmental protection and management of natural resources in this location.

The development of the sanctuary will require the formulation of specific legislation. The proposed *Adelaide Dolphin Sanctuary Act* will give the area a unique form of protection by coordinating the actions and responsibilities under the *National Parks and Wildlife Act 1972*, the *Fisheries Act 1982*, the *Environment Protection Act 1993*, the *Harbors and Navigation Act 1993* and other relevant pieces of legislation. This will provide an unprecedented series of measures specifically designed to reduce the threats to our dolphins and their habitat - the waters and environs of the Port River and Barker Inlet. This Bill will be released for public consultation in late 2003.

#### Living Coast Strategy

During 2002-03, DEH continued the development of a *Living Coast Strategy*, a whole-of-Government environmental initiative incorporating the Government's election commitments in relation to the coast and marine environment. The strategy will integrate the management and protection of South Australia's marine environment, coastal areas and estuaries for their long-term conservation and productivity.

The objectives of the *Living Coast Strategy* are to:

- Integrate planning in the coast and marine environment to support ecologically sustainable development and use
- Conserve and protect South Australia's coast and marine biodiversity and ecosystems
- Provide for environmental protection of coast, estuarine and marine environments, assets and cultural heritage
- Improve understanding of coastal, estuarine and marine environments and processes, and
- Develop partnerships between the Commonwealth, State and Local Governments, the community and industry.

#### Marine Planning

The Marine Planning Framework (MPF) seeks to integrate coastal and marine planning and use of the marine environment to ensure that activities are provided for in an equitable and sustainable manner.

The MPF provides for six Marine Plans based on the marine bio-regions of the State. The overarching vision and strategies from each Marine Plan will be incorporated into the *Planning Strategy* under the *Development Act 1993*.

The draft of the Spencer Gulf Pilot Marine Plan was further developed. The draft will be finalised and made available for public consultation in late 2003.

#### Marine Protected Areas

The Marine Protected Areas (MPAs) program seeks to establish a representative system of marine protected areas throughout the State's waters. MPAs will be established under new marine reserves legislation, currently being developed.

As part of the MPA initiative, the Government announced the establishment of a Pilot Study Area for MPAs within the area from Backstairs Passage to the Murray Mouth (the Encounter Pilot MPA). The Encounter Pilot MPA Consultative Committee was established in November 2002 and extensive benthic mapping has been undertaken. A draft plan is anticipated for release for public consultation in late 2003.

## performance overview by program

### program - coast and marine conservation

#### Other Achievements for 2002-03

Other notable achievements for 2002-03 included:

- Developed a draft Estuaries Management policy
- A new Conservation Park was proclaimed in the Scele Bay area to protect breeding colonies of Australian Sea Lions and New Zealand Fur Seals, and
- Provided input into monitoring programs for aquaculture and assessment of development applications and zones.

#### Targets for 2003-04

The following targets have been established for 2003-04:

- Finalise the Living Coast Strategy and drafting new legislation to better integrate and manage the State's coastal and marine environment
- Develop new legislation for marine reserves in South Australia
- Undertake broad consultation on the Encounter Pilot Marine Protected Area zone plan and management considerations
- Establish Marine Protected Areas throughout the State
- Introduce legislation for the Adelaide Dolphin Sanctuary, and
- Release the Pilot Marine Plan for the Upper Spencer Gulf for public consultation.

#### Sub-Program: Coastal Protection Services

Implementation of ecologically and economically sustainable strategies for the maintenance and protection of the quality and value of the State's coastline, and management of the metropolitan coastline

#### Metro Coast Protection Strategy

Since the 1970s, natural beach erosion has been countered with human intervention in the form of beach replenishment / sand carting. Given the need for ongoing sand bypassing at Glenelg and West Beach harbors and increases in the cost of sand sources for beach replenishment, overall sand management costs have more than doubled since mid the 1990s. The rate of erosion has increased in recent decades and will continue to increase in the future as a result of loss of offshore seagrass and the rise in sea level.

Accordingly, DEH and the Coast Protection Board have commenced a review of options and alternatives for future coast protection. Scientific investigations are underway to assist with the development of options for maintaining beach amenity and protection of development. A communications program has also been implemented to inform the community of the need for protection and to obtain data about community needs and concerns.

An assessment of the economic and social benefits provided by Adelaide's beaches, scoping studies into the potential for seagrass recovery and an initial assessment of the impacts of dredging the Section Bank for beach replenishment were undertaken in 2002-03 as part of the Metro Coast Protection Strategy.

#### Semaphore Park Trial Breakwater

The Government also allocated a further \$1.3 million to construct the Semaphore Park Trial Breakwater, as Stage One of a protection strategy for the area. The breakwater will act as a sand trap near northern end of the erosion

area to provide sustainable, cheaper sand. The trial structure will allow modifications to determine optimum breakwater parameters for local conditions. The work will also inform the development of the broader Metro Coast Protection Strategy.

#### Other Achievements for 2002-03

Other achievements for 2002-03 include:

- Provided advice to the Minister, Local Government, the Development Assessment Commission, developers and the community on various coast issues including coastal development, shack sites, beach replenishment, and coastal conservation
- Undertook sand management works at Brighton / Seacliff, Glenelg / West Beach and Semaphore / Semaphore Park
- Developed a policy and communication program for Coastal Acid Sulphate Soils
- Provided Grants and support for restoration work at the Witton Bluff cliffs
- Commenced a stability study of the Onkaparinga and Aldinga cliffs, and
- Commenced a draft State Estuaries policy in partnership with DWLBC.

#### Targets for 2003-04

The following targets have been established for 2003-04:

- Complete the development of an Options Paper for the Adelaide Beach Coast Protection Strategy for the Government's consideration
- Finalise the construction of the Semaphore Trial Breakwater
- Complete protection works for the foreshore and seagrass beds at Beachport by the end of 2003, and
- Release the draft State Estuaries policy for public consultation.

## performance overview by program

### program - heritage conservation



The understanding,  
conservation and  
protection of the State's  
rich heritage

#### Sub-Program: Heritage Conservation Services

Development of policy and planning frameworks for heritage places in South Australia. Listing and protection services. Advice on use, modification, conservation and care of heritage listed places. Promotion of awareness and understanding by the communities of heritage places

#### Heritage Directions

*Heritage Directions: A Future for Built Heritage in South Australia* - a framework for the future management of South Australia's built heritage was prepared in 2002-03. The framework addresses- the identification, management, protection and promotion of built heritage by State and Local Government and the community at large, with a view to providing leadership and a coherent direction for the future.

It also forms the basis for reaching agreement between all stakeholders on the outcomes that should be achieved during the next five to 10 years, and establishes an integrated package of measures to assist in achieving these goals. *Heritage Directions* will be released for public consultation at the inaugural Edmund Wright Heritage Awards on 8 August 2003.

#### Heritage Advisory Committee

The establishment of the Heritage Advisory Committee in August 2002 fulfilled a key Government election commitment. The Committee has now met on three occasions and enables the Minister to receive the best possible information on heritage matters, as well as providing strategic advice on built heritage and developing a whole of government approach to South Australian heritage matters.

The Committee has representatives from a range of relevant Government agencies, including DEH, and key community groups, such as the National Trust of South Australia. The Committee has also provided input to *Heritage Directions*.

#### Other Achievements for 2002-03

Other achievements in 2002-03 included:

- Launched a Heritage Cemetery Grants Program Fund with initial funding of \$50 000 to enable communities to undertake preservation work
- Published the Birdsville / Strzelecki Track Heritage Survey
- Provided ongoing advice to local councils and the Development Assessment Commission regarding development applications affecting State Heritage Places
- Launched the Schools Heritage Awards and Ships' Graveyards websites, and
- Continued support for local councils through the Heritage Advisory Scheme and Regional Seminars to provide improved understanding and management of heritage places.

#### Targets for 2003-04

Targets for 2003-04 include:

- Release a *Heritage Directions Statement for South Australia*
- Implement a *Celebrating our Heritage Awards Scheme*
- Improve focus on interpretation of heritage places and community appreciation of their heritage, and
- Commencement of a second round of Heritage Cemetery Fund Grants.

## performance overview by program

### program - animal welfare



## The promotion and regulation of the humane treatment of animals

### Sub-Program: Animal Welfare Services

Public awareness and information services relating to animal welfare and the provision of external advisory services. Administration and enforcement of the Prevention of Cruelty to Animals Act 1985

#### Responsible Dog Ownership

During 2002-03, the Government released the Responsible Dog Ownership discussion paper for public consultation, with more than 500 submissions being received, strongly backing the proposed changes to the laws governing dog ownership.

These submissions have been assessed and play an important part in the drafting of the new laws on dog control and management, which will be introduced to State Parliament early in the 2003-04 financial year.

The legislation will provide mechanisms to improve public safety, reduce public nuisance and improve administrative processes relating to dogs, while recognising the importance of dog ownership to the community. It will also amend the governance arrangements of the Dog and Cat Management Board to clearly define roles, responsibilities and accountabilities. The legislative change will bring into effect measures to:

- Manage dangerous or menacing dogs
- Control potentially dangerous dogs
- Improve public safety and amenity
- Address non-compliance
- Improve dog registration
- Improve council procedures
- Clarify and improve the legislation, and
- Improve the governance of the Board.

### Other Achievements for 2002-03

In 2002-03, DEH continued to support the Royal Society for the Prevention of Cruelty to Animals (RSPCA) to enforce the *Prevention of Cruelty to Animals Act 1985*. A database for the collection of statistics on the use of animals in teaching and research has also been developed.

### Targets for 2003-04

In 2003-04, the *Dog and Cat Management Act 1995* will be amended to provide greater protection from dangerous dogs. The provisions of the Act relating to the management of cats will also be reviewed.

## performance overview by program

### program - organisational support



Business services that facilitate effective and efficient delivery of the department's programs



Following the organisational restructure in December 2002, a new business support model was adopted by the agency. The new model, aimed at consolidating specialist business support services and creating a holistic approach to business support functions, has been designed to:

- Gain economies of scale through consolidation
- Standardise policies, procedures and processes across the organisation
- Create a common business services culture and ethos
- Improve communication between business services personnel through information exchange and knowledge transfer
- Obtain greater leverage from key specialist resources while providing the opportunity to further refine specialist skills
- Provide enhanced staff development opportunities as well as greater flexibility in relation to succession planning, staff absences and enhanced career paths, and
- Eliminate problems in relation to the recruitment and retention of skilled staff.

#### Sub-Program: Financial Services

Financial management services including the efficient administration of financial systems to meet internal and external customer reporting requirements

The Financial Services Branch continued to improve financial management during 2002-03. Service provision to other Government agencies or entities during the year was expanded with the provision of services to the Environment Protection Authority, established on 1 July 2002.

#### COGNOS

In 2002-03, Finance and Information Technology Services worked collaboratively to implement a new DEH reporting software system, referred to as COGNOS. DEH is the first SA Government department to implement COGNOS for financial reporting, and as a result our implementation is being closely observed and monitored by other departments including PIRSA and DAIS.

The first pilot phase of the project is expected to go live on 1 July 2003.

#### Management Accounting

The restructure of DEH in 2002-03 resulted in the centralisation of all Management Accounting support within Business Services, with an aim of improving service delivery to directorates. Improvements were introduced to the department's budgeting process to align with its new emphasis on program management.

#### Indirect Taxation

Further work to improve compliance with indirect taxation legislation has resulted in savings in Fringe Benefit Tax payments and improved cash flows by early lodgement of the Business Activity Statement for the department. DEH also received a positive report following the GST audit conducted by the Australian Taxation Office early in 2003.

## performance overview by program

### program - organisational support

#### Other Achievements for 2002-03

Other initiatives progressed in 2002-03 included:

- Completed upgrade of Masterpiece financial software, including invoice archiving and electronic transmission
- Continued to implement improvements in processing and control of fixed assets
- Completed a Review of the Budget Support System, and
- Provided input to the potential establishment of a portfolio shared service.

#### Targets for 2003-04

During 2003-04, the following targets will be pursued:

- Reduce the cost of producing financial services by a continued review of business processes and optimisation of new technologies, particularly the new COGNOS reporting tool
- Extend service provision to Zero Waste SA
- Undertake a review of the point of sale system and its impact on Accounts Receivable, and
- Undertake policy and procedural development to improve areas such as infrastructure stocktakes and 3-year revaluation planning.

#### Sub-Program: Human Resource Services

Leadership and support in the area of people management and development

#### Restructure of Human Resource Services

The restructure of Human Resource (HR) Services across the department saw the establishment of a service centre model with directorate staff being assigned to the centre. Coupled with a change in practice from reactive HR services to the pro-active Account Manager model, a significant step towards improving personnel management has been made. This new model facilitates the centering and sharing of HR knowledge and experience, promoting greater consistency of practice and standards not only within the HR Advice and Support Centre, but also significantly better and more consistent personnel management practices across the wider department.

#### Human Resource Systems

The 2003-03 financial year saw an increased emphasis on systems to support human resource priorities and strategies to assist DEH in meeting its current and future business needs, including:

- Implementation of Phase 1 of a new HRM system, CHRIS (Complete Human Resource Information System), to ensure improved delivery of accurate, timely and relevant 'high level' workforce information, and
- Establishment of a centralised and streamlined departmental recruitment and selection service.

#### Other Achievements for 2002-03

Other achievements in the 2002-03 financial year included:

- Completed the 360-degree feedback program for Executive and senior managers



- Participated on the Across Government Reconciliation Implementation Reference Committee and the DEH Reconciliation Steering Group, and
- Assisted the department in meeting budget targets through workforce restructuring and the Targeted Voluntary Separation Package (TVSP) Scheme.

#### Targets for 2003-04

In 2003-04, the following key initiatives will be implemented or progressed:

- Implement Phase 2 CHRIS (training and development module and web focus reporting for managers and employees)
- Identify and deliver Leadership and Management Support Programs for senior managers
- Develop a Human Resources Strategic Plan, and
- Improve and promote workplace health, safety and welfare processes and systems that lead to improved agency performance.

## performance overview by program

### program - organisational support

#### Sub-Program: Asset Management Services

Support services to assist in the life cycle management of assets and facilities, including coordination of asset development and management planning, risk hazard management, procurement, lease management and project management services

#### Strategic Asset Management

In 2002-03, asset, risk, facilities and procurement services were incorporated under the Asset Management Services Sub-Program to provide for an integrated approach to strategic asset management.

Internal priority areas during 2002-03 were:

- Provided recommendations on options to improve delivery of DEH's Capital Investment Program
- Reviewed, upgraded and implemented a risk assessment model for the evaluation of capital investment proposals, and
- Implemented the 2002-03 Risk Hazard Reduction Works Program.

#### Other Achievements for 2002-03

Other achievement for 2002-03 included:

- Promulgated the DEH Procurement Plan for 2003-04
- Implemented DEH's Office Accommodation Strategy, post-restructure.

#### Targets for 2003-04

In 2003-04, Asset Management Services will develop and commence implementation of strategic management frameworks for Asset Management, Risk Management, Facilities Management, and Procurement Management.

#### Sub-Program: Governance and Organisational Strategy Services

Corporate governance, organisational management, planning and performance monitoring services

#### Planning, Budgeting and Reporting Framework

Following the organisational restructure in December 2002, significant work has been undertaken to implement an improved planning framework for the setting and reporting on targets in the department's business plan. In particular, the Planning, Budgeting and Reporting Framework has been driven by:

- The new Environment and Conservation Portfolio arrangements
- A new and more integrated structure for the department
- A shift in emphasis within Government from outputs towards programs, and
- The need to support departmental planning and budgeting processes and performance measurement through a strategic alignment of agency planning.

As part of the DEH Planning, Budgeting and Reporting Framework project, DEH progressed the following corporate initiatives:

- Drafted a Manager's Planning and Reporting Handbook
- Reviewed the planning components in the General Ledger
- Developed new reporting requirements including templates
- Developed a DEH Planning, Budgeting and Reporting Communication Strategy, and
- Commenced in-house development of an electronic reporting tool system.

#### Audit Committee

During the year, the Audit Committee - comprising the department's Chief Executive, four members of DEH's Executive and an independent public sector manager - met on three occasions.

Significant issues addressed, included:

- Responsibilities of the DEH Audit Committee, including relevance to administered entities
- Auditor-General priorities
- Review of audit management letters received and progress on implementation of recommendations
- Recommendations resulting from internal reviews conducted
- Review and status of implementation of the Financial Management Framework
- Overview of 2001-02 Financial Statements and preparation for end of year financial statements and reporting for 2002-03
- Overview of the DEH Risk Management Strategy, and
- Implementation of the policies, procedures and standards development and management framework.

In addition, a number of related projects were undertaken, namely:

- Competitive Neutrality - Cost Reflective Pricing Audit and Discovering Penguins Program
- Review of Grants - collation and analysis of grant payments across the portfolio
- Review of Delegations retained by the Minister for Environment and Conservation, and
- Program Evaluation to assess the efficiency, effectiveness and appropriateness of programs in achieving government policy.

## performance overview by program

### program - organisational support

#### Other Achievements for 2002-03

Other initiatives advanced in the 2002-03 financial year include:

- Reviewed and implemented improved processes for the 2002-03 Estimates Committee
- Provided coordination services for DEH and across the portfolio on specific initiatives, including administration of the Portfolio Chief Executives' Group
- Finalised 2002-03 Review of Grants and administered the Community Grants program for key non-government organisations
- Provided a model for legal support for the department
- Promulgated the Government's Information Charter throughout the agency
- Portfolio Corporate Services - detailed mapping of end to end processes (payroll, accounts payable, accounts receivable, maintenance of asset registers, OHS&W claims management, rehabilitation services and mail room services) and costing of corporate products and services
- Coordinated and communicated DEH 2003-04 Budget Strategy, and
- Coordinated project management of DEH Organisational Change, December 2002.

#### Targets for 2003-04

In 2003-04, focus will be directed towards:

- Continuous improvement in providing legal support and advice, particularly relating to Freedom of Information
- Assist directorates with National Competition policy matters
- Revise DEH's Risk Management policy and development of Intranet based information and tools, and
- Provide coordination services for DEH and across the portfolio on specific initiatives, including administration of the Portfolio Chief Executives' Group.

#### Sub-Program: Administration Services

High quality, timely and cost effective general administration services

#### Achievements for 2002-03

In 2002-03, the following key initiatives were advanced:

- Developed a new business model to respond to DEH organisational requirements
- Facilitated a central financial and human resource account manager structure to support directorates
- Implemented new office management structures for Keswick and Netley sites, and
- Reviewed and partially implemented new office management structures for Central Business District (CBD) and Hackney sites.

#### Targets for 2003-04

In 2003-04, the following will be progressed:

- Finalise structures and procedures at Keswick / Netley, Hackney and Adelaide CBD sites
- Ensure administrative processes and systems are client focussed, inclusive and streamlined, and
- Utilise opportunities offered by new technologies to enhance administrative practices in a planned and strategic manner.

#### Sub-Program: Public Affairs Services

Support services that facilitate the shaping of public perceptions through the development of communications policies, and the provision of advice on public affairs practices which will reduce any identified gaps between corporate performance and community expectations, by reducing risk to the agency's public standing, and

creating and exploiting opportunities to grow public awareness of and strengthen public disposition to DEH's programs and goals

#### Achievements for 2002-03

In 2002-03, DEH restructured its Public Affairs functions, including rationalisation of the Environment Shop and the Design Publishing Unit. The department also engaged in a number of initiatives aimed at progressing its vision of an integrated agency with a common identity. The following initiatives / projects were advanced during past twelve months:

- Commenced a Corporate Branding Review
- Coordinated a range of public events and displays that brought together different aspects of the department under common environmental themes
- Marketed the State of Environment Report and Green Print SA, and
- Completed a Publications Review.

#### Targets for 2003-04

In 2003-04 focus will be directed towards:

- Developing innovative approaches to high profile events
- Producing and implementing a corporate marketing plan for DEH, and
- Conducting media training for key DEH staff.

## performance overview by program

### program - organisational support

#### Sub-Program: Information Technology and Records Management Services

Managing the agency's records and managing its Information Technology

#### Achievements for 2002-03

Notable achievements in the 2002-03 financial year have included:

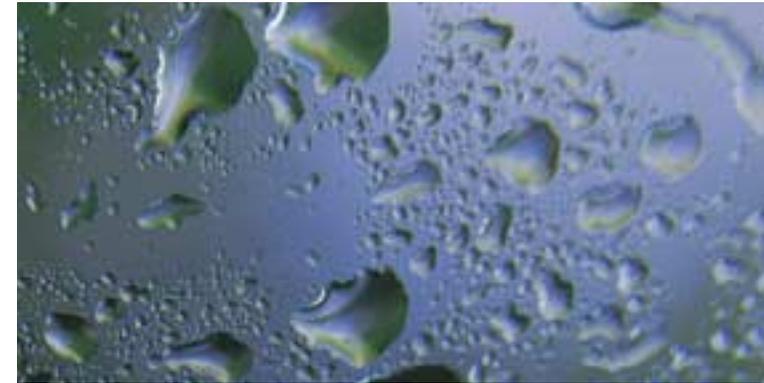
- Developed a Records Management policy and provided advice and assistance to various Business Units across DEH
- AUSDOC contract secured for the storage of temporary records
- Completed State Records investigation into Business Classification Schemes
- Completed Heritage Records Disposal Schedule
- Completed audit of Recfind data to improve location, searching and access of DEH records
- Records Management policy developed and endorsed by CE
- Developed the Policy Procedures and Standards Framework, templates and web-based user guide
- Thin Client rollout to all major regional sites improving access to mail, Intranet and Internet services
- Centralisation of file services, reducing duplication across the department, and
- Consolidation of server hardware, enabling a refresh of equipment without additional expenditure.



#### Targets for 2003-04

In 2003-04 it is envisaged that the following will be progressed:

- Develop and implement a Records Disposal Procedure throughout the agency
- Commission mass storage facility to enable better access, more security and improved back-up of data
- Continue rationalisation and consolidation of server hardware throughout the agency, and
- Improve IT governance via the formation of a departmental IT Committee.





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## third annual environmental report



## third annual environmental report



### INTRODUCTION

DEH has an obligation to report its environmental performance. How can it talk about what we, as a community and as citizens, need to do if we are not accountable for our own actions and performance? To this end we have written our third Annual Environmental Report. It is a progress report on our journey of improvement through our initiative of Greening the Department.

In 2002-03 we have accepted that ongoing improvement to minimise the impacts of our business on the environment is integral to our work lives. Change and achievement can be found across the department. However, changing attitudes and behaviour is at the heart of the Greening initiative and this will be the test of our long-term success.

Allan Holmes  
CHIEF EXECUTIVE

### HIGHLIGHTS 2002-03

Under the auspices of the *Greening Environment and Conservation Portfolio* corporate initiative the Greening Program Support Team facilitated:

- Adelaide Botanic Gardens 'waterless urinal' trial
- Fluorescent tube recycling trial in Chesser House and SA Water House
- Co-mingled recycling trial in Chesser House
- Production and distribution of Energy 'Bites' for Energy Efficiency Awareness Week
- Introduction and regular publication of a greening newsletter, *Second Nature*
- Incorporation of Greening Performance Targets and Measures into quarterly reporting requirements as part of Directors' Performance Agreements with the Chief Executive, and
- Greening Facilitators' Training Workshops to enhance the capabilities of participating staff as greening leaders in the workplace.

### MANAGING OUR IMPACTS ON THE ENVIRONMENT

As part of the South Australian Government's Environment and Conservation Portfolio, DEH has a responsibility to model environmental best practice to other public sector organisations and to the private sector.

### The Greening Environment and Conservation Portfolio Program

During 2002-03 the Chief Executives within the Environment and Conservation Portfolio agreed that the scope of the existing Greening DEH Project should be broadened to incorporate all agencies within the whole portfolio. In endorsing a structured approach to managing impacts on the environment, with ascribed levels of responsibility in each agency, the Chief Executives also acknowledged the corporate greening initiative as an on-going program.

The Greening Environment and Conservation (E&C) Program remains firmly based on the premise that:

- There is potential for environment impact, inherent in all operations and activities undertaken by agency staff in the course of carrying out their duties
- The responsibility for managing these impacts is vested individually in all agency and portfolio staff, and
- The principal focus should be at branch level across the agency / portfolio to develop a workplace culture that maximises the engagement of staff with a green ethos and to implement effective practices for identifying and managing impacts on the environment.

The Greening Program Support Team, resourced by and located within DEH, facilitated the E&C Program approach in 2002-03. Two full time positions were dedicated to the facilitation role, namely a Program Manager and Program Officer, and reported to the Portfolio Chief Executives Group through the Director, Office of Sustainability. Additional reporting arrangements, at senior management level, to ensure effective coordination of the program across the portfolio, are envisaged for 2003-04.

### Greening Facilitators Training Workshops

During March-May 2003 the Greening E&C Support Team worked with professional facilitators to develop and deliver a series of train the trainer 'Greening Facilitators' workshops.

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Over 50 staff from across the department, with particular emphasis on directorate and regional representation, participated in these two-day workshops that were designed to enhance their capabilities as Greening Facilitators in their respective workplaces. The workshops provided them with:

- Group facilitation / communication skills
- Systematic processes for identifying and managing impacts on environment, and
- A framework for the development of a workplace 'greening' action plan.

The general response to the workshops from participants was very positive, with many participants reporting an improved understanding of the nature and purpose of the corporate greening initiative and increased levels of inspiration and confidence to motivate colleagues in their respective work sites in relation to greening.

As an outcome of the workshops, the newly trained Greening Facilitators undertook responsibility for leading the development of Greening Action plans in the locations that they represented.

### Greening Communications

Broadening the scope of the Greening Program to a whole-of-portfolio basis has also highlighted for the Support Team, the importance of effective communication with staff and other stakeholders. The Greening Intranet site has been made accessible to staff in all three agencies in the portfolio. In addition, the greening newsletter, Second Nature, launched in September 2002, is produced in DEH by the Support Team and is distributed electronically in all three agencies.

### DEH Greening Measures and Targets 2002-03

In April 2003 the Chief Executive of DEH approved a series of Greening Performance Targets and Measures. These have been incorporated into Director's Performance Agreements with the Chief Executive and Directors are now required to report on progress in areas ranging from minimising energy usage and waste to engagement and training of staff.

The table below outlines the targets and measures, which include significant activities such as the consumption and type of paper used, the ratio of petrol to LPG and water usage.

### MANAGEMENT OF WASTE

The management of waste has been a priority for the Greening Program in line with the Government of South Australia's decision to establish the new management entity, Zero Waste SA, and lessen the State's reliance on landfills by encouraging recycling and minimisation of wastes. A number of initiatives (outlined below) have been trialed successfully, mainly in DEH, and it is envisaged that these will be extended to the other portfolio agencies in the coming year.

MEASURE	TARGET
Reams of white A4 office paper used:	
total number	Reduction
% change from 2001-02 (if known)	Reduction
% recycled white A4 office paper used	100% of total
% of non-exempt vehicles delivered either hybrid or converted to dual-fuel (petrol/LPG)	100%
Litres of petrol and LPG used and % change from 2001-02	Petrol down, LPG up
% of spent toner and ink jet cartridges diverted, or stored for diversion, from landfill via 'Close the Loop'	100%
Total kilolitres of water used (if measurable) pa. and % change from 2001-02	Reduction
Number and % of Business Units incorporating measures and targets into the Directorate's Operational Plan, reflecting an assessment for reducing impacts on the environment in their area of responsibility	100% by 30/06/03
% of major developments with an internal Environmental Impact Assessment in the initiation process	100% by 30/06/04
% of major developments with specifications for managing impacts on the environment included in contracts and briefs	100% by 30/06/04
% of staff who have undertaken the Greening training and awareness program as indicated by Directorate Training Register(s)	100% by 30/06/03
Number and % of staff with Performance Management interview records incorporating responsibility for managing impacts on environment	100% of staff by 30/06/04

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### Toner cartridges and associated printing waste

There has been almost a 100 per cent uptake by DEH of the system of recycling toner cartridges, ink jet bottles and the like via 'Close the Loop'. Distance and the small office size impede the participation in this system by the more remote offices.

In 2002-03 DEH diverted 744 kilograms of this material from landfill, comprising 884 individual items. The bulk of this material comprised 638 kilograms or 86 per cent of toner cartridges with the remainder being bottles and drums.

### Co-mingled Recycling in Chesser House

In May 2003, following negotiations involving representatives of both State and Commonwealth Government tenants in Chesser House, the building managers and the contract cleaners, a comprehensive, single service provider, whole-of-building recycling scheme was introduced. The scheme represents a major commitment to improvement in waste management practices for the building and as such sets a very positive example for both the public and private sector in the Adelaide Central Business District (CBD). In June 2003 alone, a total of 5.7 tonnes of office paper and cardboard material from Chesser House was diverted from landfill.

As well as enabling recyclable commodities such as paper and cardboard, cans, cartons and deposit containers to be diverted from landfill, co-mingled recycling minimises the amount of sorting by staff and cleaners. It is envisaged that similar co-mingled recycling schemes will be established in other portfolio work-sites, initially in the CBD and Adelaide metro area.

### Fluorescent tube recycling

In September 2002 a system to recycle fluorescent light tubes from Chesser and SA Water Houses was established following negotiations with the electrical maintenance contractors for these buildings.

The fluorescent tube recycling system involves collecting and storing used tubes in special lightweight, transportable boxes. Full boxes are shipped to a company in Melbourne, which ensures 100 per cent recycling of all fluorescent tubes using a special machine which separates out glass, metal and the mercury powder coating from inside the fluorescent tubes, and distils the latter back to liquid metal.

In the 10 months since this system commenced, a total of 1 053 fluorescent tubes have been diverted from landfill and sent to Victoria for recycling.

### DEH Fluorescent Tube Recycling 2002-03

DEH's leadership in pioneering this system has demonstrated its great potential to be expanded to other portfolio and government accommodation. The enthusiastic participation of the electrical contractors involved is also acknowledged.

### Polystyrene Foam (Styrofoam)

Polystyrene continues to be diverted from landfill, where possible. Since February 2003, 16 cubic metres of computer packaging from Chesser House has been sent

LOCATION	NUMBER OF TUBES
Chesser House	118
SA Water House	935*
TOTAL	1 053

\* 394 or 42 per cent from EPA

BOTANIC GARDENS LOCATION*	2001-02 USAGE (ML)	2002-03 USAGE (ML)	CHANGE IN USAGE (ML)
Adelaide	102	117	+15
Wittunga	14	16	+2

\* Water usage for Mt. Lofty Botanic Gardens cannot be reported as the gardens utilise underground water supplies, which are not metered.

to an operation in Pooraka, which is part of a national expanded polystyrene recycling network.

Although this represents a small portion of the packaging that enters the agency via the purchase of computers and other procurement in general, it is setting an example and making a positive contribution by diverting this intractable waste from landfill.

### Other (Non-Recyclable) Wastes

Non-recyclable materials continue to be disposed of to landfill. However, in some instances, there are in-house arrangements for some wastes at a number of work sites, including the collection of organic wastes for composting and / or worm farms. More information on these arrangements is provided in the case studies at the end of this report.

## MANAGEMENT OF RESOURCE USAGE

The effective management of resources used in the delivery of DEH's services and activities for Government is also an important aspect of managing our impacts on the environment.

### Water

Past years have shown a decrease in water usage at the Adelaide and Wittunga sites of the Botanic Gardens as a result of utilising water conservation techniques. However, this year, due to the need for an unseasonably earlier start to irrigating the gardens and an extended dry summer, water usage has increased slightly as indicated in the table below.

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## Paper

DEH has continued to support the reduction of environmental impacts associated with paper consumption and usage in two key areas by:

- Reducing paper consumption, principally by reducing the use where not required and encouraging the purchase and use of printers and photocopiers with duplexing facilities, and
- Reducing the environmental impact of paper consumed by advocating the use (where possible) of office paper that is 100 per cent recycled, has maximum post consumer content and is not manufactured using chlorine bleaching processes.

In 2002-03 paper usage figures have continued to be collected on a directorate basis. A systematic process for monitoring and reporting paper consumption was established in late 2002, which has enabled the collation of the most complete and accurate set of data to date for DEH paper consumption.

## DEH Paper Usage

The figures collected, below, show that the department has reduced paper usage by 140 reams in 2002-03, and that the use of recycled paper rose by six per cent during this time. These efforts build on the gains made between November 2001 and June 2002, as revealed by paper surveys at those times.

	NOVEMBER 2001	JUNE 2002	JUNE 2003	OUTCOMES 2002-03
Paper consumption	1530 reams	1185 reams	1045 reams*	140 reams usage reduction
Recycled paper usage (as % of total consumption)	58%	68%	74%	6% increase in use of recycled paper

\* Average consumption of reams / month from January-June 2003

## Energy

In May 2002 the Premier launched the whole-of-government Energy Efficiency Action Plan (EEAP), which requires agencies to implement measures to reduce energy usage by 15 per cent by 2010 and greenhouse gas emissions across the public sector by 80 000 tonnes per annum.

The E&C Portfolio Energy Efficiency Task Force was formalised in 2002-03 with the purpose of overseeing:

- Development of the energy baseline for the portfolio
- Energy efficiency projects within the portfolio, and
- Development of policies and strategies on energy efficiency across the portfolio.

The Portfolio Energy Efficiency Task Force has overseen a number of initiatives in 2002-03, in conjunction with the Greening of E&C Program Team. During Energy Efficiency Action Week in November 2002, a joint statement from portfolio Chief Executives, badged *Is Your Office Equipment Getting Enough Sleep?* was issued to all Environment and Conservation Portfolio staff. This joint statement was accompanied by four energy efficiency messages - Energy Bites - produced to demonstrate how individual staff and worksites could utilise the energy saving options of office equipment such as computers and photocopiers.

Energy Bites, also served as an awareness raising technique for achieving energy saving targets. The messages were made available in a PowerPoint version on the Greening Intranet and published as audio-animations on CD. They were distributed to work sites across the three portfolio agencies for interactive education in staff meetings.



## Energy Audit

DEH engaged a consultant engineer to undertake an Energy Audit of those sites demonstrated to be the sources of highest energy consumption across the portfolio (Chesser House, Botanic Gardens and SA Water House). These are the sites where it was anticipated the greatest savings could be made. The audits recommended strategies to increase energy efficiency and will form the basis for future initiatives.

## Accommodation Plan

A Strategic Accommodation Plan for the E&C Portfolio was established and endorsed during the year. Key within the strategy is the ongoing consolidation of portfolio accommodation to maximise energy efficiency. As a result of the initiatives undertaken, DEH has made significant steps towards reaching the set target with a reduction for this year in energy usage from the base year 2000-01 of 9 522 gigajoules. This equates to a reduction of 536 tonnes of CO2 emissions (see table next page).

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<b>DEH/EPA ENERGY USAGE</b>				
<b>YEAR</b>	<b>ENERGY USE (GJ)</b>	<b>EXPENDITURE (\$)</b>	<b>GHG EMISSIONS (TONNES)</b>	
2000-01 (base line)	27 836	620 000	5 110	
2001-02	20 578	589 000	4 888	
2002-03**	18 314	524 000	4 574	
Portfolio Target (2002-03)	27 332	N/A***	5 017	
Portfolio Target (2010) 15% of base line	23 660	N/A***	4 344	
<b>DWLBC ENERGY USAGE</b>				
<b>YEAR</b>	<b>ENERGY USE (GJ)</b>	<b>EXPENDITURE (\$)</b>	<b>GHG EMISSIONS (TONNES)</b>	
2000-01 (base line)*	3 280	103 000	1 011	
2001-02	3 280	103 000	1 011	
2002-03**	2 871	130 000	884	
Portfolio Target (2002-03)	3 220	N/A***	993	
Portfolio Target (2010) 15% of base line	2 788	N/A***	859	
<b>E&amp;C PORTFOLIO ENERGY USAGE</b>				
<b>YEAR</b>	<b>ENERGY USE (GJ)</b>	<b>EXPENDITURE (\$)</b>	<b>GHG EMISSIONS (TONNES)</b>	
2000-01 (base line)	31 116	723 000	6 121	
2001-02	23 858	692 000	5 899	
2002-03**	21 185	654 000	5 458	
Portfolio Target (2002-03)	30 552	N/A***	6 010	
Portfolio Target (2010) 15% of base line	26 448	N/A***	5 203	
<b>DEH VEHICLE TYPES 2000-2003</b>				
<b>NO. OF VEHICLE TYPES</b>	<b>AS AT 30 JUNE 2000</b>	<b>AS AT 30 JUNE 2001</b>	<b>AS AT 30 JUNE 2002</b>	<b>AS AT 30 JUNE 2003</b>
Diesel only	156	146	143	144
Unleaded only	105	89	70	32
Combined dual-fuel (unleaded and LPG)	5	20	42	47
LPG only	Nil	Nil	3	8
Total no. of long term hire vehicles	266	255	258	231

## Other energy achievements:

**Conversion of fleet vehicles to LPG**

DEH is continuing to implement the policy requirement that all new long-term lease vehicles from Fleet SA are to be either dual fuel, or single LPG fuel systems, where such factory fitted systems were available. The table below shows that DEH has been steadily reducing the size of its long-term hire vehicle fleet whilst increasing the number of LPG vehicles. The more than 50% reduction in the number of unleaded petrol-only vehicles, from 70 to 32, in the 2002-03 year is particularly pleasing.

Dual-fuel and LPG vehicles will lead to an increased usage of LPG fuel, thus reducing greenhouse gas emissions from the DEH fleet.

**Vehicle fuel use**

For the 2002-03 financial year, the DEH vehicle fleet energy usage (gigajoules) and resulting greenhouse gas emissions (CO<sub>2</sub>) have both decreased compared to 2001-02. This is in line with the DEH policy of reducing energy usage and costs.

<b>DEH / EPA VEHICLE FUEL AND ENERGY USE 2001-2003</b>		
	<b>2001-02</b>	<b>2002-03</b>
Energy (GJ)	20 622	20 598
CO <sub>2</sub> emissions (tonnes)	1 500	1 490

\* Baseline is derived from 2001-02 information, as DWLBC did not exist in 2000-01.

\*\* Some data was unavailable at the time of publication, therefore a component of the energy consumption of this period as been estimated.

\*\*\*N/A-Not available.

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### CASE STUDIES 2002–03

A plethora of greening activities and initiatives is taking place across DEH and it is impossible to do justice to all the hard work, ingenuity and creativity, especially in regional areas where there are often unique challenges that do not exist in the metropolitan work sites. The following case studies have been drawn from the regions as well as the metropolitan area to highlight the diversity of greening activities undertaken across the department.

#### Ranges Region

A remote area (solar / diesel) power system has been installed at Balcanoona supplementing the systems already in place at Innamincka, Dalhousie Springs and Gawler Ranges. The system qualified for a \$50 000 rebate under the Energy SA Renewable Remote Power Generation Program, which enabled an upgrade of lighting and water heating to a more energy efficient type, saving both money and energy.

#### Central Desert Parks

A number of recycled plastic fence posts have been installed as a test at the Pt Augusta workshop area since summer 2002 and have proven their worth. One hundred and sixty recycled posts have been delivered to William Creek en route to Halligan Bay, Lake Eyre National Park to complete fencing on the new development. A further 100 posts have been ordered for future use. In addition, an order has been made for 35 recycled plastic sleepers to be installed as vertical bollards.

#### Naracoorte Caves

A recycled plastic bridge was installed over a small wet area in Victoria Fossil Cave replacing a 10-year old steel bridge, designed to elevate visitors over a puddle that formed on the path in wet seasons. This structure had rusted significantly to the point where it had become unsafe and was polluting the cave. Options for the new bridge were limited to materials that would not rust, and the choice was either recycled plastic or marine grade aluminium. The plastic chosen is made from plastic waste and avoids the high-embodied energy of the aluminium product. It is environmentally sound, durable, cost competitive and aesthetically pleasing.

#### Keswick Environmental Greening Sub-committee

In 2002 DEH and Department of Water Land and Biodiversity Conservation staff were relocated to Richmond Road, Keswick. This new arrangement provided opportunities to address a range of greening issues, including transport, recycling, energy use and communicating greening approaches to staff members. During the Greening Facilitators' workshop for the Natural and Cultural Heritage directorate in May 2003, the nucleus of the Keswick Environmental Greening Sub-committee (KEGS) was formed, with Greening Facilitators subsequently engaging other staff in developing a

Greening Action Plan for Keswick. KEGS worked closely with Business Services staff to generate greening outcomes in the new accommodation, with actions including:

- Encouraging use of public transport and ongoing investigations into the use of staff bicycles
- Better management of the different types of recycling required on site - toners, paper, cardboard, cartons, glass, plastics etc
- Re-commissioning existing video-conferencing equipment
- Encouraging the use of duplex printing and printing two (or more) pages per side
- Promoting reduced energy use by:
  - turning off lights, printers and computer monitor screens when not in use
  - enabling stand-by functions on personal computers (PCs)
  - exploring the decommissioning of zip boilers
- Investigating the replacement of spring water with water filters on taps
- Arranging for indoor plants to be hired to contribute to improved indoor air quality as well as aesthetics
- Purchasing environmentally friendly cleaning products, recycled toilet paper and office paper
- Cancelling fax transmission records on A4 paper for every fax
- Investigating the use of on-line faxing, and
- Investigating the cleaning contract to include recycling services.

The KEGS has developed a very comprehensive Greening Action Plan to assist with the ongoing greening of the site.

## third annual environmental report

### Adelaide Botanic Gardens

Adelaide Botanic Gardens has undertaken a trial of a waterless urinal system in the kiosk toilets. In order to reduce the build-up of uric scale and odour, urinals are water-intensive, with a regular three-person, automatically flushing urinal requiring on average 1920 litres of water per day. The technology being trialed involves placing a block into the urinal bowl once a fortnight, which releases naturally occurring, harmless bacteria that degrades the organic matter on which odour-generating bacteria grow. Tackling odours in this way negates the need for constant flushing, and each urinal only needs five litres of water per day poured through it, meaning the automatic flushing system can be completely disconnected.

It has been estimated that the kiosk toilet is used at least one hundred times a day. As twelve litres are used in each flush, the potential total yearly water savings from the waterless urinal is estimated to be 437 000 litres (equivalent to the volume of thirteen standard swimming pools).

This equates to a current cost saving of about \$140 000 per annum when the materials and servicing costs are factored in. The system saves water at any level of use and is cost effective.

In working with the product manufacturer and distributor, the Office of Sustainability, the staff at Botanic Gardens have provided extremely valuable data for DEH in considering the use of this system in other areas of its business, across the portfolio and in other government agencies. With water restrictions in force, it is vital that the government can cite such examples.

### Publications

The Public Affairs Branch is undertaking a project to incorporate best practice environmental management of publications (eg. environmentally acceptable papers and inks, and designs which minimise paper required). This greener approach was trialed with some publications, including the 2001-02 Annual Report, which featured a 'clean and green production' icon accompanied by a list of environmental features of the publication. This approach will be expanded to all DEH publications.

### Worm Farm

OoS is reducing its volume of green waste (food scraps and other putrescible organic material) going to landfill. The introduction of a 'worm farm' was investigated being mindful of the potential OHS&W concerns associated with airborne germs and odours, transportation of by-products (worm castings and liquid - a great garden fertilizer!) and general hygiene. OoS staff undertook research into all these issues and commenced an initial trial to look at how the various identified risks and issues could be managed within an office environment.

OoS has developed a simple management strategy to address the maintenance logistics of establishing the 'worm farm' in the office including reviewing steps to minimise identified potential health risks. This has involved dedicated staff volunteers managing the farm and encouraging staff to deposit their green waste in a sealed container, which is then fed to the worms. Staff participants remove the 'farm produce' consisting of worm castings and liquid fertilizer on a regular basis using sealable containers provided by OoS on a 'wash and return in 24 hours' basis. All staff who expressed an interest were 'trained' in the operation / use of the farm.

The farm was purchased and made operational at the end of March 2003 for a trial period. The diversion of food scraps for use in the farm has been successful with greater volumes than anticipated being collected. Monitoring and review of the system is continuing as part of the trial.





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## human resources



## human resources



### HUMAN RESOURCE MANAGEMENT

Supporting the sustainability of the agency in the short, medium and long term is the primary aim of the DEH Human Resource Management (HRM) function. In endeavouring to meet this challenge, the direction for Human Resource matters in 2002-03 was again shaped by the department's organisational emphases, and in particular the People and Work emphasis requiring organisational performance to strive towards:

- Improving the health, safety and welfare performance of the department with a focus on staff involvement in improving physical and mental well being, and
- Continuing to drive the development and implementation of an Organisational Development Strategy.

Human Resource Management in DEH continues to align objectives defined in business plans with the personnel management standards encompassed in the Public Sector Management Act. These standards are expressed in the eight key result areas contained in the Office of the Commissioner for Public Employment's

(OCPE) Strategic HRM Framework for the South Australian Public Sector. This framework has been used to highlight the successes of DEH's HRM issues in 2002-03.

#### A Planned Workforce

**Identify the workforce that is required to meet government objectives and implement workforce strategies to address these requirements.**

In 2002-03 the department established a Workforce Management Group, chaired by the Chief Executive, to ensure an organisational approach is taken to the appropriate management of vacancies, redeployment and Targeted Voluntary Separation Packages (TVSPs) within the agency.

As its highest priority, the group aims to meet public sector standards of fairness and consistency in decision making for surplus staff by addressing any issues of discrimination and ensuring the merit principle is adhered to where there may be several surplus staff available for a single vacancy.

DEH will develop a strategic approach to workforce planning, and aspects of this key result area are considered a priority for advancement in the 2003-04 year.

#### Quality Staffing

**Appoint the best possible staff and manage their career mobility to best effect.**

During 2002-03 DEH developed a strategy for the improvement of recruitment and employment within the department. The result was the implementation of a customer focussed, centralised Recruitment and Selection Service (RSS) that aims to ensure the right people are recruited to fill vacant positions in a timely and efficient manner.

The RSS is designed to ensure that public sector personnel management standards are met in all recruiting activities, with the new system incorporating a range of checks to ensure standards are maintained. It provides a range of services including advice and support on all aspects of recruitment and employment, including centralised administration of documentation, and has resulted in a more defined and efficient approach to recruitment and selection, freeing managers to concentrate on the core task of selection.

Adequate training and knowledge about recruitment and selection practices for both human resources and line management staff is also a feature of the new system, with a renewed focus on selection techniques and job and person specification writing. Part of the overall strategy has included a review of job and person specification templates to incorporate capabilities. These templates have been designed to assist managers with correctly identifying and communicating position requirements.

#### Equal Opportunity Programs

DEH supports, and where possible participates in, public sector equal opportunity programs, including the SA Government Youth Training Scheme by employing a number of youth trainees across the agency. The department also supports initiatives endeavouring to be more inclusive of aboriginal people specifically through the Aboriginal Partnerships Unit. DEH also employs a number of aboriginal apprentices within the reserve system.

## human resources

### Responsive and Safe Employment Conditions

Provide remuneration and other employment conditions so as to economically attract, develop and retain the best staff and ensure workplace safety.

### Employee Assistance Program

DEH has continued its contract with ITIM Australia Ltd in providing an effective Employee Assistance Program to support the health and wellbeing of our staff, providing both formal and informal counselling to employees and their families. Feedback from managers and staff has again indicated that the service makes a significant contribution to the health of employees and morale in the workplace.

### Consultative Committees

Consistent with DEH Executive's focus on the continuous improvement of communication in the department, the network of Consultative Committees has continued to operate successfully giving a voice to all staff on any employee issues of concern and making a valued contribution towards the achievement of DEH's organisational emphases.

In addition, the DEH Consultative Forum has been established to facilitate information sharing across the department, encouraging two-way communication and consultation between staff and the Chief Executive. In 2002-03 the Forum was extended to include additional attendees from across the department, providing opportunity for:

- The Chief Executive to engage with a cross-section of staff from across DEH, and
- Staff to give feedback directly to the Chief Executive regarding the department.

### Voluntary Flexible Working Arrangements (VFWA)

The department continues to provide a range of flexible working arrangements including flexitime, purchased leave, working from home and part-time work. While part-time work and flexitime have been available options for some time, several staff have now taken the opportunity to utilise the other mechanisms to assist them in balancing their work and home life in a positive way.

### Leave Management

Absenteeism is closely monitored within DEH. Managers are provided with regular reports and specialist advice to

assist them in identifying and managing any potential misuse of sick leave.

The average number of sick leave days taken per FTE for the period has reduced from 6.5 days per FTE to 5.4 days per FTE in 2002-03. This overall reduction brings the DEH result closer to the targeted result and is mainly attributable to an abnormally high amount of leave taken in the previous year. Usage of family carer leave days has remained consistent with the previous year's usage.

It was not possible to differentiate between the purposes for which family leave was utilised during 2002-03. It is anticipated that the new CHRIS system will cater for this differentiation upon its implementation early in 2003-04.

TYPE OF ARRANGEMENT	NUMBER OF EMPLOYEES USING VFWA				TOTAL NO OF EMPLOYEES USING VFWA
	EXECUTIVE		NON-EXECUTIVE		
	MALE	FEMALE	MALE	FEMALE	
Purchased Leave	-	-	1	3	4
Flexitime	-	-	441	375	816
Compressed Weeks	-	-	-	-	-
Part-time	-	-	11	70	81
Job Share	-	-	N/A*	N/A*	N/A*
Working from Home	-	-	N/A*	N/A*	N/A*
TOTAL	-	-	453	448	901

\* N / A = Not Available. The current system does not presently record this information. It is anticipated that the new CHRIS system will cater for this differentiation upon its implementation early in 2003-04.

TYPE OF LEAVE TAKEN	1999-2000	2000-01	2001-02	2002-03
Average number of sick leave hours taken per FTE	5.3 days	6.1 days	6.5 days	5.4 days
Average number of family carer leave hours taken per FTE	0.4 days	0.5 days	0.6 days	0.5 days
Average number of special leave with pay hours for individual needs and responsibilities taken per FTE*	N/A**	N/A	N/A	N/A

\* As outlined on page 55 of PSM Act Determination 6 – Leave.

\*\* N / A = Not Available.

## human resources

### Managed Performance

Define fair performance requirement and standards of ethical conduct for all employees, provide support for their achievement of identified goals, review performance and provide clear feedback and agreed rewards and sanctions where appropriate.

Throughout the year, the Chief Executive has regularly communicated with all staff advising them of their responsibilities in line with the *Code of Conduct* and the *Guideline for Ethical Conduct*. Any reported breaches of conduct were addressed in a timely and appropriate manner, in line with the requirements of the PSM Act.

The department also actively manages staff performance and development in line with the public sector guidelines and policy. The DEH performance management system is currently under review and has identified the need for a more structured approach to the use of individual development plans for staff, and the value of using individual development plans as a feeding mechanism for identifying corporate sponsorship of human resource development programs. Performance management skills training for managers will be provided in early 2003-04.

In 2003-04, DEH will also finalise a draft policy on discipline in line with the provisions of *PSM Act Determination 9: Ethical Conduct* and the OCPPE's *Background Briefing Paper: Managing Conduct and Discipline*, demonstrating a commitment to this key result area.

### Planned Human Resource Development

Provide development opportunities for all staff in a planned basis, related to performance management, so as to meet government requirements.

During 2002-03, work on a draft Human Resource Development (HRD) Framework commenced to ensure strategic alignment with the business requirements. Further development of the HRD framework will continue in 2003-04.

### Individual Development Plans

No specific targets are set for the number of employees who will be enrolled in a unit of, or will complete a qualification from, accredited training packages. The department is however, undertaking a complete review of its human resource development framework during 2003-04, in order to progress training and development issues.

#### DEVELOPMENT PLAN AND QUALIFICATIONS (PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES)

	% OF EMPLOYEES WITH A DOCUMENTED INDIVIDUAL DEVELOPMENT PLAN WHICH WAS EITHER IMPLEMENTED OR REVISED DURING THE LAST 12 MONTHS					NUMBER OF EMPLOYEES ENROLLED OR COMPLETED A QUALIFICATION (OR A UNIT FROM A QUALIFICATION) FROM AN ACCREDITED TRAINING PACKAGE				
	2000-01	2001-02	TARGET 2002-03	ACTUAL 2002-03	TARGET 2003-04	2000-01	2001-02	TARGET 2002-03	ACTUAL 2002-03	TARGET 2003-04
Executives	N/A	N/A	100	N/A	100	N/A	N/A	-		**
Senior Managers	N/A	N/A	N/A	N/A	100	N/A	N/A	-		**
Middle Managers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5		**
First Line Supervisors	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4		**
Others	N/A	N/A	N/A	N/A	N/A	N/A	N/A	75		**
TOTAL	46.7*%	57.3*%	100*	64*%	100*	N/A***	N/A	84		**

\* Further breakdown of 'total' figures into employee classification categories is not possible at this stage, however, this information will be available in the next financial year following the implementation of the CHRIS system.

\*\* No specific targets have been set for 2003-04.

\*\*\*N / A = Not Available.

## human resources

<b>DEVELOPMENT PLAN AND QUALIFICATIONS (NON PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES)</b>										
	<b>% OF EMPLOYEES WITH A DOCUMENTED INDIVIDUAL DEVELOPMENT PLAN WHICH WAS EITHER IMPLEMENTED OR REVISED DURING THE LAST 12 MONTHS</b>					<b>NUMBER OF EMPLOYEES ENROLLED OR COMPLETED A QUALIFICATION (OR A UNIT FROM A QUALIFICATION) FROM AN ACCREDITED TRAINING PACKAGE</b>				
	2000-01	2001-02	TARGET	ACTUAL	TARGET	2000-01	2001-02	TARGET	ACTUAL	TARGET
			2002-03	2002-03	2003-04			2002-03	2002-03	2003-04
Executives	N/A	N/A	100	N/A	100	N/A	N/A	N/A	N/A	N/A
Senior Managers	N/A	N/A	100	N/A	100	N/A	N/A	N/A	N/A	N/A
Middle Managers	N/A	N/A	100	N/A	100	N/A	N/A	N/A	N/A	N/A
First Line Supervisors	N/A	N/A	100	N/A	100	N/A	N/A	N/A	N/A	N/A
Others	N/A	N/A	100	N/A	100	N/A	N/A	4	N/A	N/A
TOTAL	N/A	N/A	100	N/A	100	N/A	N/A	4	N/A	N/A
* N / A = Not Available. This information will be available in the next financial year following the implementation of the CHRIS system.										
<b>TRAINING EXPENDITURE (PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES)</b>										
	<b>% OF TRAINING EXPENDITURE RELATIVE TO TOTAL REMUNERATION COSTS</b>					<b>% OF TRAINING EXPENDITURE SPENT ON LEADERSHIP AND MANAGEMENT TRAINING RELATIVE TO TOTAL REMUNERATION COSTS</b>				
	2000-01	2001-02	TARGET	ACTUAL	TARGET	2000-01	2001-02	TARGET	ACTUAL	TARGET
			2002-03	2002-03	2003-04			2002-03	2002-03	2003-04
Executives	N/A	N/A	2%	0.11%	2%	N/A	N/A	2%	0.06%	2%
Senior Managers*	N/A	N/A	2%	0.31%	2%	N/A	N/A	2%	0.23%	2%
Middle Managers*	N/A	N/A	2%	0.57%	2%	N/A	N/A	2%	0.31%	2%
First Line Supervisors*	N/A	N/A	2%	0.72%	2%	N/A	N/A	2%	0.29%	2%
Others	N/A	N/A	2%	0.71%	2%	N/A	N/A	2%	0.11%	2%
TOTAL	2.08%	1.8%	2%	0.57%	2%	0.62%	0.41%	2%	0.27%	2%
* N / A = Not Available. This information will be available in the next financial year following the implementation of the CHRIS system.										



## Leadership and Management Development

The first phase of the DEH Leadership and Management Development (LMD) Strategy for all staff managing other employees saw 148 managers take part in a tailored 360-degree feedback exercise. All managers involved have created individual development plans.

The identification of learning opportunities for managers at the individual level will form the basis for the second phase of the LMD strategy, which will include a comprehensive, targeted corporate LMD program to address these agency-wide development needs. The LMD program will focus on eleven core leadership and management competencies with the aim of developing the personnel management practices of our managers. Ongoing regular participation in a 360-degree feedback exercise is planned.

Training and Development expenditure, as reported, is based on a self-reporting system. This does not accurately reflect the full expenditure as detailed in DEH's Accounting systems, which is calculated at 1.2 per cent of total employee remuneration expenditure. Detailed information will be available in 2003-04 through the newly implemented CHRIS system.

## human resources

### Protection of Merit and Equity

Appoint and promote staff on merit, prevent nepotism and patronage, use workforce diversity to advantage, prevent unlawful discrimination, address grievances and treat all employees fairly.

The revised departmental Discrimination, Harassment and Workplace Bullying policy was endorsed in January 2003. The policy now includes avenues of redress for alleged cases of bullying in the workplace through the existing grievance process, in line with endorsed OCEP methodologies, the Equal Opportunities Commission and the Office of the Employee Ombudsman.

As part of the policy's implementation, Discrimination and Harassment contact officers were elected and trained ensuring the availability of a workplace contact for staff needing to discuss issues of discrimination, harassment and workplace bullying.

DEH maintains a register of discrimination, harassment and workplace bullying issues raised by staff to ensure that systemic issues and undesirable patterns of behaviour can be effectively addressed. The policy and associated practices contribute to a safe and healthy working environment for staff by providing avenues of redress for grievances raised, while clearly indicating to all employees that these practices will not to be tolerated in the workplace.

### DEH Disability Action Plan

The Disability Action Plan is a requirement under the Government initiative *Promoting Independence: Disability Action Plans for South Australia*, in order to raise awareness, and be inclusive, of people with disabilities.

During 2002-03, DEH continued with the development of a Disability Action Plan. The plan outlined strategies to enhance equality of access and opportunity for the department's clients and staff with disabilities, and also

provided a framework to ensure that DEH meets its responsibilities under the *Disability Discrimination Act 1992 (Commonwealth)*. The plan was drafted with input by people with disabilities.

In order to ensure access to our services to people with disabilities, all new national parks and botanic gardens capital works development projects must comply with the enhanced code for disability access (AS1428, Part 2). Projects that were planned or undertaken in 2002-03 included:

- New disabled access toilets / showers in a number of park locations
- Improved disabled access in Botanic Gardens of Adelaide
- The provision of parking concessions at Morialta Falls, and

- The planned upgrade of ramps at Waterfall Gully.

To ensure that information about our services and programs is inclusive of people with disabilities, internationally recognised symbol signage is utilised in national parks and botanic gardens, and visual and audio information about our services is available at some agency locations.

The DEH website has also been designed to meet the Web Content Accessibility Guidelines, including alternatives to auditory and visual content to enable the use of screen readers and text-only browsers. Information is made available on the DEH Intranet to assist staff in understanding the issues affecting people with disabilities. Additionally, staff access is provided to other websites, which may raise awareness of, or provide information for, people with disabilities.

### TRAINING EXPENDITURE (NON PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES)

	% OF TRAINING EXPENDITURE RELATIVE TO TOTAL REMUNERATION COSTS					% OF TRAINING EXPENDITURE SPENT ON LEADERSHIP AND MANAGEMENT TRAINING				
	2000-01	2001-02	TARGET 2002-03	ACTUAL 2002-03	TARGET 2003-04	2000-01	2001-02	TARGET 2002-03	ACTUAL 2002-03	TARGET 2003-04
Executives	N/A	N/A	-	-	-	N/A	N/A	-	-	-
Senior Managers*	N/A	N/A	-	-	-	N/A	N/A	-	-	-
Middle Managers*	N/A	N/A	-	-	-	N/A	N/A	-	-	-
First Line Supervisors*	N/A	N/A	2%	1.07%	2%	N/A	N/A	2%	N/A	2%
Others	N/A	N/A	2%	1.07%	2%	N/A	N/A	2%	N/A	2%
TOTAL	N/A**	N/A	2%	1.07%	2%	N/A	N/A	2%	N/A	2%

\* Senior Managers includes all ASO7 and ASO8 and equivalent, irrespective of any supervisory role.

\* Middle Managers includes all ASO5 and ASO6 and equivalent, irrespective of any supervisory role.

\* First Line Supervisors includes ASO3 and ASO4 and equivalent irrespective of any supervisory role.

\*\* N / A = Not Available.

Note: (Benchmark of 2% determined by Senior Management Council)

## human resources

DEH provides the ongoing engagement of an Auslan interpreter at meetings, and the provision of TTY telephone system, to enable full inclusion and participation in the workforce for a staff member.

### DEH Access and Equity

Under the *Charter of Public Service in a Culturally Diverse Society*, DEH has participated in whole-of-government workshops in order to address the needs of people from non-English speaking backgrounds.

DEH aims for equity in the provision of services to people from diverse cultures and as such, our services are freely open to all members of the public regardless of nationality or culture. In addition to internationally recognised signage, brochures in alternative languages are made available in national parks providing information to people from non-English speaking backgrounds, as is visual and audio information about DEH's services via touch-screen monitors at some locations.

To meet client's needs, communication strategies include the use of interpreting services and assistance from multi-lingual staff.

There is a strong commitment within DEH for an enhanced awareness of Aboriginal cultures and respect for their values. The department's Aboriginal Partnerships Unit focuses on recognising the needs of our Aboriginal staff and enhancing relationships with the Aboriginal communities as major stakeholders in our business.

DEH is committed to and has been active in developing and establishing partnerships with Aboriginal people and communities to ensure the proper implementation of plans that are acceptable to the traditional owners, and to ensure that the provision of our services does not conflict with their values.

As part of our policy development, DEH is committed to ensuring policies are inclusive of all people.

	EMPLOYEES WITH A PERMANENT DISABILITY			
	TOTAL EMPLOYEES	MALE	FEMALE	TOTAL
Executives	16	1	-	1
Senior Managers*	85	1	1	2
Middle Managers*	254	1	-	1
First Line Supervisors*	285	4	5	9
Others	378	4	3	7
TOTAL	1018	11	9	20

	TOTAL EMPLOYEES	COUNTRY OF BIRTH				MAIN LANGUAGE SPOKEN AT HOME			
		AUSTRALIA (NO OF EMPLOYEES)		OTHER (NO OF EMPLOYEES)		ENGLISH (NO OF EMPLOYEES)		OTHER (NO OF EMPLOYEES)	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Executives	16	10	4	1	1	11	5	-	-
Senior Managers*	85	62	14	4	5	62	18	4	1
Middle Managers*	254	143	69	30	12	160	78	13	3
First line supervisors*	285	122	119	26	19	135	128	13	10
Others	378	161	181	19	16	173	188	7	9
TOTAL	1018	498	387	80	53	541	417	37	23

	TOTAL EMPLOYEES	INDIGENOUS EMPLOYEES		
		MALE	FEMALE	TOTAL
Executives	16	-	-	-
Senior Managers*	85	-	-	-
Middle Managers*	254	-	1	1
First Line Supervisors*	285	2	2	4
Others	378	16	1	17
TOTAL	1018	18	4	22

\* Senior Managers includes all ASO7 and ASO8 and equivalent, irrespective of any supervisory role.  
 \* Middle Managers includes all ASO5 and ASO6 and equivalent, irrespective of any supervisory role.  
 \* First Line Supervisors includes ASO3 and ASO4 and equivalent irrespective of any supervisory role.

## human resources

### Continuous Improvement

Continuously review and improve human resource management structures, systems and processes so that they facilitate government directions, draw on best practice, work flexibly, and adapt quickly to changing needs.

The department actively identifies human resource improvement initiatives in its annual planning and review processes, to ensure human resource improvement initiatives and activities contribute to the strategic direction of agency business.

One of the key strategies in the improvement of personnel management has been the focus on training and development activities for human resources staff and line managers. Several human resources staff utilised the HR Capabilities program offered by OCPE during 2002-03.

### Executive and Non-Executive Employment

During the 2002-03 year, a restructure of the department required the review of executive employment requirements. Existing Executive positions were remodelled based on changes to business needs and priorities.

DEH Executives continue to report quarterly on their achievements against the planned business outcomes as part of their performance management program. Individual Executive development was based on a 360-degree feedback process to identify individual development needs. Executives also have access to both on-line and other learning activities to enhance their development.

<b>PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES BY STREAM, LEVEL, APPOINTMENT TYPE AND GENDER AS AT JUNE 2003</b>															
STREAM	Ongoing			Contract Short Term			Contract Long Term			Casual			Total		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
<b>ADMINISTRATIVE SERVICES</b>															
Administrative Services Officers															
Trainees	-	-	-	4	2	6	1	-	1	-	-	-	5	2	7
ASO1	3	21	24	-	6	6	-	7	7	-	2	2	3	36	39
ASO2	10	41	51	2	16	18	1	6	7	-	-	-	13	63	76
ASO3	10	39	49	5	6	11	4	2	6	-	-	-	19	47	66
ASO4	27	36	63	2	7	9	2	5	7	-	-	-	31	48	79
ASO5	36	26	62	7	3	10	4	2	6	-	-	-	47	31	78
ASO6	37	15	52	6	2	8	5	2	7	-	-	-	48	19	67
ASO7	24	12	36	-	1	1	3	-	3	-	-	-	27	13	40
ASO8	9	2	11	2	-	2	-	-	-	-	-	-	11	2	13
Managers Administrative Services															
MAS1	1	-	1	-	-	-	-	-	-	-	-	-	1	-	1
MAS2	4	-	4	-	-	-	-	-	-	-	-	-	4	-	4
MAS3	8	1	9	1	-	1	1	-	1	-	-	-	10	1	11
Total Administrative Services	169	193	362	29	43	72	21	24	45	-	2	2	219	262	481
<b>OPERATIONAL SERVICES</b>															
Trainees															
OPS1	1	-	1	-	-	-	-	-	-	-	-	-	1	-	1
OPS2	20	8	28	2	1	3	-	-	-	-	-	-	22	9	31
OPS3	28	4	32	3	0	3	-	-	-	-	-	-	31	4	35
OPS4	7	1	8	0	2	2	1	-	1	-	-	-	8	3	11
OPS5	13	1	14	2	1	3	-	-	-	-	-	-	15	2	17
OPS6	6	-	6	2	-	2	-	-	-	-	-	-	8	-	8
OPS7	-	-	-	1	-	1	-	-	-	-	-	-	1	-	1
Total Operational Services	75	14	89	10	4	14	1	-	1	-	-	-	86	18	104
<b>PROFESSIONAL SERVICES</b>															
Professional Services Officers															
PSO1	9	4	13	-	2	2	5	3	8	-	-	-	14	9	23
PSO2	14	7	21	3	-	3	8	10	18	-	1	1	25	18	43
PSO3	10	8	18	1	1	2	-	1	1	-	-	-	11	10	21
PSO4	6	2	8	2	1	3	-	-	-	-	-	-	8	3	11
PSO5	4	-	4	-	-	-	-	-	-	-	-	-	4	-	4
Managers Professional Services															
MPS1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MPS2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MPS3	1	-	1	-	-	-	-	-	-	-	-	-	1	-	1
Total Professional Services	44	21	65	6	4	10	13	14	27	-	1	1	63	40	103

# human resources



<b>PUBLIC SECTOR MANAGEMENT ACT EMPLOYEES BY STREAM, LEVEL, APPOINTMENT TYPE AND GENDER AS AT JUNE 2003 (CONTINUED)</b>																
STREAM	Ongoing			Contract Short Term			Contract Long Term			Casual			Total			
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	
<b>TECHNICAL SERVICES</b>																
TGO0	1	2	3	-	-	-	1	-	1	-	-	-	2	2	4	
TGO1	20	13	33	-	1	1	1	1	2	3	-	3	24	15	39	
TGO2	16	10	26	1	1	2	3	1	4	-	-	-	20	12	32	
TGO3	8	1	9	2	-	2	-	-	-	1	-	1	11	1	12	
TGO4	5	-	5	-	-	-	-	-	-	-	-	-	5	-	5	
TGO5	2	-	2	-	-	-	-	-	-	-	-	-	2	-	2	
Total Technical Services	52	26	78	3	2	5	5	2	7	4	0	4	64	30	94	
<b>EXECUTIVES</b>																
<b>Executive Officers</b>																
EL1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EL2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EL3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level A	-	-	-	-	1	1	3	2	5	-	-	-	3	3	6	
Level B	-	-	-	-	-	-	6	1	7	-	-	-	6	1	7	
Level C	-	-	-	-	-	-	1	1	2	-	-	-	1	1	2	
Level D	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level E	-	-	-	-	-	-	1	-	1	-	-	-	1	-	1	
Level F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Executive Services	-	-	-	-	1	1	11	4	15	0	0	0	11	5	16	
<b>Other Executives</b>																
MLS 1P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MLS 2P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MLS 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MLS 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MLS 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MLS 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Senior Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Executives	-	-	-	-	1	1	11	4	15	-	-	-	11	5	16	
<b>Executive Right to Further Appointment</b>																
Tenured	-	-	-	-	1	1	7	4	11	-	-	-	-	-	12	
Untenured	-	-	-	-	-	-	4	-	4	-	-	-	-	-	4	
Other Legal Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
LEC 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL ALL STREAMS</b>	<b>340</b>	<b>254</b>	<b>594</b>	<b>48</b>	<b>54</b>	<b>102</b>	<b>51</b>	<b>44</b>	<b>95</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>443</b>	<b>355</b>	<b>798</b>	

# human resources



## Monitoring and Reporting

Regularly monitor human resource management practice to identify trends and issues, and enable appropriate reporting and accountability.

DEH is in the process of implementing a new and improved human resource information system, CHRIS. This new system is mandated for the public sector and will be implemented in DEH in two phases, commencing initially with payroll and leave functions, and followed by the introduction of employee and manager Web-based Kiosk facilities and reporting, and a training and development module towards the middle of 2003-04.

Transfer to the CHRIS system for the centrally administered payroll and leave processes will occur early in

2003, and the scheduled developments of phase two will allow staff on-line access to much of their own personal, payroll and leave information electronically, via the departmental intranet site. Managers will be able to readily access relevant employee information and select from a number of standardised reports at the touch of a button, streamlining the information provision process and facilitating better, more current and timely reporting of the current state of play for monitoring and reporting purposes.

The Training and Development Module incorporates facility for a sophisticated database of training information enabling the recording of all employee training related information. In addition, position-related skill and educational requirements can be recorded, creating a virtual blueprint, allowing staff to match existing skills with the skills required to get the job done.

### AGE PROFILE OF DEH EMPLOYEES

AGE GROUP (YEARS)	NUMBER OF EMPLOYEES (PERSONS)			% OF ALL AGENCY EMPLOYEES	% OF SOUTH AUSTRALIAN WORKFORCE*
	MALE	FEMALE	TOTAL		
15-19	3	2	5	0.5	7.3
20-24	21	46	67	6.6	10.3
25-29	47	78	125	12.3	10.7
30-34	61	63	124	12.2	11.5
35-39	67	62	129	12.7	11.4
40-44	86	59	145	14.2	13.1
45-49	134	70	204	20	12.1
50-54	95	33	128	12.6	10.8
55-59	49	17	66	6.5	7.6
60-64	14	6	20	2	3.7
65+	1	4	5	0.5	1.5

\* South Australian Workforce information [as at February 2003] sourced from ABS Supertable C2 <http://abs.sagrn.sa.gov.au/abs/abs@.nsf/abshome>



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occupational health, safety  
and injury management



# occupational health, safety and injury management



During 2002-03 health and safety activity focussed on further development and implementation of the Occupational Health Safety & Welfare (OHS&W) management system and enhancing the risk awareness capabilities of managers and staff through risk management focused training and procedures.

The Occupational Health Safety & Injury Management policy was reviewed and revised in December 2002, promoting health and safety as a core value and reinforcing a commitment to continuous improvement in health and safety performance, with an ultimate goal of zero injuries. To achieve this goal it was recognised that health and safety is everyone's responsibility, with everyone expected to treat it as a personal obligation.

Further development of the health and safety system emphasised individual responsibility and accountability and the implementation of strategies, procedures and practices to assist with the fulfilment of obligations.

A department-wide training program targeted body stressing, which has been identified as the highest cause of injury for the past few years. In addition to training staff in manual handling techniques, the program showed

individuals how to recognise potential risks in the tasks they perform and provided guidance in the development of measures to eliminate or reduce the likelihood of injury.

Although still significant in number, injuries from body stressing in 2002-03, were 10 per cent less than the previous year, indicating that the prevention program is having a positive impact.

Initiatives planned for 2003-04 will be aimed at further improving the health and safety management system. Manual handling and risk awareness will continue to be the major focus.

In addition, increased emphasis will be placed on the provision of advice and support to worksites and the development of additional tools and processes to enhance health and safety management capabilities, providing a consistent approach across the department. These processes and health and safety performance will be monitored through regular reporting and internal system auditing.

## LOST TIME INJURY FREQUENCY RATE (LTIFR)

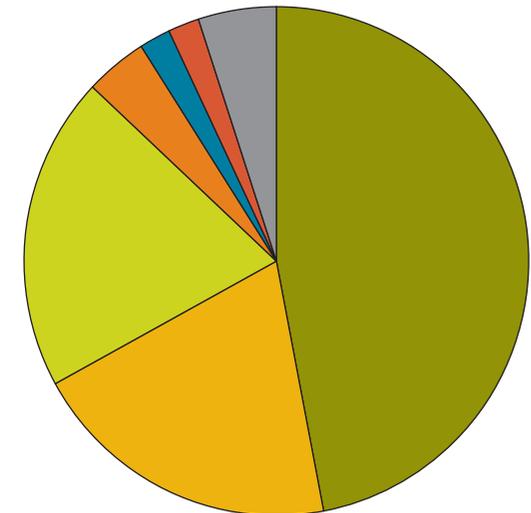
The 2002-03 Lost Time Injury Frequency Rate (the number of injury/disease occurrences for each million hours worked) was 14, a significant 21.8 per cent improvement from last year's 17.9 per cent.

## CLAIMS ANALYSIS

During 2002-03 the number of claims reduced by 22.5 per cent to a total of 55 compared with last year's 71. Of these, 56.4 per cent were lost time injuries and 46.3 per cent were for medical treatment only. The cost of claims also significantly reduced from \$65 828 in 2001-02 to \$54 512, a reduction of 17.2 per cent.

Activities causing body stressing were again the major

CAUSE OF CLAIMS



- Body stressing (47%)
- Slip / Trip (20%)
- Hitting / Hit by objects (20%)
- Mental stress (4%)
- Heat / Radiation / Electricity (2%)
- Chemicals (2%)
- Other unspecified (5%)

## occupational health, safety and injury management



cause of injury again in 2002-03, amounting to 47 per cent of the claims. The types of activities being undertaken mainly related to the use of exertion to move or manage weights and shift loads and from repetitive activities with high muscle loading.

The most expensive cause of injury was mental stress with two claims at a cost of \$23 400. Body stressing was the second highest cost of injury with 26 claims costing \$17 900.

<b>OCCUPATIONAL HEALTH SAFETY AND WELFARE STATISTICS 2002-03</b>				
		2002-03	2001-02	2000-01
<b>1</b>	<b>OHS&amp;W LEGISLATIVE REQUIREMENTS</b>			
	Number of notifiable occurrences pursuant to OHS&W Regulations Division 6.6	1	NIL	NIL
	Number of notifiable injuries pursuant to OHS&W Regulations Division 6.6	1	2	NIL
	Number of notices served pursuant to OHS&W Act s35, s39 and s40	NIL	NIL	NIL
<b>2</b>	<b>INJURY MANAGEMENT LEGISLATIVE REQUIREMENTS</b>			
	Total number of employees who participated in the rehabilitation program	20	35	33
	Total number of employees rehabilitated and reassigned to alternative duties	1	4	7
	Total number of employees rehabilitated back to their original work	14	17	15
<b>3</b>	<b>WORKCOVER ACTION LIMITS</b>			
	Number of open claims at 30 June	59	86	131
	Percentage of workers compensation expenditure over gross annual remuneration	0.56%	0.59%	1.91%
<b>4</b>	<b>NUMBER OF INJURIES</b>			
	Number of new workers compensation claims in the financial year	55	71	81
	Number of fatalities, lost time injuries, medical treatment only	(F) (MTO) (LTI)	0 NIL 37	NIL 44 37
	Total number of whole working days lost	206	904	Not Available
<b>5</b>	<b>COST OF WORKERS COMPENSATION</b>			
	Cost of new claims for financial year	\$54 512	\$65 828	\$181 000
	Cost of all claims excluding lump sum payments	\$255 691	\$269 235	\$368 000
	Amount paid for lump sum payments (s42, s43, s44)	\$89 587	\$134 327	\$576 000
	Total amount recovered from external sources (s54)	NIL	NIL	\$385 000
	Budget allocation for workers compensation	\$255 691	\$331 200	\$352 000
<b>6</b>	<b>TRENDS</b>			
	Injury frequency rate for new lost-time injury/disease for each million hours worked	14.0	17.9	20.8
	Most frequent cause (mechanism) of injury	Body Stressing	Body Stressing	Falls
	Most expensive cause (mechanism) of injury	Mental Stress	Body Stressing	Lifting
<b>7</b>	<b>MEETING THE ORGANISATION'S STRATEGIC TARGETS</b>			
	Achieve reduction in incidence of workers compensation claims from 2000-01 baseline	Target 20%	Target 10%	
		Achieved 32%	Achieved 12%	-
	Achieve reduction in cost of workers compensation claims from 2000-01 baseline	Target 20%	Target 10%	
		Achieved 69%	Achieved 63%	-



[aboriginal reconciliation statement](#)  
[freedom of information statement](#)  
[boards, committees, trusts and councils statement](#)



## aboriginal reconciliation statement



DEH operates four main priority areas as part of the agency's approach to Reconciliation. These priority areas are outlined as follows:

- Land and Biodiversity
- Heritage and Native Title
- Communications, and
- Employment and Training.

DEH undertook significant initiatives in 2002-03 as components of these priorities.

### LAND AND BIODIVERSITY

Agreement has been reached, and drafting of legislation commenced, to enable the hand back of the Unnamed Conservation Park in the State's Far West to the Maralinga Tjarutja Aboriginal people. As part of this process, the park will be managed by the community as a Conservation Park. Amendments are proposed to the National Parks and Wildlife Act and the *Maralinga Tjarutja Land Rights Act 1984* to facilitate this process.

Further negotiations are also taking place with the Adnyamathanha Traditional Lands Association with a view to eventually establishing the Vulkathunha-Gammon Ranges National Park as a cooperatively managed park.

In mid 2003 the Government approved the co-naming of all National Parks and Reserves with an Aboriginal name where none currently exist. The inaugural park to be named under this provision was the Vulkathunha-Gammon Ranges National Park.

### HERITAGE AND NATIVE TITLE

A draft Aboriginal Heritage Strategy has been drawn up with the assistance of the Department of State Aboriginal Affairs and Reconciliation, to manage and protect Aboriginal Heritage sites on parks.

Additionally, DEH has been involved in a number of Indigenous Land Use Agreement (ILUA) negotiations. These include the Todmorden Pastoral lease ILUA negotiation and the Narungga Yorke Peninsula ILUA discussions.

### COMMUNICATIONS

The communications priority area is designed to provide a better understanding of Aboriginal issues and cultural matters and to develop strong relationships with Aboriginal people and Communities. Part of this program is a Cultural Awareness Training program developed for portfolio staff. This will be delivered across country regions and the metropolitan area over 2003-04.

### EMPLOYMENT AND TRAINING

Five new Aboriginal ranger apprenticeships have been established in the Coorong, Vulkathunha-Gammon Ranges and Innes National Parks and at Berri and Ceduna. Proposals are also being put forward to establish two Aboriginal Ranger Cadetships in 2004.

#### Targets for 2003-04

In 2003-04 the DEH Reconciliation Initiative will continue to be advanced and will strongly reflect the broader commitment to Aboriginal people by the State Government.

## freedom of information statement



This information is published pursuant to section 9 of the *Freedom of Information Act 1991*.

### DEH STRUCTURE AND FUNCTIONS

DEH is one of three agencies under the portfolio responsibility of the Minister for Environment and Conservation. Details of the department's organisational structure and functions are set out in the organisational chart and elsewhere in this annual report.

The DEH Internet site ([www.environment.sa.gov.au/](http://www.environment.sa.gov.au/)) provides an overview of the functions, programs and structure of the department; and information relating to the department generally.

There are a total of 43 Boards, Advisory Committees, Trusts and Councils, which are listed in the following section of this report. The roles and functions of these bodies are detailed in their individual annual reports.

### FUNCTIONS OF DEH AFFECTING MEMBERS OF THE PUBLIC

As the Government's principal environment agency, DEH has a key leadership role in promoting and pursuing the development of a sustainable and eco-efficient society. DEH is responsible for conserving, enhancing and managing the State's natural, cultural and built heritage for the benefit, use and enjoyment of the whole community; and for providing environmental and geographic information to business and the community. The role and programs of DEH are detailed throughout this annual report.

### PUBLIC PARTICIPATION

DEH involves the public in the formation of its policies through its community liaison sessions, agency promotional activities, and consultation and discussion papers on specific issues, as appropriate.

In addition, DEH provides support to a large number of Boards and Committees, which include members of the public who contribute to the development of policies on a range of programs and issues.

### DESCRIPTION OF KINDS OF DOCUMENTS HELD BY DEH

- Publications, reports, papers, guidelines, maps and guides relating to environmental information, national parks, the Botanic Gardens of Adelaide and the Office of Sustainability. (For further information about publications phone the Environment Hotline on (08) 8204 1910)
- Administrative records
- Asset maintenance records
- Corporate and strategic planning records
- Correspondence files
- Financial records
- Leases and Licences
- Occupational health and safety records
- Personnel records
- Policy documents
- Procedures and reference manuals
- Records and annual reports of administered boards and committees
- State Heritage Register
- State Heritage (built and maritime) guidelines, technical notes, reports, surveys and information leaflets, and
- Survey and environmental reports and records.

## freedom of information statement

### DEH POLICY DOCUMENTS

- Accommodation Policy
- Accounts Payable Policies & Procedures
- Accounts Receivable Policies & Procedures
- Asset Recording Procedures Manual
- Capital Works in Progress (CWIP) Procedures Manual
- Corporate Credit Card Policy and Brochure
- Crown Lands Policies, Procedures and Guidelines
- DEH Officers as Witnesses in Private Litigation Policy
- DEH Public Communications Policy
- Energy Policy Statement
- GST Pricing Policy
- GST Policy Statements
- Human Resource Management Manual (Policies, Guidelines Booklets and Summary Brochures)
- Internet (including e-mail) Access and Usage Policy and Guidelines
- IT Quality Management Systems Policy
- Legal Advice Policy
- Mobile Phone Policy
- Occupational Health, Safety and Welfare Management System
- Procurement Policy and Guidelines
- Records Management Policy
- Responsiveness to Telephone Calls Guidelines
- Risk Management Policy
- Software Copyright Policy
- Taxation Issues Policies & Procedures
- Vehicle Policy
- Working Alone Policy
- National Parks Policies including: Fire Management

Standard Operating Procedures; Friends of Parks Grants Policy; Staff and Volunteer Entitlements Policy; Staff Exchange Policy; Commemoration and Memorials Policy; Recreational Vehicles and Protected Area Access Policy; Bee Site Policy; Public Consultation Policy, and

- Botanic Gardens of Adelaide policies including: Access to Genetic Resources and Benefit Sharing Policy; Botanic Gardens of Adelaide Living Collection Policy; Wittunga Botanic Garden Living Collections Policy; Potential Weed Species Policy; Functions Policy and Procedures; Memorial Seats Policy; Major Events Policy and Procedures.

### ARRANGEMENTS FOR SEEKING ACCESS TO RECORDS AND POLICIES

Applications or inquiries regarding access to documents and policies, or amendment of personal records in the possession of DEH should be addressed to:

Freedom of Information Coordinator  
 Department for Environment and Heritage  
 GPO Box 1047  
 ADELAIDE SA 5001  
 Telephone: (08) 8204 9307

Office hours are between 9:00 am and 5:00 pm  
 Monday to Friday.



## boards, committees, trusts and councils statement



(Please note, Boards and Committees of other agencies under the Minister's portfolio are listed separately in their general agency annual reports.)

Animal Ethics Committee – Department of Education, Training and Employment  
 Animal Ethics Committee – Flinders University  
 Animal Ethics Committee – IMVS  
 Animal Ethics Committee – Non Government Schools  
 Animal Ethics Committee – North Adelaide Western Health Service  
 Animal Ethics Committee – PIRSA  
 Animal Ethics Committee – University of Adelaide  
 Animal Ethics Committee – Wildlife  
 Animal Ethics Committee – Women's and Children's Hospital  
 Animal Welfare Advisory Committee  
 Board of the Botanic Gardens and State Herbarium  
 Board of the Royal Zoological Society of South Australia Inc\*  
 Bookmark Biosphere Trust (Dissolved 1 May 2003)  
 Coast Protection Board  
 Consultative Committee – Apiary Industry  
 Consultative Committee – Captive Fauna  
 Consultative Committee – Coorong and Lakes District  
 Consultative Committee – Eyre  
 Consultative Committee – Far North  
 Consultative Committee – Far West  
 Consultative Committee – Fleurieu  
 Consultative Committee – Fort Glanville  
 Consultative Committee – Gawler Ranges  
 Consultative Committee – Kangaroo Island  
 Consultative Committee – Lofty / Barossa  
 Consultative Committee – Lower South East  
 Consultative Committee – Mallee  
 Consultative Committee – Murraylands

Consultative Committee – Sturt  
 Consultative Committee – The Ranges  
 Consultative Committee – Upper South East  
 Consultative Committee – Yorke / Mid North  
 Coorong and Lower Lakes Ramsar Taskforce  
 Dog and Cat Management Board  
 General Reserves Trust  
 Kangaroo Industries Reference Group (KIRG)  
 Land Board  
 Martindale Hall Conservation Trust (Dissolved during 2003)  
 Reserve Planning and Management Advisory Committee  
 South Australian National Parks and Wildlife Council  
 State Heritage Authority  
 Wilderness Advisory Committee  
 Wildlife Advisory Committee

\* Independent incorporated body that has a courtesy reporting relationship with the department.



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finance



# finance



## FINANCIAL OVERVIEW

The department underwent significant restructuring during the year ending 30 June 2003, most notably the creation of the Environment Protection Authority (EPA) as an independent administrative unit from 1 July 2002, and the transfer of some functions to DWLBC. In addition, during the year the General Reserves Trust, State Heritage Fund and Wildlife Conservation Fund met the accounting criteria of a controlled entity. As such, from 1 July 2002 the transactions for these Trusts have been accounted for in DEH's financial statements.

The financial impacts of these restructures were not provided for in the department's original 2002-03 budget. It should be noted that the value of comparing the 2002-03 actual figures against prior year comparative figures is limited due to this organisational restructure.

The 'Actual' figures in the abridged Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows have been extracted from the DEH audited financial statements. The budget figures used in this document correspond with the 2002-03 budget papers that were tabled in Parliament in June 2002.

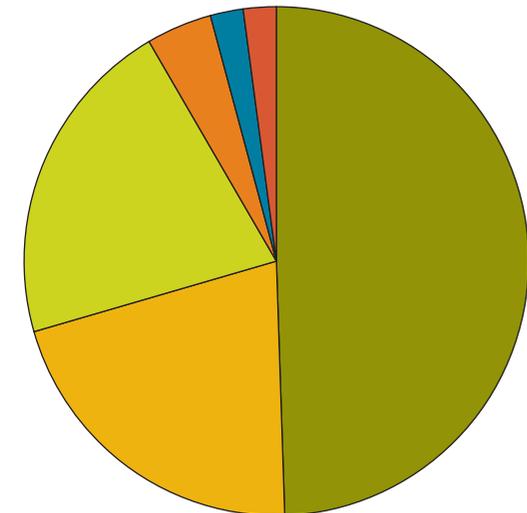
## PROGRAM EXPENDITURE

The expenditure by program graph below highlights that the three major programs, in terms of resources allocated, are Public Land Management (49 per cent), Nature Conservation (22 per cent), and Sustainability (20 per cent).

## SUMMARY STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDING 30 JUNE 2003

	Budget 2002-03 (\$'000)	Actual 2002-03 (\$'000)
Operating expenses	139 144	140 065
Operating revenues	43 386	49 649
<b>Net cost of services</b>	<b>95 758</b>	<b>90 416</b>
Revenues from Government	90 733	83 315
Net revenue (expense) from restructuring	-	(3 593)
Net revenue (expense) from takeup of Administered Items	-	4 681
<b>Deficit on ordinary activities</b>	<b>(5 025)</b>	<b>(6 013)</b>
Increase (Decrease) in asset revaluation reserve	-	15 052
Other	-	(291)
<b>Total changes in equity</b>	<b>(5 025)</b>	<b>8 748</b>

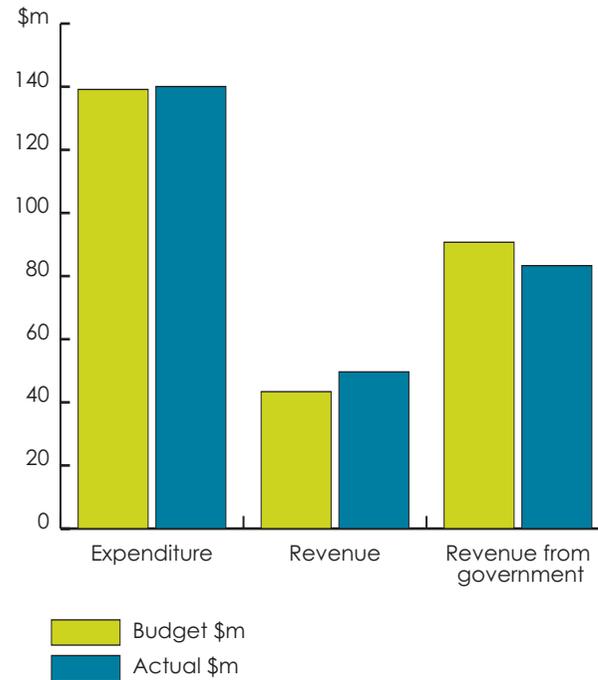
## EXPENDITURE BY PROGRAM



- Public Land Management (47%)
- Nature Conservation (25%)
- Coast and Marine (5%)
- Animal Welfare (1%)
- Heritage Conservation (3%)
- Sustainability (20%)

# finance

## OPERATING REVENUES AND EXPENSES



## Statement of Financial Performance

The department's budgeted operating result provided for an operating loss of \$5.0 million. The actual result was a loss on ordinary activities of \$6.0 million.

### Operating Expenditure

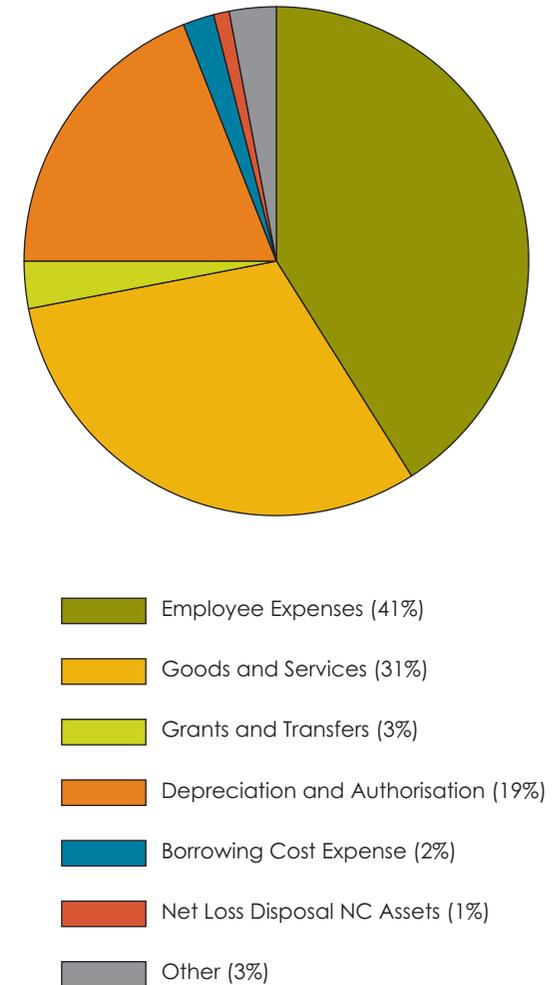
Operating expenses were approximately \$0.9 million higher than expected as a result of:

- An increase in depreciation expense of \$5.0 million
- Unbudgeted expenditure relating to asset write downs and capital work in progress write-offs of \$4.7 million (as a result of the re-categorisation of operating project costs initially captured as capital work in progress for investing projects)
- TVSPs of approximately \$1.2 million that were not budgeted, but were recouped through central agencies (see also revenue variations)
- Additional expenditure relating to new initiatives including the Perpetual Leases Accelerated Freehold Project, Fire Management, and the One Million Trees / Urban Forest program
- Additional expenditure funded from increases in own source revenues (Section 7 statement sales, increased interest, and other fees and charges)
- An increase in expenditure associated with increased contributions from the Commonwealth of \$2.2 million
- Additional expenditure due to the classification of the State Heritage Fund (\$955 000), and Wildlife Conservation Fund (\$539 000) as controlled entities, and
- An increase in expenditure relating to the Government Radio Network of \$500 000.

Offset by:

- A reduction in expenditure of \$19.7 million due to the creation of the EPA as an independent administrative unit
- A decrease in expenditure in relation the National Action Plan for Salinity and Water Quality of \$2.6 million, and
- A reduction in expenditure of approximately \$1.6 million as a result of the transfer of some functions to DWLBC.

## OPERATING EXPENDITURE



# finance

## Operating Revenues

Operating revenue was approximately \$6.3 million higher than budgeted, primarily as a result of:

- Assets acquired free of charge that were not budgeted for amounting to approximately \$5.7 million (including the creation of new parks and the extension of existing parks through the transfer of land from the Crown to the national [arks reserve system)
- Increased Commonwealth grants revenue of \$2.2 million
- Higher than anticipated revenue from Section 7 statement sales, interest, and other fees and charges, and
- Reimbursement for TVSPs of approximately \$1.2 million.

Offset by:

- A reduction in revenue of approximately \$8.9 million due to the creation of the EPA as an independent administrative unit, and
- A decrease in revenue in relation the National Action Plan for Salinity and Water Quality of \$2.6 million.

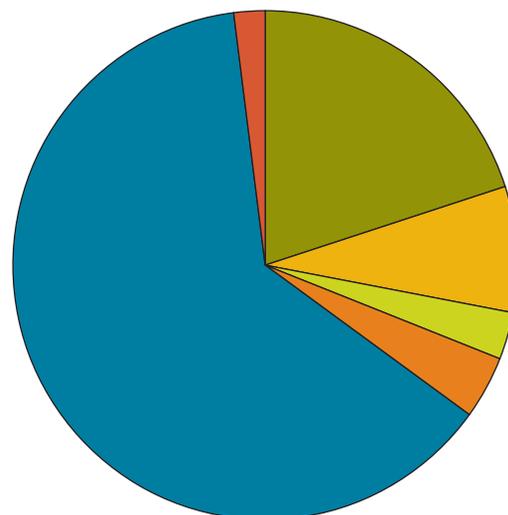
Revenue from Government was approximately \$7.4 million lower than budgeted, primarily as a result of:

- The transfer of approximately \$9.6 million of appropriation as part of the creation of the EPA as an independent administrative unit, and
- The transfer of approximately \$1.4 million of appropriation as a result of the transfer of some functions to DWLBC.

Offset by:

- Additional appropriation for new initiatives including the Perpetual Leases Accelerated Freehold Project (\$2.1 million), Fire Management (\$551 000) and the One Million Trees / Urban Forest program (\$250 000)
- An increase in revenue relating to the Government Radio Network of \$500 000, and
- Additional appropriation of \$250 000 being recognised as a result of the classification of the State Heritage Fund as a controlled entity.

## OPERATING REVENUES



- Fees and Charges (20%)
- Grants and Transfers (8%)
- Interest and Dividends (3%)
- Assets recieved free of charge (4%)
- Revenues from government (63%)
- Other Revenues (2%)

## SUMMARY STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Budget 2002-03 (\$'000)	Actual 2002-03 (\$'000)
Current assets	80 335	72 464
Non-current assets	208 548	218 598
<b>Total assets</b>	<b>288 883</b>	<b>291 062</b>
Current liabilities	18 989	14 784
Non-current liabilities	53 681	50 830
<b>Total liabilities</b>	<b>72 670</b>	<b>65 614</b>
<b>Net assets</b>	<b>216 213</b>	<b>225 448</b>
<b>Equity</b>	<b>216 213</b>	<b>225 448</b>

## Statement of Financial Position

Net Assets and Equity are approximately \$9.2 million higher than expected. The creation of the EPA as an independent administrative unit resulted in transfers of assets and liabilities out of the department during the year, amounting to a net decrease in equity of \$3.8 million. The classification of the General Reserves Trust, State Heritage Fund and Wildlife Conservation Fund as controlled entities has resulted in an increase in equity of \$4.7 million.

In addition, the budget details for 2002-03 were established prior to the finalisation of the Auditor General's Report for the 2001-02 financial year. Consequently, the opening balances of the budgeted Statement of Financial Position do not reflect the 2001-02 audited financial result and cause a number of variances.

## finance

### Assets and Liabilities

*Current Assets* for the portfolio are approximately \$7.9 million lower than budgeted. This partly reflects reductions in asset values relating to opening balance adjustments for 2002-03 amounting to \$13.6 million, as well the transfer of assets to the EPA as a result of restructuring amounting to \$4.7 million.

These reductions are offset by the recognition of General Reserves Trust assets (\$3.7 million), State Heritage Fund assets (\$386 000) and Wildlife Conservation Fund assets (\$575 000).

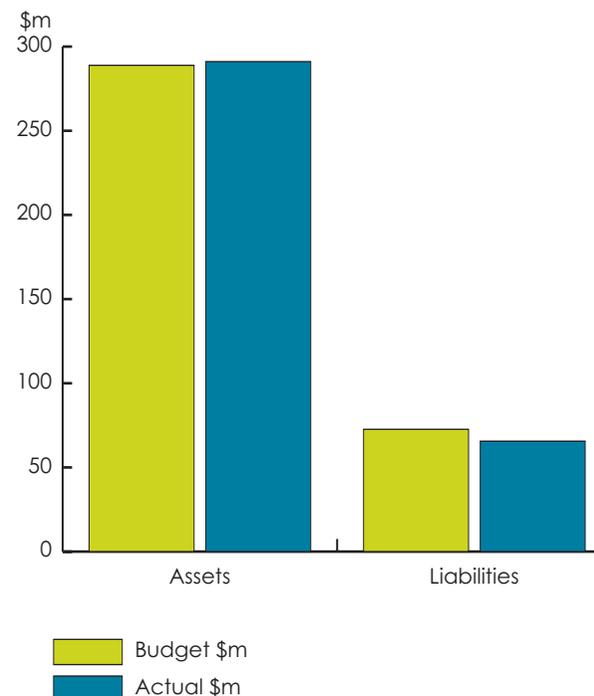
*Non Current Assets* are approximately \$10.1 million higher than budgeted. The main reasons for this variance is:

- The opening balances for 2002-03 were understated in the budget by \$3.9 million when compared to the 2001-02 audited financial statements
  - Assets acquired free of charge that were not budgeted for, amounting to approximately \$5.7 million (including the creation of new parks and the extension of existing parks through the transfer of land from the Crown to the national parks reserve system), and
  - Increase in the asset revaluation reserve of \$15.1 million.
- Offset by:
- An increase in accumulated depreciation of \$5.0 million
  - Unbudgeted asset write downs totalling \$3.6 million
  - Property, plant and equipment valued at \$2.7 million transferred to the EPA as a result of its creation as an independent administrative unit
  - Property, plant and equipment valued at \$1.1 million transferred to DWLBC, and
  - Unbudgeted asset disposals totalling \$893 000.

*Liabilities* are approximately \$7.1 million lower than expected, comprising a \$4.2 million decrease in *Current Liabilities*, and a \$2.9 million decrease in *Non Current Liabilities*. The main reasons for these variances are:

- The opening balances for 2002-03 were overstated in the budget by \$5.2 million when compared to the 2001-02 audited financial statements, and

### ASSETS AND LIABILITIES



- The transfer of liability for payables (\$923 000) and employee entitlements (\$2.8 million) associated with the EPA as a result of agency restructuring.
- Offset by:
- An increase in employee related liabilities of \$775,000 as a result of changes to the Government's policy for recognising provisions for annual leave and long service leave.

### SUMMARY STATEMENT OF CASH FLOW FOR THE YEAR ENDED 30 JUNE 2003

	Budget 2002-03 (\$'000)	Actual 2002-03 (\$'000)
Cash flows from operating activities:		
Payments	116 161	112 446
Receipts	43 386	51 899
Cash flows from Government	90 733	83 315
Net receipts from other Government entities on restructure	-	1 086
Net cash provided by operating activities	17 958	23 854
Cash flows from investing activities:		
Payments	11 124	9 616
Receipts	261	11
Net cash used in investing activities	10 863	9 605
Cash flows from financing activities		
Payments	25	102
Receipts	45	-
Net cash provided by financing activities	20	(102)
Net increase (decrease) in cash held	7 115	14 147
Cash at 1 July 2002	63 537	49 355
Cash at 30 June 2003	70 652	63 502

### Statement of Cash Flows

The operating cash variations are explained, in general, by the same influences that impacted on the Statement of Financial Performance.

# finance

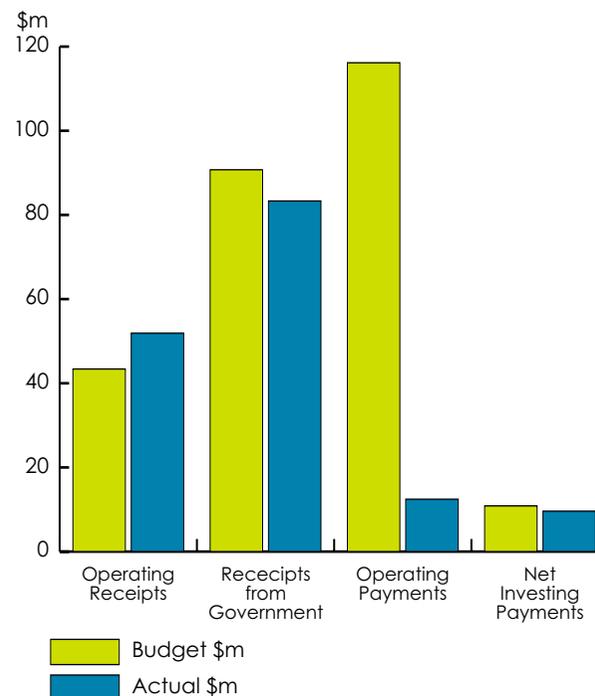


## Cash receipts and payments

The transfer of the cash balances of the EPA (\$3.4 million as at 1 July 2002) and the recognition of the cash balances of the State Heritage Fund, General Reserves Trust and Wildlife Conservation Fund (\$4.5 million as at 1 July 2002), is represented by the line 'Net receipts from other Government entities on restructure'.

Investing payments were lower than budgeted primarily due the creation of the EPA as a separate administrative unit (\$515 000), and the classification of expenditure as operating which had been budgeted as investing.

## CASH RECEIPTS AND PAYMENTS



## ACCOUNT PAYMENT PERFORMANCE

The department has achieved the Government's accounts payable performance standard and placed significant emphasis on monitoring and managing the performance of this function.

DEH's accounts payable performance as a percentage of accounts paid and as a percentage of amounts paid, and the number of days from invoice date to payment, is summarised in the following table.

Accounts Payable performance, measured by the number of accounts paid within 30 days, exceeded the benchmark target of 85 per cent by 4 per cent with an average 89 per cent of invoiced paid with 30 days, throughout the year.

A business efficiency initiative to move payments away from cheques has seen payments made by Electronic Funds Transfer (EFT) increase from 33 per cent of payments to 38 per cent of payments by year-end. This initiative will be continued in 2003-04.

PARTICULARS	NUMBER OF ACCOUNTS PAID	PERCENTAGE OF ACCOUNTS PAID (BY NUMBER)	VALUE IN \$A OF ACCOUNTS PAID (\$'MILLION)	PERCENTAGE OF ACCOUNTS PAID (BY VALUE)
Paid by the due date*	44 783	88.7%	71.250	82.5%
Paid within 30 days or less from due date	4 218	8.5%	10.660	13.4%
Paid more than 30 days from due date	1 398	2.8%	3.300	4.1%

\* Excludes Workers Compensation payments.

# finance independent audit report



**AG** Auditor-General's  
Department

## INDEPENDENT AUDIT REPORT

### TO THE CHIEF EXECUTIVE

#### SCOPE

As required by section 31 of the *Public Finance and Audit Act 1987*, I have audited the financial report of the Department for Environment and Heritage for the financial year ended 30 June 2003. The financial report comprises:

- A Statement of Financial Performance;
- A Statement of Financial Position;
- A Statement of Cash Flows;
- A Schedule of Administered Items;
- A Program Schedule;
- Notes to and forming part of the Financial Statements;
- Certificate by the Acting Chief Executive and the Acting Director, Business Services.

The Chief Executive and the Acting Director, Business Services are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Chief Executive.

The audit has been conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing and Assurance Standards to provide reasonable assurance that the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the Department for Environment and Heritage's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

#### QUALIFICATION

Due to limitations with respect to the reliability and completeness of information maintained on property administered by the Department that have prevented the production of timely and appropriate information, I am unable to form an opinion on the completeness and reliability of values ascribed to the property, plant and equipment component of the Schedule of Administered Items. Recognising this property using similar valuation methodology to that used for other property in this financial report may have material effects, the amounts of which are uncertain, on the property, plant and equipment reported in the Schedule of Administered Items.

#### QUALIFIED AUDIT OPINION

In my opinion, except for the effect on the financial report of the matter referred to in the qualification paragraph, the financial report presents fairly in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987*, applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Department for Environment and Heritage as at 30 June 2003, its financial performance and its cash flows for the year then ended.

29 September 2003

**K I MacPHERSON**  
AUDITOR-GENERAL

## finance

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR  
ENDED 30 JUNE 2003

	Note	2003 \$'000	2002 \$'000
<b>EXPENSES FROM ORDINARY ACTIVITIES:</b>			
Salaries and wages and other employee related expenses		57 990	68 590
Goods and services	4	43 075	52 222
Grants and contributions	5	4 403	16 671
Depreciation and amortisation	6	26 239	25 545
Borrowing cost expense		2 766	2 634
Net loss from disposal of non-current assets	7	881	304
Other expenses	8	4 711	1 169
<b>Total Expenses from Ordinary Activities</b>		140 065	167 135
<b>REVENUES FROM ORDINARY ACTIVITIES:</b>			
Fees and charges	9	26 820	24 346
Grants and contributions	10	10 356	20 444
Interest and dividends		3 712	3 361
Assets received free of charge	11	5 724	7 736
Other revenues	12	3 037	7 772
<b>Total Revenues from Ordinary Activities</b>		49 649	63 659
<b>NET COST OF SERVICES</b>	27	90 416	103 476
<b>REVENUES FROM GOVERNMENT:</b>			
Recurrent appropriations		71 047	89 489
Accrual appropriations		12 140	4 098
Contingency provision grants		128	1 096
<b>Total Revenues from Government</b>	13	83 315	94 683
<b>NET REVENUE (EXPENSE) FROM RESTRUCTURING</b>	14(a)	(3 593)	(61 202)
<b>NET REVENUE (EXPENSE) FROM TAKEUP OF ADMINISTERED ITEMS</b>	14(b)	4 681	-
<b>SURPLUS (DEFICIT) ON ORDINARY ACTIVITIES</b>		(6 013)	(69 995)
Initial adoption of AASB 1028 'Employee Benefits'	2(s)	(291)	-
Increase in Asset Revaluation Reserve	20, 26	15 052	-
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH THE STATE GOVERNMENT AS OWNER</b>	26	8 748	(69 995)

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003 \$'000	2002 \$'000
<b>CURRENT ASSETS:</b>			
Cash Assets	15	63 502	49 355
Receivables	16	6 925	8 304
Inventory	17	1 585	1 530
Other	19	452	781
<b>Total Current Assets</b>		72 464	59 970
<b>NON-CURRENT ASSETS:</b>			
Receivables	16	82	541
Inventory	17	2 762	3 837
<b>Other Financial Assets</b>	18	8	11
Property, plant and equipment	20	215 720	218 836
Other	19	26	30
<b>Total Non-Current Assets</b>		218 598	223 255
<b>Total Assets</b>		291 062	283 225
<b>CURRENT LIABILITIES:</b>			
Payables	21	10 369	10 098
Employee benefits	22	4 267	7 509
Finance leases	23	19	104
Provision for workers compensation	25	129	245
<b>Total Current Liabilities</b>		14 784	17 956
<b>NON-CURRENT LIABILITIES:</b>			
Payables	21	1 996	1 719
Employee benefits	22	10 403	7 955
Finance leases	23	17	34
Loans	24	38 054	38 054
Provision for workers compensation	25	360	807
<b>Total Non-Current Liabilities</b>		50 830	48 569
<b>Total Liabilities</b>		65 614	66 525
<b>NET ASSETS</b>		225 448	216 700
<b>EQUITY:</b>			
Accumulated surplus		195 858	202 162
Reserves		29 590	14 538
<b>TOTAL EQUITY</b>	26	225 448	216 700
Restrictions on contributions	32		
Contingent Obligations and Contingent Assets	33		

## finance

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE

	2003	2002
	Inflows	Inflows
	(Outflows)	(Outflows)
Note	\$'000	\$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
PAYMENTS:		
Employee benefits and other employee related expenses	(56 293)	(69 132)
Goods and services	(41 927)	(53 636)
Grants and contributions	(4 403)	(16 671)
Interest	(2 774)	(2 680)
GST payments on purchases	2(p) (7 027)	(8 379)
Other Expenses	(22)	-
RECEIPTS:		
Fees and charges	29 082	20 964
Interest income	3 668	4 837
Grants and contributions	10 357	20 444
GST receipts on sales	2(p) 2 836	2 531
GST receipts from taxation authority	2(p) 4 191	5 939
Other revenues	1 765	7 839
CASH FLOWS FROM GOVERNMENT:		
Recurrent appropriations	71 047	89 489
Accrual appropriations	12 140	4 098
Contingency provision grants	128	1 096
Transfer payments to other Government entities on restructure	(3 384)	(14 168)
Transfer receipts from other Government entities on restructure	4 470	2 411
<b>Net Cash provided by (used in) Operating Activities</b>	27 23 854	(5 018)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
RECEIPTS:		
Disposal of non-current assets	7 11	241
PAYMENTS:		
Purchase of non-current assets	(9 616)	(19 209)
<b>Net Cash (used in) Investing Activities</b>	(9 605)	(18 968)
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
PAYMENTS:		
Principal repayments under finance leases and repayments of borrowings	(102)	(179)
<b>Net Cash (used in) Financing Activities</b>	(102)	(179)
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	14 147	(24 165)
<b>CASH AT 1 JULY</b>	49 355	73 520
<b>CASH AT 30 JUNE</b>	15 63 502	49 355

## ADMINISTERED ASSETS AND LIABILITIES

	2003	2002
	Total	Total
	\$'000	\$'000
<b>Assets:</b>		
Cash Assets	29 699	16 557
Current receivables	801	1 443
Inventory	134	116
Non-current receivables	568	720
Capital works in progress	50	-
Property, plant and equipment	76 354	110 692
<b>Total</b>	107 606	129 528
<b>Liabilities:</b>		
Payables	9 809	1 394
Other current liabilities	9 208	4 892
Non Current liabilities	266	-
<b>Total</b>	19 283	6 286

## finance

## SCHEDULE OF ADMINISTERED ITEMS FOR THE YEAR ENDED 30 JUNE 2003

PROGRAMS (See Note 3)	1	2	3	5	Not Attributable	Total 2003	Total 2002
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>							
Salaries and wages and other employee related expenses	104	35	-	-	213	352	829
Goods and services	3 680	178	234	26	4	4 122	2 095
Grants and contributions	66	570	463	19	8 552	9 670	21 298
Depreciation and amortisation	1 270	-	-	-	-	1 270	1 343
Borrowing cost expense	-	-	-	-	-	-	59
Net loss from disposal of non-current assets	-	44	-	-	-	44	7
Other expenses	-	-	-	-	4	4	673
Net Revaluation decrement	45 940	-	-	-	-	45 940	-
<b>Total Expenses from Ordinary Activities</b>	<b>51 060</b>	<b>827</b>	<b>697</b>	<b>45</b>	<b>8 773</b>	<b>61 402</b>	<b>26 304</b>
<b>REVENUES FROM ORDINARY ACTIVITIES</b>							
Fees and charges	(455)	(609)	(10)	(20)	(5 509)	(6 603)	(14 550)
Grants and contributions	(169)	(86)	(93)	-	-	(348)	(1 461)
Interest and dividends	(3)	(106)	-	(13)	-	(122)	(545)
Assets received free of charge	-	-	-	-	-	-	(61)
Sale of land	(11 120)	-	-	-	-	(11 120)	-
Other revenues	(71)	(38)	-	-	-	(109)	(2 000)
<b>Total Revenues from Ordinary Activities</b>	<b>(11 818)</b>	<b>(839)</b>	<b>(103)</b>	<b>(33)</b>	<b>(5 509)</b>	<b>(18 302)</b>	<b>(18 617)</b>
<b>NET COST OF SERVICES</b>	<b>39 242</b>	<b>(12)</b>	<b>594</b>	<b>12</b>	<b>3 264</b>	<b>4 100</b>	<b>7 687</b>
<b>REVENUES FROM GOVERNMENT</b>							
Revenues from Government	-	-	(750)	-	(3 053)	(3 803)	(5 540)
<b>FUNDAMENTAL ERROR</b>							
<b>NET EXPENSE FROM RESTRUCTURING</b>	<b>3 787</b>	<b>1 755</b>	<b>-</b>	<b>322</b>	<b>-</b>	<b>5 864</b>	<b>-</b>
<b>DEFICIT (SURPLUS) ON ORDINARY ACTIVITIES</b>	<b>43 029</b>	<b>1 743</b>	<b>(156)</b>	<b>334</b>	<b>211</b>	<b>45 161</b>	<b>2 147</b>

## finance

## PROGRAM SCHEDULE OF EXPENSES &amp; REVENUES FOR THE YEAR ENDED 30 JUNE 2003

PROGRAMS (See Note 3(a))	1	2	3	4	5	6	Not Attributable	Total 2003
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>								
Salaries and wages and other employee related expenses	25 856	14 275	2 934	150	1 560	13 215	-	57 990
Goods and services	18 122	10 606	2 607	82	1 262	10 396	-	43 075
Grants and contributions	1 383	1 654	176	502	379	309	-	4 403
Depreciation and amortisation	19 706	2 599	361	-	186	3 387	-	26 239
Borrowing cost expense	1 415	705	174	22	92	358	-	2 766
Net loss from disposal of non-current assets	182	630	6	-	3	60	-	881
Other expenses	4 066	278	86	3	26	252	-	4 711
<b>Total Expenses from Ordinary Activities</b>	<b>70 730</b>	<b>30 747</b>	<b>6 344</b>	<b>759</b>	<b>3 508</b>	<b>27 977</b>	<b>-</b>	<b>140 065</b>
<b>REVENUES FROM ORDINARY ACTIVITIES</b>								
Fees and charges	11 244	649	-	2	251	14 674	-	26 820
Grants and contributions	4 107	5 445	368	-	95	341	-	10 356
Interest and dividends	1 992	909	219	28	129	435	-	3 712
Assets received free of charge	5 724	-	-	-	-	-	-	5 724
Other revenues	1 369	527	13	-	8	1 120	-	3 037
<b>Total Revenues from Ordinary Activities</b>	<b>24 436</b>	<b>7 530</b>	<b>600</b>	<b>30</b>	<b>483</b>	<b>16 570</b>	<b>-</b>	<b>49 649</b>
<b>NET COST OF SERVICES</b>	<b>46 294</b>	<b>23 217</b>	<b>5 744</b>	<b>729</b>	<b>3 025</b>	<b>11 407</b>	<b>-</b>	<b>90 416</b>
<b>REVENUES FROM GOVERNMENT</b>	<b>42 582</b>	<b>21 302</b>	<b>5 270</b>	<b>670</b>	<b>3 026</b>	<b>10 465</b>	<b>-</b>	<b>83 315</b>
<b>NET EXPENSE (REVENUE) FROM RESTRUCTURING</b>	<b>(4 358)</b>	<b>(257)</b>	<b>-</b>	<b>-</b>	<b>(323)</b>	<b>-</b>	<b>3 850</b>	<b>(1 088)</b>
<b>DEFICIT (SURPLUS) ON ORDINARY ACTIVITIES</b>	<b>(646)</b>	<b>1 658</b>	<b>474</b>	<b>59</b>	<b>(324)</b>	<b>942</b>	<b>3 850</b>	<b>6 013</b>

# finance

## notes to and forming part of the financial statement

### 1. STRATEGIC CONTEXT AND FINANCIAL ARRANGEMENTS

#### Strategic Context

The Department for Environment and Heritage is the Government's principal environment agency with key roles to:

- Provide policy advice and leadership on the environmental sustainability of human activities and on the conservation, use and enjoyment of natural and cultural heritage, and of the public land estate.
- Manage and conserve our public land, special places and wildlife, on behalf of Government, for the use, benefit and enjoyment of all South Australians.

The Department for Environment and Heritage has a key advocacy and engagement role across Government and with business and communities throughout South Australia to achieve:

- Wise resource allocation and use
- Clean and healthy environments
- Conserved and functioning ecosystems
- Conserved and celebrated heritage
- Improved condition of our air, land, water and biodiversity, and
- A society actively engaged in the environment.

#### Financial Arrangements

The department's sources of funds consist of monies appropriated by Parliament together with income derived from fees and charges for services to the public and industry. These include:

- Fees, levies and licenses
- Admissions and guided tour charges
- Rents for Crown land, and
- Sales of spatial information.

The financial activities of the department are primarily conducted through Deposit Accounts with the Department of Treasury and Finance pursuant to Section 8 of the *Public Finance and Audit Act 1987*. The Deposit Accounts are used for funds provided by Parliamentary appropriation together with revenues from services provided. All contracts and balances of the department are denominated solely in Australian dollars, therefore there are no foreign currency assets or liabilities.

#### Administered Activities

The department is responsible for the administration of certain activities described below on behalf of the Department of Treasury and Finance, other SA Government Agencies, the Crown, industry, interstate governments and the Minister for Environment and Conservation. The transactions relating to these activities are not recorded in the department's Statement of Financial Performance or Statement of Financial Position, as the department does not have any control over these activities and merely acts as an agent. Administered revenues, expenses, assets and liabilities are detailed in the Schedule of Administered Items. The administered items are:

- War Service Land Settlement Scheme
- Crown Land Sales Freeholding Account
- Surplus Land and Property Sales
- Bookmark Biosphere Trust (Dissolved 1 May 2003)
- Martindale Hall Conservation Trust
- Board of the Botanic Gardens and State Herbarium
- Coast Protection Fund
- Murray Mallee Partnership
- Land Services Group
- Racing Industry Development Authority (RIDA) decommissioning costs
- Ministerial other payments:
  - War concessions
  - Royal Zoological Society of South Australia Inc
- Special Acts allocation:
  - Salary and allowances – Minister.

#### Full time equivalents

The department was operating with 933 full time equivalent employees as at 30 June 2003 (1098 as at 30 June 2002).

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (a) Changes to Agency Structure

The Environment Protection Agency was a Division within the department for the year ended 30 June 2002. As of 1 July 2002 its functions were reassigned to the new independent administrative unit named Environment Protection Authority. The administered funds Environment Protection Fund and Adelaide Coastal Waters Study were also transferred to the Environment Protection Authority at 1 July 2002.

During the year the General Reserves Trust, State Heritage Fund and Wildlife Conservation Fund met the accounting criteria of a controlled entity, refer Note 14(b). As such, from 1 July 2002 these Trusts have been accounted for in the department. This change in recognition has resulted in significant increases in the fees and charges revenue disclosed in Note 9, matched by a significant reduction in the amount of grants and contributions revenue as disclosed in Note 10.

#### (b) Basis of Accounting

This financial report is a general purpose financial report which has been prepared in accordance with the Statements of Accounting Concepts, Accounting Standards, Urgent Issues Group Consensus Views (UIGs), *Public Finance and Audit Act 1987*, Treasurer's Instructions and Accounting Policy Statements issued by the Department of Treasury and Finance.

The financial statements, including administered items, have been prepared on the accrual basis of accounting. Accordingly, revenues are recognised when they are earned or when the department has control over them, rather than when they are received and expenses are recognised when they are incurred, rather than when they are paid. Some revenues are recognised when cash is received because only at this time can the department be certain about the amounts to be collected. These revenues include items such as licence and accreditation fees, fines and penalties.

The financial statements have been prepared in accordance with the historical cost convention, with the exception of certain types of physical non-current assets, which are valued at written down current cost, in accordance with Department of Treasury and Finance guidance. Cost is based on the fair values of the consideration given in exchange for assets.

The financial statements detail the revenues, expenses and financial position of the department as a single entity and accordingly all intra departmental transactions and balances have been eliminated.

#### (c) Property, Plant and Equipment

All items of property, plant and equipment controlled by the department have been brought to account at fair value, with assets other than land, being reduced to

## finances

reflect the portion of economic benefits that had been consumed since the asset was acquired, ie. 'depreciated fair value'.

Fair value has been determined, whereby assets are valued at the replacement cost of procuring assets with similar functions and which provide comparable future service potential. Accordingly, all assets acquired since 1 July 1996 are accounted for at cost of acquisition unless revalued in accordance with the department's revaluation policy. Assets received free of charge are brought to account at their net fair value.

All classes of physical non-current assets with fair values at the time of acquisition equal to or greater than \$1 million and estimated useful lives equal to or greater than three years were to be revalued at intervals not exceeding three years as per previous Treasurer's Instructions. However, the department has approval from the Treasurer to use the transitional provisions of Australian Accounting Standard AAS29 'Financial Reporting by Government departments' allowing the first revaluation to be an interval not exceeding five years, but prior to 30 June 2004, and then revaluations at every three years thereafter.

Under the transitional provisions of Australian Accounting Standard AASB 1041 'Revaluation of Non Current Assets' the department has used 'depreciated fair value' methodology for revaluations undertaken prior to 30 June 2003.

During the financial year ended 30 June 2003, the department revalued certain land, buildings and infrastructure. The data dictionary values used by the ARAMIS (Asset Register and Management Information System) to value buildings, infrastructure, road, tracks, trails and certain vehicles within National Parks statewide were also revalued. This work was carried out by Valcorp during February 2003. The revaluations resulted in an addition to the revaluation reserve of \$15 million in the 2002-03 financial statements.

Heritage assets are recognised in the Statement of Financial Position as part of the aggregate value of major classes of assets (building / improvements or other). Heritage assets and works of art that are unique are not depreciated due to their long useful lives. Heritage assets that provide a functional service are recorded at depreciated fair value.

Minor items of plant and equipment with an individual value of less than \$2000 are expensed in the Statement of Financial Performance at the time they are acquired.

- (i) Land  
Land comprising National Parks, Conservation Parks, Recreation Parks, Wilderness Protection Areas and Reserves, generally have restrictions on use imposed by statute or regulation. Independent valuers, using the fair value approach, and having regard to restrictions on use, have determined the carrying amount of this type of land.  
The department is custodian of unallotted Crown land, by virtue of its responsibilities under the Crown Lands Act. This land is considered to be an administered asset. As the department has been unable to formulate a suitable methodology for determining a reliable measure of value of the asset, unallotted Crown land is not included in the Schedule of Administered Items.  
The Schedule of Administered Items includes the Crown's interest in land leased to third parties under miscellaneous leases, perpetual leases and annual licences.
- (ii) Buildings, improvements and infrastructure  
Independent valuers have valued selected items in this category. Other items have been measured at cost, or at estimated replacement cost using a methodology developed by independent valuers.
- (iii) Intellectual property, databases and information systems  
Selected items have been measured at cost, or at estimated replacement cost using methodology developed by independent valuers. The department controls a large number of databases, registers, information systems and other intellectual property. All databases were developed in-house and are used to store and manage intellectual property owned by the department. While the development and maintenance of these databases involve on-going costs to the department, neither the systems nor the data have been recognised in the financial statements as assets, as it has not been possible to reliably measure the value of those assets.  
The purchase costs of information systems used by the department have been recognised as assets. However, the implementation and development costs related to the systems have not been capitalised as assets. These costs therefore have been expensed when incurred, as it has not been possible to reliably

- identify and match the expenditure to economic benefits attributable to future reporting periods.
- (iv) Capital work in progress  
Capital work in progress consists of actual expenditure carried forward, where it is possible to reliably measure the cost of the asset / work, and it is probable that future economic benefits will flow to the department from use or conversion of the asset / work.

### (d) Depreciation

All items of property, plant and equipment, with the exception of land, unique heritage assets and works of art have a limited useful life and are systematically depreciated in a manner that reflects the consumption of service potential. The depreciation rates are reviewed annually. No depreciation is applied to capital work in progress, as this asset category consists of unfinished projects, which have not been commissioned into service. Assets are subject to straight-line depreciation over the following periods:

Assets	Years
Buildings/improvements	10-80
Infrastructure	2-50
Roads, tracks & trails	4-50
Moveable vehicles	5-20
Computing equipment	3
Application software	5
Furniture and fittings	5-20
Plant and equipment	3-30
Other	3-25

### (e) Repairs and Maintenance

Repairs and maintenance costs are expensed as incurred.

### (f) Income Recognition

All revenue recorded in the Statement of Financial Performance, including appropriations, grants, donations and other contributions are recognised as revenues when the department obtains control over the assets comprising the contributions. Control over appropriations and granted assets is normally obtained upon their receipt.

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Licences, leases and accreditation fees, where the period exceeds one reporting period, are recorded as revenue in the period in which they are received.

The department is not economically dependent on one individual for its revenue, however, the amount of revenue earned from transactions with our customer base can be influenced by the South Australian economy.

### (g) Cash Assets

Cash assets consist of cash on hand, at call accounts with Australian commercial banks and monies held by the Department of Treasury and Finance in Special Deposit Accounts. Interest is received on credit balances in accordance with standard commercial terms for deposits not held by the Treasurer. Deposit Account balances are at call amounts, which earn interest at a rate determined by the Treasurer. Interest is received quarterly in arrears. The average effective interest rate for the reporting period was 6.45 per cent (6.16% during 2001-02).

### (h) Receivables

Receivables in respect of fees and charges are generally settled within 60 days and are recorded at their recoverable amount. At the end of each reporting period these receivable balances are reviewed and a provision is raised in respect of any balance where recoverability is considered doubtful. Bad debts are written off in the period in which they are identified. Credit risk therefore is confined to the amount set aside as the provision for doubtful debts. The resulting carrying amount of receivables is considered to approximate their net fair values.

The department does not have any significant exposure to any individual customer, thus its credit risks are due to its customer base being influenced by the South Australian economy.

### (i) Creditors / Payables

Trade creditors are unsecured debts, recognised in the financial statements when contracted goods or services have been received by the department. These debts generally are settled within 30 days of invoice. Retention monies held on capital works projects are carried at their nominal face value. On-costs associated with employee benefits have been recognised as accrued payables for

the period ending 30 June 2003 in accordance with Accounting Policy Statement APS 9 'Employee Benefits', paragraph 30. The resulting amount of creditors / payables is considered to approximate their net fair values.

### (j) Employee Benefits Provisions

A provision is raised at the end of the reporting period to reflect employee benefits to annual leave, long service leave and accrued salaries and wages.

#### (i) Annual Leave

The annual leave entitlement is calculated by multiplying each employee's entitlement by the remuneration rate expected when the leave is taken. The estimated rate of salary inflation is 4 per cent (refer to Note 2(s)). Where leave loadings are paid, these are included in the calculation.

#### (ii) Long Service Leave

In calculating long service leave benefits the department uses a benchmark of 7 years (8 years 2001-02), based on an actuarial assessment undertaken by the Department of Treasury and Finance of a significant sample of employees throughout the South Australian public sector. The long service leave entitlement estimated to be paid within 12 months of balance date, is calculated by multiplying employee benefits by the remuneration rate expected when the leave is taken. The estimated rate of salary inflation is 4 per cent (refer to Note 2(s)). This calculation is consistent with the department's experience of employee retention and leave taking.

#### (iii) Sick Leave

The department's employees' entitlement to sick leave is non-vesting. Sick leave is only recognised as a liability at reporting date to the extent it is probable that sick leave expected to be taken in future periods will be greater than benefits which are expected to accrue in those future periods. No sick leave liability has been recorded, as it is probable the sick leave during future periods will be less than the sick leave benefits accrued.

### (k) Interest-bearing liabilities

Interest-bearing liabilities consist of loans advanced by the Department of Treasury and Finance. The loans, which are

unsecured, generally incur interest at a rate determined by the Treasurer. Interest is paid quarterly in arrears. The average effective interest rate for the reporting period was 6.50 per cent (6.21% during 2001-02).

### (l) Leases

The department has entered into lease agreements for property, plant and equipment.

Where the lessors effectively retain all of the risks and benefits incidental to ownership of the items the arrangements are considered to be operating leases. For these cases equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property. Details of operating leases are disclosed in Note 31.

The department's rights and obligations under finance leases, which are leases that effectively transfer to the department substantially all of the risks and benefits incidental to ownership of the leased items, are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as plant and equipment under lease, and are amortised to the Statement of Financial Performance over the period during which the department is expected to benefit from the use of the leased assets. Minimum lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease. Details of finance leases are disclosed in Note 23.

### (m) Superannuation

The department made contributions of \$5.1 million to Employer Contribution Accounts administered by the South Australian Superannuation Board, in respect of future superannuation liabilities.

### (n) Inventories

Inventories are valued in the accounts at the lower of cost and net realisable value.

### (o) Lease Incentive

The department has entered into an operating accommodation lease where it received an incentive, in the form of structural improvements and the provision of

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certain items of furniture and fittings. A liability has been raised to reflect the deferred benefits received under the lease incentive arrangement and this liability is systematically reduced by the allocation of lease rental payments between rental expense and reduction of the lease incentive liability.

### (p) Goods and Services Tax (GST)

The department is registered for GST, as such it charges GST on its products and claims input tax credits on its purchases where required by legislation. The net amount of GST recoverable from the Australian Taxation Office has been recognised as part of current receivables in the Statement of Financial Position. In accordance with Urgent Issues Group Abstract 31 'Accounting for Goods and Services Tax (GST)', receivables and payables have been recognised inclusive of GST. The only exception to grossing up for GST is for accrued expenses where a valid tax invoice is not on hand at the time of accruing the revenue or expense and the amount of the transaction has been estimated.

The department prepares a Business Activity Statement on behalf of its administered entities and for clients provided with business services under the grouping provisions of the GST legislation. Under these provisions, the department is liable for the payments and entitled to the receipt of GST. As such, the GST applicable to these entities forms part of the receivables and payables recorded in the Statement of Financial Position and the GST cashflows recorded on the Statement of Cash Flows of the department.

### (q) Cash Flows

For the purpose of the Statement of Cash Flows, cash includes cash on hand (including petty cash and cashier floats), deposits held at call with banks and Special Deposit Accounts with the Department of Treasury and Finance.

### (r) Comparative Figures

The Statement of Financial Performance for the 2001-02 financial year includes the full year's operating results for the Environment Protection Agency (EPA). Accordingly, the Statement of Financial Position as at 30 June 2002 includes items relating to EPA. As of 1 July 2002 its functions were reassigned to the Environment Protection Authority

and as a consequence its results are not included in the Statement of Financial Performance or Statement of Financial Position for 2002-03.

The comparative figures in the Schedule of Administered Items have been amended to reflect the final audited position of administered entities for the year ended 30 June 2002. As a result, there are differences when comparing the comparative figures to the Schedule of Administered Items as published in the Report of the Auditor-General for the year ending 30 June 2002.

### (s) Changes in Accounting Policies

In accordance with Accounting Standard AASB 1028 'Employee Benefits', on 1 July 2002 the department changed its policy for recognising provisions for annual leave and current long service leave. Under the new policy the amount of the provision is calculated using the remuneration rate expected to apply at the time of settlement, rather than the remuneration rate that applies at reporting date.

In calculating long service leave benefits, on 1 July 2002 the department changed its benchmark from 8 years to 7 years.

In accordance with Accounting Standard AASB 1041 'Revaluation of Non-Current Assets', the department must use the fair value method of asset valuation for revaluations which occur after 1 July 2002.

In accordance with Accounting Standard AASB 1044 'Provisions, Contingent Liabilities and Contingent Assets', commitments where material are disclosed in the notes.

### (t) Rounding

All amounts are rounded to the nearest thousand dollars.

## 3. PROGRAMS OF THE DEPARTMENT

The department is funded by both appropriation and receipts for the provision of the following programs as set out below:

1. Public Land Management  
The conservation, maintenance and stewardship of the State's public lands
2. Nature Conservation  
The management, science and education contributing to conserving the State's biodiversity

3. Coast & Marine Conservation  
The conservation, management and protection of the State's coast and marine environments
  4. Animal Welfare  
The promotion and regulation of the humane treatment of animals
  5. Heritage Conservation  
The understanding, conservation and protection of the State's rich heritage
  6. Sustainability  
The promotion of sustainable and eco-efficient human endeavour with minimal impact on essential life systems
  7. Not Attributed
    - (a) Controlled items not attributed to the above programs:
      - Restructure of the Environment Protection Agency (Restructure Expenditure \$3 850 000, Revenues nil)
    - (b) Administered items attributed to the above programs:
 

Program Class	
• War Service Land Settlement Scheme (Expenditure nil, Revenue \$499 000)	1
• Crown Land Sales Freeholding Account (Expenditure \$3 766 000, Revenues \$11 015 000)	1
• Surplus Land and Property Sales (Expenditure \$3 000, Revenues nil)	1
• Bookmark Biosphere Trust (Expenditure \$73 000, Revenues \$42 000)	1, 2
• Martindale Hall Conservation Trust (Expenditure \$44 000, Revenues \$33 000)	5
• Board of the Botanic Gardens and State Herbarium (Expenditure \$48 050 000, Revenues \$1 107 000)	1, 2
• Coast Protection Fund (Expenditure \$693 000, Revenues \$853 000)	3
• Murray Mallee Partnership (Expenditure \$6 000, Revenues nil)	1
- Administered items not attributed to the above programs include:
- Land Services Group (Expenditure \$5 506 000, Revenues \$5 509 000)
  - Minister other payments (Expenditure \$217 000, Revenues \$3 000), and
  - Special Acts allocation (Expenditure \$3 050 000, Revenues \$3 050 000).

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	2003	2002
	\$'000	\$'000
<b>4. GOODS AND SERVICES</b>		
<b>Goods and service expenses for the reporting period comprised:</b>		
Accommodation and service expenses	7 322	8 984
Section 7 remittances	3 061	3 050
Materials and consumables	2 225	3 283
Vehicle and aircraft operating expenses	3 911	4 000
Travel and accommodation	949	1 310
Contractor expenses	10 420	13 219
Consultancies	389	731
Computing expenses	6 248	5 679
Minor plant and equipment purchases	715	710
Auditor's remuneration – Auditing services	196	222
Equipment repairs and maintenance	204	284
Printing and publishing	838	1 298
Cost of goods sold	1 431	1 203
Cost of property sales	410	458
Bank fees	112	85
Postage, courier and freight	442	511
Advertising	464	595
Scholarships, awards and prizes	36	97
Scientific and technical services	207	1 008
Telephone expenses	1 750	2 579
Other	1 745	2 916
	<b>43 075</b>	<b>52 222</b>

**5. GRANTS AND CONTRIBUTIONS****Grants and contributions for the reporting period comprised:**

Contributions to:		
Adelaide Coastal Waters Study	-	340
Board of the Botanic Gardens and State Herbarium	193	337
Department of Water, Land and Biodiversity Conservation	100	-
Department of Transport and Urban Planning	4	605

**5. GRANTS AND CONTRIBUTIONS CONTINUED**

	2003	2002
	\$'000	\$'000
Department of Primary Industries and Resources SA	268	517
Department for Administrative and Information Services	4	547
Environment Protection Authority	152	-
State Heritage Fund	-	406
Conservation Council of SA	292	-
Coast Care grants	71	608
Animal Welfare grants – RSPCA	500	500
Natural Heritage Trust grants	497	790
Resource Conservation grants	-	172
KESAB	-	375
Recreation and Sport financial assistance grants	-	9 074
Urban Forest grants	138	166
On Ground Works Mallee grants	280	52
Friends of Parks grants	64	117
State Heritage Fund Grants	562	-
Wildlife Conservation Fund Grants	187	-
Conservation Council grants	106	172
Miscellaneous grants and contributions	985	1 893
	<b>4 403</b>	<b>16 671</b>

**6. DEPRECIATION AND AMORTISATION****Depreciation and amortisation expenses for the reporting period were charged in respect of:**

Buildings/improvements	2 269	1 531
Infrastructure	5 444	5 580
Roads, tracks and trails	8 753	8 367
Moveable vehicles	540	538
Computing equipment	4 311	4 203
Application software	2 797	3 134
Furniture and fittings	353	211
Plant and equipment	496	897
Amortisation of plant and equipment under finance lease	211	226
Other	1 065	858
	<b>26 239</b>	<b>25 545</b>

**7. NET LOSS FROM DISPOSAL OF NON-CURRENT ASSETS**

	2003	2002
	\$'000	\$'000
Proceeds from disposal of non-current assets	11	241
Less: Written down value of non-current assets	892	545
<b>Net Loss</b>	<b>881</b>	<b>304</b>

**8. OTHER EXPENSES**

Bad and doubtful debts	18	29
Capital work in progress write-off	1 131	1 140
Asset write downs	3 558	-
Other	4	-
	<b>4 711</b>	<b>1 169</b>

**9. FEES AND CHARGES**

Fees and charges for the reporting period comprised:		
Rent and other related income	3 202	2 297
Fees, levies and licences	1 716	8 772
Admissions and guided tour charges	2(a) 4 015	87
Section 7 enquiries	9 846	7 979
Property inquiry fees	2 243	2 234
Sale of products and other services	2(a) 5 798	2 977
	<b>26 820</b>	<b>24 346</b>

**10. GRANTS AND CONTRIBUTIONS**

Grants and contributions for the reporting period comprised:		
Commonwealth contributions	3 177	7 110
State Government grants	216	2 823
Contribution from General Reserves Trust	2(a) -	6 942
Contribution from Board of Botanic Gardens and State Herbarium	570	382
Contribution from Environment Protection Fund	450	532
Contribution from Coast Protection Fund	-	210
Contribution from Department of Water, Land & Biodiversity Conservation	978	80
Contribution from Department of Transport and Urban Planning	1 631	472

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	2003 \$'000	2002 \$'000
<b>10. GRANTS AND CONTRIBUTIONS CONTINUED</b>		
Contribution from Office for Recreation and Sport	184	385
Contribution from South Australian Housing Trust	-	58
Contribution from Native Vegetation Fund	295	-
Grant from Northern Adelaide and Barossa Catchment Board	-	60
Emergency Services Levy	2 008	-
South Australian Tourism Commission	191	-
Sundry grants and contributions received	656	1 390
	<b>10 356</b>	<b>20 444</b>
<b>11. ASSETS RECEIVED FREE OF CHARGE</b>		
Assets received free of charge*	5 724	7 736
	<b>5 724</b>	<b>7 736</b>
* These assets represent the creation of new parks, the extension of existing parks and the first time recognition of assets.		
<b>12. OTHER REVENUES</b>		
Other revenues for the reporting period comprised:		
Salary and wage expenses recouped	1 805	4 436
Gaming revenue	-	1 141
Insurance recovery	352	653
Service charges received from DAIS for Finance and IT Services	488	481
Other revenue	392	1 061
	<b>3 037</b>	<b>7 772</b>
<b>13. REVENUES FROM GOVERNMENT</b>		
Reconciliation of Government Revenues	\$'000	\$'000
Total appropriations	83 190	93 853
Contingency provision grants	128	1 096
Consolidated Account reimbursement for grants that have been paid on behalf of the Minister*	(3)	(266)
<b>Total Government Revenues</b>	<b>83 315</b>	<b>94 683</b>

	2003 \$'000	2002 \$'000
<b>13. REVENUES FROM GOVERNMENT CONTINUED</b>		
The department does not control how these funds are to be spent and acts only as an agent in an administrative capacity on behalf of the Minister for Environment and Conservation. The net draw on the Consolidated Account not recognised in the Statement of Financial Performance comprised:		
Ministerial other payments	(3)	(4)
Special Acts – recurrent expenditure (not yet drawn)	(212)	(262)
	<b>(215)</b>	<b>(266)</b>
<b>14. NET REVENUES (EXPENSES) FROM RESTRUCTURING OF ADMINISTRATIVE ARRANGEMENTS AND TAKE UP OF ADMINISTERED ITEMS</b>		
<b>14(a).</b>	<b>Notes</b>	
The net revenues / (expenses) relating to the restructuring of administrative arrangements are the following:		
Office for Recreation and Sport to the Department for Administrative & Information Services	(1)	- (63 350)
Office for Volunteers to Emergency Services Administrative Unit	(2)	- 235
The Geographic Analysis Research Unit (GAR) from the Department of Transport and Urban Planning	(3)	- (187)
Environment Protection Authority to new Administrative Unit	(4)	(3 849) -
Water-related functions to the Department for Water Resources	(5)	- 2 100
Biodiversity conservation-functions to the Department of Water Land & Biodiversity Conservation	(6)	256 -
		<b>(3 593) (61 202)</b>

**14. NET REVENUES (EXPENSES) FROM RESTRUCTURING OF ADMINISTRATIVE ARRANGEMENTS AND TAKE UP OF ADMINISTERED ITEMS CONTINUED**

- During the 2001-02 financial year the department relinquished responsibility for the Office for Recreation and Sport to the Department for Administrative and Information Services, effective from 4 December 2001. Amounts transferred comprised of Cash \$14 120 000, Receivables \$2 402 000, inventory \$5 000, Property, Plant and Equipment \$51 070 000, Other Assets \$15 000, Payables \$2 620 000, Employee Benefits \$1 133 000, Provisions \$1 000 and Borrowings \$508 000.
- During the 2001-02 financial year the department relinquished responsibility for the Office for Volunteers to the Emergency Services Administrative Unit, effective from 4 December 2001. Amounts transferred comprised of cash \$48 000, Receivables \$1 000, Property, Plant and Equipment \$22 000, Payables \$49 000 and Employee Benefits \$257 000.
- During the 2001-02 financial year, the department assumed responsibility for the Geographic Analysis Research Unit (GAR) from the Department for Transport and Urban Planning (DTUP), effective from 1 January 2002. Amounts transferred comprised of Cash \$311 000, Prepayments \$56 000, Property, Plant and Equipment \$72 000, Payables \$43 000, Employee Benefits \$277 000 and Unearned Revenue \$306 000.
- During the 2002-03 financial year, the department relinquished responsibility for the Environment Protection Agency to a new independent administrative unit named the Environment Protection Authority, effective from 1 July 2002. The following assets and liabilities were transferred:

	2003 \$'000	2002 \$'000
<b>Assets</b>		
- Cash	(3 371)	-
- Receivables	(1 174)	-
- Inventory	(13)	-
- Other Financial Assets	(4)	-
- Property, Plant and Equipment	(2 810)	-
- Other	(166)	-
<b>Liabilities</b>		
- Payables	923	-
- Employee Benefits	2 596	-
- Provision for workers compensation	17	-
<b>NET ASSETS TRANSFERRED OUT</b>	<b>(3 849)</b>	<b>-</b>

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**14. NET REVENUES (EXPENSES) FROM RESTRUCTURING OF ADMINISTRATIVE ARRANGEMENTS AND TAKE UP OF ADMINISTERED ITEMS CONTINUED**

At the date of the financial report there were some matters relating to the financial transfer between the department and the Environment Protection Authority, which remained unresolved. At that date the effect of such transfers was not measurable and, it is however estimated that these matters will not be material.

- (5) In February 2000, the department relinquished its responsibility for water-related functions to the Department for Water Resources. During 2001-02 there was a further transfer of cash from the Department for Water Resources of \$2.1 million as a result of the finalisation of the transfer of water-related functions.
- (6) In April 2002, the Department for Water Resources was abolished and the Department of Water, Land and Biodiversity Conservation was established. As part of this establishment, effective 1 July 2002, certain functions formally provided by the department were relinquished, including the administration of the Native Vegetation Act. Amounts transferred comprised Cash \$13 000, Receivables \$1 000, Property, Plant and Equipment \$57 000, Payables \$13 000, Payables – Employee On Costs \$46 000 and Employee Benefits \$268 000.

14(b)	Notes	2003 \$'000	2002 \$'000
The net revenues / (expenses) relating to administered activities meeting the accounting criteria of a controlled entity are the following:			
General Reserves Trust from administered funds	(1)	3 722	-
Bookmark Biosphere Trust from administered funds	(2)	65	-
State Heritage Fund from administered funds	(3)	323	-
Wildlife Conservation Fund from administered funds	(4)	571	-
		<b>4 681</b>	<b>-</b>

	2003 \$'000	2002 \$'000
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**14. NET REVENUES (EXPENSES) FROM RESTRUCTURING OF ADMINISTRATIVE ARRANGEMENTS AND TAKE UP OF ADMINISTERED ITEMS CONTINUED**

- (1) During the year, the General Reserves Trust met the accounting criteria of a controlled entity. Consequently, as at 1 July 2002 the following assets and liabilities were transferred from administered operations. The following assets and liabilities were transferred:

Assets		
- Cash	3 572	-
- Receivables	165	-
Liabilities		
- Payables	(15)	-
<b>NET ASSETS TRANSFERRED IN</b>	<b>3 722</b>	<b>-</b>

- (2) During the year, the Bookmark Biosphere Trust was dissolved by proclamation of the Governor on 1 May 2003 with the assets and liabilities of the Trust being transferred to the General Reserves Trust. The following assets were transferred:

Assets		
- Cash	64	-
- Receivables	1	-
<b>NET ASSETS TRANSFERRED IN</b>	<b>65</b>	<b>-</b>

- (3) During the year, the State Heritage Fund met the accounting criteria of a controlled entity. Consequently, as at 1 July 2002 the following assets and liabilities were transferred from administered operations. The following assets and liabilities were transferred:

Assets		
- Cash	270	-
- Receivables	14	-
- Loans	102	-
Liabilities		
- Payables	(63)	-
<b>NET ASSETS TRANSFERRED IN</b>	<b>323</b>	<b>-</b>

	2003 \$'000	2002 \$'000
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**14. NET REVENUES (EXPENSES) FROM RESTRUCTURING OF ADMINISTRATIVE ARRANGEMENTS AND TAKE UP OF ADMINISTERED ITEMS CONTINUED**

- (4) During the year, the Wildlife Conservation Fund met the accounting criteria of a controlled entity. Consequently, as at 1 July 2002 the following assets and liabilities were transferred from administered operations. The following assets and liabilities were transferred:

Assets		
- Cash	564	-
- Receivables	1	-
- Inventory	10	-
Liabilities		
- Payables	(4)	-
<b>NET ASSETS TRANSFERRED IN</b>	<b>571</b>	<b>-</b>

**15. CASH ASSETS**

Bank accounts with non South Australian Government entities	316	544
Cash on hand (including petty cash)	22	22
Accrual Appropriation Excess Fund Special Deposit Account with the Department of Treasury and Finance	43 654	47 395
Special Deposit Account with the Department of Treasury and Finance comprising of:		
Operating	2 370	1 394
Accrual Appropriation*	17 140	-
	<b>63 502</b>	<b>49 355</b>

\* During the financial year the Department of Treasury & Finance approved access to \$5.0 million in accrual appropriation. This amount is currently shown in the operating account of the department. In addition \$12.140 million in accrual appropriation received during 2002-03 was held by the department at 30 June 2003. An assessment of the department's ongoing working capital requirements will occur early in 2003-04 and may result in an allocation of cash balances between the Accrual Appropriation Excess Fund and the operating account of the department.

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	2003 \$'000	2002 \$'000
<b>16. RECEIVABLES</b>		
Current:		
Fees and charges	4 416	7 055
Loans receivable	11	80
Accrued investment income	75	31
GST receivable	1 250	1 298
Other	1 289	17
Less: Provision for doubtful debts	116	177
	<b>6 925</b>	<b>8 304</b>
Non-Current:		
Fees and charges	-	45
Loans receivable	82	496
	<b>82</b>	<b>541</b>
<b>17. INVENTORY</b>		
Current:		
Raw materials and consumables	266	320
Work-in-progress	8	10
Finished goods held for resale	715	800
Land held for resale	596	400
	<b>1 585</b>	<b>1 530</b>
Non-Current:		
Land held for resale	2 762	3 837
<b>18. OTHER FINANCIAL ASSETS</b>		
Equity in listed entities	8	11
	<b>8</b>	<b>11</b>
<b>19. OTHER ASSETS</b>		
Current:		
Prepayments	444	773
Provision for workers compensation – third party recoveries	8	8
	<b>452</b>	<b>781</b>
Non-Current:		
Provision for workers compensation – third party recoveries	26	30

**20. PROPERTY PLANT & EQUIPMENT**

Valuations of protected areas, selected land, buildings (including fixtures and fittings), plant and equipment and heritage assets not providing a functional service were performed by Valcorp Australia Pty Limited, during the reporting period. The valuers who provided professional opinions were Messrs A J Lucas, MBA, B App Sc (Val), Dip Acc, AAPI and F Taormina, B App Sc (Val), AAPI. Certain items have been valued by Mr D B Bruce AAPI (Val). Other land controlled by the department has been valued at unimproved site value provided by the Valuer-General. Various items of infrastructure, computing equipment, movable vehicles, plant and equipment and other assets have been included at officer's valuation.

The department has undertaken a review of all asset values and has determined that they represent fair value for all classes of assets, pursuant to APS3.

The department has elected under AASB 1041 – Revaluation of Non- Current Assets to carried out periodic and progressive valuations, which results in the certain classes of assets carrying amounts at differing valuation dates and methodologies. From the valuation details below and the table that follows the department has quantified the carrying amounts of each valuation methodology:

(a) Under the periodic revaluation process certain land, building, infrastructure and road assets were not revalued in 2003. Those assets under \$50 000 were last revalued during the 1999 financial year and are recorded at valuation amounts as at 1 July 1998. The valuer who performed these valuations was Valcorp Australia Pty Limited. The valuers who provided professional opinions were Messrs A J Lucas, MBA, B App Sc (Val), Dip Acc, AAPI and F Taormina, B App Sc (Val), AAPI.

(b) The department has implemented a periodic revaluation process whereby land parcels, unique buildings and infrastructure over \$50 000 were revalued during the 2003 financial year and are recorded at valuation amounts as at 1 July 2002. The valuer who performed these valuations was Valcorp Australia Pty Limited. The valuers who provided professional opinions were Messrs A J Lucas, MBA, B App Sc (Val), Dip Acc, AAPI and F Taormina, B App Sc (Val), AAPI.

(c) The department has developed in conjunction with independent valuers, Valcorp Australia, a data dictionary approach to valuing generic categories of building, infrastructure and road class assets. The data dictionary was last revalued by Valcorp Australia during the year ended 30 June 2003. The valuer who provided professional opinions was Mr F Taormina, B App Sc (Val), AAPI.

**20. PROPERTY PLANT & EQUIPMENT CONTINUED**

(d) The department constructs certain assets (including buildings, infrastructure, roads and application software) through its investment program and transfers these assets to the appropriate class upon completion of the asset. Pursuant to APS3, the department immediately revalues these items to fair value.

The tables that follow provide details of:

- The basis of valuation for the department's asset classes; and
- The reasons for changes into the value of the department's assets including asset additions, disposals, transfers between classes and variations resulting from periodic revaluation.

	Notes	2003 \$'000	2002 \$'000
<b>Land, Buildings &amp; Infrastructure &amp; Roads</b>			
<b>Land</b>			
- Valuer Generals Valuation		6	7
- Independent Valuation 1999	(a)	3 161	60 994
- Independent Valuation 2003	(b)	63 559	-
- At Cost		7 767	5 080
<b>Total Land</b>		<b>74 493</b>	<b>66 081</b>
<b>Buildings</b>			
- Valuer Generals Valuation		-	-
- Independent Valuation 1999 (Data Dictionary)	(a)	676	63 104
- Independent Valuation 2003 (Data Dictionary)	(b)	13 808	-
- Independent Valuation 2003 (Data Dictionary)	(c)	47 597	-
- At Cost (Transfers From Capital Work in Progress)	(d)	9 176	2 287
- Accumulated Depreciation		(30 806)	(30 040)
<b>Total Buildings</b>		<b>40 451</b>	<b>35 351</b>

## finances



	Notes	2003 \$'000	2002 \$'000
<b>20. PROPERTY PLANT &amp; EQUIPMENT CONTINUED</b>			
<b>Infrastructure</b>			
- Independent Valuation 1999 (Data Dictionary)	(a)	266	107 197
- Independent Valuation 2003	(b)	7 879	-
- Independent Valuation 2003 (Data Dictionary)	(c)	105 859	-
- At Cost ( Includes Transfers From Capital Work in Progress)	(d)	9 030	7 369
- Accumulated Depreciation		(95 635)	(85 850)
<b>Total Infrastructure</b>		<b>27 399</b>	<b>28 716</b>
<b>Roads</b>			
- Independent Valuation 1999 (Data Dictionary)	(a)	-	94 365
- Independent Valuation 2003	(b)	2 984	-
- Independent Valuation 2003 (Data Dictionary)	(c)	98 031	-
- At Cost ( Includes Transfers From Capital Work in Progress)	(d)	6 533	5 779
- Accumulated Depreciation		(61 561)	(51 298)
<b>Total Roads</b>		<b>45 987</b>	<b>48 846</b>
<b>Total Land, Buildings, Infrastructure &amp; Roads</b>		<b>188 330</b>	<b>178 994</b>

	Notes	2003 \$'000	2002 \$'000
<b>20. PROPERTY PLANT &amp; EQUIPMENT CONTINUED</b>			
<b>Plant &amp; Equipment</b>			
<b>Motor Vehicles:</b>			
- At Cost		7 334	6 700
- Accumulated Depreciation		(3 801)	(3 231)
		<b>3 533</b>	<b>3 469</b>
<b>Computers:</b>			
- At Cost		17 996	19 862
- Accumulated Depreciation		(12 605)	(12 053)
		<b>5 391</b>	<b>7 809</b>
<b>Application Software:</b>			
- At Cost		16 652	16 543
- Accumulated Depreciation		(13 156)	(10 516)
		<b>3 496</b>	<b>6 027</b>
<b>Furniture &amp; Fittings:</b>			
- At Cost		3 883	2 170
- Accumulated Depreciation		(2 097)	(1 126)
		<b>1 786</b>	<b>1 044</b>
<b>Plant &amp; Equipment:</b>			
- At Cost		1 767	5 774
- Accumulated Depreciation		(1 153)	(3 217)
		<b>614</b>	<b>2 557</b>
<b>Plant &amp; Equipment Under Finance Lease:</b>			
- Capitalised Leased Assets		98	915
- Accumulated Amortisation		(60)	(712)
		<b>38</b>	<b>203</b>
<b>Other:</b>			
- Independent Valuation 1999 (Data Dictionary)	(a)	-	5 734
- Independent Valuation 2003	(c)	8 988	-
- Capital Work in Progress	(d)	1 727	759
- At Cost		5 865	5 439
- Accumulated Depreciation		(6 888)	(4 088)
		<b>9 692</b>	<b>7 844</b>
<b>Capital Works in Progress:</b>			
- At Cost		2 840	10 889
<b>Total Plant &amp; Equipment</b>		<b>27 390</b>	<b>39 842</b>
<b>Total Property Plant &amp; Equipment</b>		<b>215 720</b>	<b>218 836</b>

## finances

## 20. PROPERTY PLANT &amp; EQUIPMENT CONTINUED

	Land	Buildings/ Improve- ments	Other Infra- structure	Roads, Tracks and Trails	Moveable Vehicles	Computing Equipment	Application Software	Furniture and Fittings	Plant and Equipment	Plant & Equipment under Finance Lease	Other	Capital Work in Progress	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Gross Carry Amount</b>													
<b>Balance at 30 June 2002</b>	66 081	65 391	114 566	100 144	6 700	19 862	16 543	2 170	5 774	915	11 932	10 889	420 967
Additions	980	69	109	314	526	2 552	-	179	359	2	2 201	3 505	10 796
Additions - Transfer from CWIP	-	5 903	1 949	303	-	115	229	700	-	-	1 037	(10 236)	-
Assets Received Free of Charge	1 415	956	401	4 041	178	136	-	1 066	10	-	820	-	9 023
Asset Write Downs	(828)	(1 433)	(2 270)	(2 683)	-	(76)	-	-	-	-	(21)	-	(7 311)
Disposals	-	(1 097)	(12)	-	(32)	(2 236)	(888)	(35)	(248)	(819)	(509)	-	(5 876)
Revaluation Increments	6 845	4 231	5 418	5 449	-	-	-	-	32	-	134	-	22 109
Transfers within Government	-	(63)	(56)	(2)	(74)	(1 310)	-	(207)	(2 157)	-	(1 039)	(187)	(5 095)
Transfer within Classes	-	(2 700)	2 929	(18)	36	(1 047)	768	10	(2 003)	-	2 025	-	-
Work in Progress written off	-	-	-	-	-	-	-	-	-	-	-	(1 131)	(1 131)
<b>Balance at 30 June 2003</b>	74 493	71 257	123 034	107 548	7 334	17 996	16 652	3 883	1 767	98	16 580	2 840	443 482
<b>Accumulated Depreciation / Amortisation</b>													
<b>Balance as at 30 June 2002</b>	-	(30 040)	(85 850)	(51 298)	(3 231)	(12 053)	(10 516)	(1 126)	(3 217)	(712)	(4 088)	-	(202 131)
Disposals	-	791	8	-	29	2 138	888	10	210	862	47	-	4 983
Depreciation Expense	-	(2 269)	(5 444)	(8 754)	(540)	(4 311)	(2 797)	(353)	(496)	(210)	(1 065)	-	(26 239)
Revaluation Increments	-	(1 006)	(4 261)	(1 666)	-	-	-	-	(27)	-	(97)	-	(7 057)
Assets Received Free of Charge	-	(610)	(197)	(1 082)	(85)	(118)	38	(694)	(5)	-	(546)	-	(3 299)
Asset Write Downs	-	508	2 020	1 225	-	-	-	-	-	-	-	-	3 753
Transfers within Government	-	12	2	-	37	817	-	68	1 048	-	244	-	2 228
Transfer within Classes	-	1 808	(1 913)	14	(11)	922	(769)	(2)	1 334	-	(1 383)	-	-
<b>Balance as at 30 June 2003</b>	-	(30 806)	(95 635)	(61 561)	(3 801)	(12 605)	(13 156)	(2 097)	(1 153)	(60)	(6 888)	-	(227 762)
<b>Net Book Value</b>													
<b>As at 30 June 2002</b>	66 081	35 351	28 716	48 846	3 469	7 809	6 027	1 044	2 557	203	7 844	10 889	218 836
<b>As at 30 June 2003</b>	74 493	40 451	27 399	45 987	3 533	5 391	3 496	1 786	614	38	9 692	2 840	215 720

## finances

	2003 \$'000	2002 \$'000
<b>21. PAYABLES</b>		
Current:		
Creditors	5 337	5 657
Accruals	4 055	2 977
Employee benefits – oncosts	676	1 163
Lease incentive	301	301
	<b>10 369</b>	<b>10 098</b>
Non-Current:		
Creditors	300	-
Accruals	-	74
Employee benefits – oncosts	1 470	1 118
Lease incentive	226	527
	<b>1 996</b>	<b>1 719</b>
<b>22. EMPLOYEE BENEFITS</b>		
Current:		
Long service leave	1 070	4 572
Annual leave	2 983	2 937
Accrued salaries and wages	214	-
	4 267	7 509
Non-Current:		
Long service leave	10 403	7 955

**23. FINANCE LEASES**

At the reporting date, the department had the following obligations under finance leases (the sum of which is recognised as a liability after deduction of future finance lease charges included in the obligation). The finance leases held by the department are mainly PCs, Copiers and Printer leases that are non-cancellable and payable either six-monthly or monthly in advance or monthly in arrears. The option to renew the lease is held by the department. There are no existing contingent rental provisions.

	2003 \$'000	2002 \$'000
Payable not later than one year	27	119
Payable later than one year but not later than five years	19	43
	<b>46</b>	<b>162</b>
Minimum lease payments	46	162
Less: Future finance charges	10	24
Lease liability	36	138

## Classified as:

Current	19	104
Non-Current	17	34
	<b>36</b>	<b>138</b>

**24. LOAN LIABILITIES**

Non-Current:		
Interest Bearing Loan – Department of Treasury and Finance	38 054	38 054
	<b>38 054</b>	<b>38 054</b>

**25. PROVISION FOR WORKERS COMPENSATION**

A provision is raised to reflect the liability for any outstanding (unsettled) workers compensation claims for lump sum payments, adjusted for potential recoveries from negligent third parties. It is based on an actuarial assessment prepared for the Department of the Premier and Cabinet.

These figures reflect an apportionment of the whole-of-government estimate of workers compensation liability, according to the department's experience of claim numbers and payments based on data as at 30 April 2003, extrapolated to 30 June 2003.

The whole-of-government estimate can be found in a report

prepared by Taylor Fry Pty Ltd, consulting actuaries, and submitted to the Public Sector Occupational Health and Injury Management Section of the Department of the Premier and Cabinet. This report conforms to the WorkCover Guidelines for Actuaries, Australian Accounting Standard AAS 26 'Financial Reporting of General Insurance Activities' and Professional Standard PS300 'Actuarial Reports and Advice on Outstanding Claims in General Insurance' of the Institute of Actuaries of Australia.

The above allocation of workers compensation liabilities has also been split into current (ie. the provision required to meet the liability over the coming year) and non-current (ie. the provision required for later years).

**26. EQUITY**

Equity represents the residual interest in the department's net assets. The South Australian Government holds the equity interest in the department on behalf of the community.

	2003 \$'000	2002 \$'000
<b>Accumulated Surplus:</b>		
Opening balance accumulated surplus	202 162	272 157
Adjustments to opening accumulated surplus on initial adoption of AASB 1028: 'Employee Benefits'	(291)	-
Surplus (Deficit) for the period on Ordinary Activities	(6 013)	(69 995)
	<b>195 858</b>	<b>202 162</b>
<b>Asset Revaluation Reserve:</b>		
Opening balance asset revaluation reserve	14 538	14 538
Amounts recognised on revaluation of Property, Plant and Equipment	15 052	-
	<b>29 590</b>	<b>14 538</b>
	<b>225 448</b>	<b>216 700</b>

## finances

	2003	2002
	\$'000	\$'000
<b>27. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO NET COST OF SERVICES</b>		
Net cash used (provided by) operating activities (Statement of Cash Flows)	23 854	(5 018)
Cash Flows from Government	(83 315)	(94 683)
Depreciation and amortisation	(26 239)	(25 545)
Net loss (gain) on sale of non-current assets	(881)	(304)
Net result of transfer of assets to and from the Department	(2 870)	(50 512)
Assets received free of charge	5 724	7 736
Asset write downs	(3 558)	-
Net Restructure Revenues not included in Net Cost of Services	(1 086)	61 202
Adoption of AASB 1028 – "Employee Benefits", taken directly to Equity	291	-
Asset Accruals	1 180	-
CWIP Written Off	(1 131)	(1 140)
Movements in assets and liabilities:		
Receivables	(1 838)	(990)
Inventories	(1 020)	(772)
Other assets	(336)	189
Payables	(548)	5 420
Worker's compensation provision	563	(71)
Employee benefits	794	1 012
Net Cost of Services (Statement of Financial Performance)	(90 416)	(103 476)

**28. REMUNERATION OF EMPLOYEES**

The number of employees whose remuneration received or receivable during the Period 1 July 2002 to 30 June 2003 falls within the following bands:

	2003	2002
	No. of	No. of
	Employees	Employees
\$100 000 - \$109 999	3	4
\$110 000 - \$119 999	3	5
\$120 000 - \$129 999	4	3
\$130 000 - \$139 999	1	-
\$150 000 - \$159 999	1	1
\$160 000 - \$169 999	1	3
\$170 000 - \$179 999	2	1
\$220 000 - \$229 999	-	1
\$230 000 - \$239 999	1	-

Total remuneration received or due and receivable during the reporting period by these employees was \$2.2 million (\$2.4 million).

**29. TARGETED VOLUNTARY SEPARATION PACKAGES (TVSPS)**

	2003	2002
	\$'000	\$'000
TVSPs paid to employees during the reporting period were:		
TVSP payments	1 187	3 961
Recovery from the Department of the Premier and Cabinet in respect of TVSPs	(1 187)	(3 961)
Annual and long service leave accrued over the period of employment paid to employees who received TVSPs	378	1 272
The number of employees who were paid TVSPs during the reporting period totalled	18	(52)

**30. AUDIT FEES**

Audit fees of \$0.196 million (\$0.208 million 2001-02) are estimated for the period ending 30 June 2003. No other services were provided by the auditors.

**31. OPERATING LEASES**

At the reporting date, the department had the following obligations under non-cancellable operating leases. These obligations are not recognised as liabilities in the Statement of Financial Position. The operating leases held by the department are mainly property leases with penalty clauses equal to the amount of the residual payments remaining for the lease term. The leases are payable one month in advance. The option to renew the lease is held by the department. There are no existing or contingent rental provisions. The total amount of operating lease expenses recognised in the 2002-03 Statement of Financial Performance is \$4.2 million (\$5.4 million 2001-02).

	2003	2002
	\$'000	\$'000
Payable not later than one year	3 228	4 107
Payable later than one year but not later than five years	3 385	9 068
Payable later than five years	66	1 688
	<b>6 679</b>	<b>14 863</b>

**32. RESTRICTIONS ON CONTRIBUTIONS RECEIVED**

The department receives contributions from various funding sources expressly for the purpose of undertaking specific projects. As at 30 June 2003, \$3.2 million of those contributions, which have been recognised, as revenues in the Statement of Financial Performance during current or previous periods, are yet to be spent in the manner specified by the contributors.

	Revenue Received	Unspent Amount
	\$'000	\$'000
Resource conservation and management	11 270	2 987
	<b>11 270</b>	<b>2 987</b>

## finances

**33. CONTINGENT OBLIGATIONS AND CONTINGENT ASSETS****Wilpena Tourist Centre**

The Minister (on behalf of the department) extended a guarantee to a maximum value of \$1.25 million to ANZ Bank on behalf of Flinders Ranges Tourist Services Pty Ltd, in respect of the Wilpena Tourist Centre redevelopment / lease arrangement. This contingent liability is expected to reduce by an amount of \$125 000 per year effective from 1 July 2000 in line with loan repayments. As a result, the maximum exposure in relation to the guarantee as at 30 June 2003 is \$0.75 million. As at the reporting date, no event was known to have occurred, which would crystallise liability under the guarantee. The department is not aware of the existence of any contingent assets as at 30 June 2003.

**34. EMPLOYEE BENEFITS AND RELATED ON-COST LIABILITIES**

In accordance with the requirements of AASB 1028 employee on costs are required to be reported as payables whilst leave liability amounts are reported separately as 'Employee Benefits'. Below is a composite note disclosure showing the total liabilities the department has at 30 June relating to Employee Benefits:

	Notes	2003 \$'000	2002 \$'000
<b>Annual Leave:</b>			
On costs included in payables			
– current	21	524	520
Employee benefits – current	22	2 983	2 937
		<b>3 507</b>	<b>3 457</b>
<b>Long Service Leave:</b>			
On costs included in payables			
– current	21	152	643
Employee benefits – current	22	1 070	4 572
		<b>1 222</b>	<b>5 215</b>
On costs included in payables			
– non-current	21	1 470	1 118
Employee benefits – non-current	22	10 403	7 955
		<b>11 873</b>	<b>9 073</b>

**35. EVENTS SUBSEQUENT TO REPORTING DATE**

On 24 July 2003 the Chief Executive of the department and Chief Executive of the Department for Administrative and Information Services (DAIS) approved transfer arrangements for a range of land administration functions from the department to DAIS. The functions include Section 7, LOTS, Property Assist and related IT and financial services.

The consequences of this event will be incorporated into future financial statements and no financial impact is reflected in the 2002-03 financial statements.

Staff transfers of 11.6 full time equivalents are anticipated and a number of minor IT assets and almost fully depreciated IT infrastructure will also transfer.

Transition planning is now occurring however it is envisaged that the transfer will progressively occur over a 12 to 18 month timeframe and be finalised no later than 31 December 2004.



## CERTIFIED STATEMENT BY CHIEF EXECUTIVE AND PRINCIPAL FINANCE OFFICER

We, the undersigned, hereby state that in our opinion the foregoing Financial Statements and Notes to the accounts, are, to the best of our knowledge, drawn up as to present fairly, in accordance with Statements of Accounting Concepts, applicable Accounting Standards, Urgent Issues Group Consensus Views and the *Public Finance and Audit Act 1987*, as amended, the financial position of the entity as at the reporting date and the results of its operations and its cash flows for the year then ended.

We also state that it is our opinion that, to the best of our knowledge, internal controls over financial reporting have been effective throughout the reporting period.

Allan Holmes  
CHIEF EXECUTIVE  
23 September 2003

Rick Jannsan  
A/DIRECTOR BUSINESS SERVICES  
23 September 2003

## consultancies and contractual arrangements • overseas travel • fraud

### CONSULTANCIES AND CONTRACTUAL ARRANGEMENTS

#### Consultancies

The following table details the extent to which external consultants have been engaged by DEH, the nature of work undertaken by the consultants and the total cost to the department of the consultancies.

CONSULTANT	DETAILS OF CONSULTANCY	AMOUNT \$
<b>Less than \$10 000</b>	46 minor consultancies	135 682
<b>\$10 000 - \$50 000</b>		253 225
Bruce Harry & Associates	Heritage Advisory Service - Adelaide Hills	
Bruce Harry & Associates	Heritage Advisory Service - DC Mount Barker	
Flightpath Architects	Heritage Advisory Service - Barossa, Goyder, Gawler	
Habitable Place	Heritage Advisory Service - Alexandrina	
McDougall & Vines	Heritage Advisory Service - Port Adelaide Enfield	
Paxvor Pty Ltd	Heritage Advisory Service - Clare & Gilbert Valleys	
Weidenhofer Architects	Heritage Advisory Service - City of Mitcham	
Weidenhofer Architects	Heritage Advisory Service - Unley	
Weidenhofer Architects	Heritage Advisory Service - Light	
CSIRO	Projections of Climate Change for SA	
Local Government Association	Water Resource Mgt Training & Education Program	
Opengen Pty Ltd	Research and document titled Technical Briefing Web Services	
Valcorp Australia Pty Ltd	Department Fixed Assets Revaluation	
<b>Above \$50 000</b>		Nil
<b>Total as per Financial Statement</b>		<b>388 907</b>

#### Contractual Arrangements

The department has not entered into any contractual arrangements where the total value of the contract exceeds \$4 million and the contract extends beyond a single year.

### OVERSEAS TRAVEL

During the year 2002-03, seven officers from DEH were required to travel overseas as part of their employment – at a total cost of \$39 651.58 to the department.

Number of Employees	Destination/s	Reasons for Travel	Total Cost to Agency
1	London, United Kingdom	Trees of Tanzania project	\$2 008.15
1	Johannesburg, South Africa	World Summit on Sustainable Development	\$7 343.20
1	Valencia, Spain	8th Meeting of the Conference of the Contracting Parties (COP8) to the Convention on Wetlands (RAMSAR, IRAN 1971) Member of the Official Australian Delegation	\$20 000.00
1	Japan	Japanese Australia Mission	\$5 368.65
1	Uganda	Tanzanian Tree Inventory	\$1 538.58
1	South Carolina, USA	Rotary Group Study Exchange	\$600.00
1	United Kingdom	Millennium Seed Bank International Partnership	\$2 793.00
<b>7</b>			<b>\$39 651.58</b>

### FRAUD

#### INSTANCES AND NATURE OF FRAUD

There were no instances of fraud detected in 2002-03. The accounting standards and policies used by DEH in the design of systems and procedures for financial and purchasing activities embody internal controls to prevent and detect fraud.

## legislation • abbreviations • glossary

### LEGISLATION

The Minister for Environment and Conservation has responsibility for implementing the State Government's policies on environmental and heritage issues.

All legislation under the Minister's responsibility is being reviewed to ensure that it maximises the economic and environmental sustainability of the State's resources, and complies with competitive neutrality principles.

In pursuing its objectives, DEH derives its functions, responsibilities and powers from the following legislation that is committed to the Minister for Environment and Conservation.

Botanic Gardens and State Herbarium Act 1978

Coast Protection Act 1972

Crown Lands Act 1929

Crown Rates and Taxes Recovery Act 1945

Discharged Soldiers Settlement Act 1934

Dog and Cat Management Act 1995

Heritage Act 1993

Historic Shipwrecks Act 1981

Irrigation (Land Tenure) Act 1930

Lands for Public Purposes Acquisition Act 1914

Marginal Lands Act 1940

Monarto Legislation Repeal Act 1980

National Parks and Wildlife Act 1972

National Trust of South Australia Act 1955

Nuclear Waste Storage Facility (Prohibition) Act 2000

Prevention of Cruelty to Animals Act 1985

War Service Land Settlement Agreement Act 1945

Wilderness Protection Act 1992

Wilpena Station Tourist Facility Act 1990

### ABBREVIATIONS

ABS	Australian Bureau of Statistics
BAS	Business Activity Statement
CFS	Country Fire Service
CPB	Coast Protection Board
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DAIS	Department for Administrative and Information Services
DEH	Department for Environment and Heritage
DPC	Department of the Premier and Cabinet
DTF	Department of Treasury and Finance
DTUP	Department of Transport and Urban Planning
DWLBC	Department of Water, Land and Biodiversity Conservation
EDB	Economic Development Board
EPA	Environment Protection Authority
ESD	Ecologically Sustainable Development
FTE	Full-Time Equivalents
GARU	Geographic Analysis Research Unit
GIS	Geographical Information Systems
GST	Goods and Services Tax
HRD	Human Resource Development
HRM	Human Resources Management
IDP	Individual Development Plan
ILUA	Indigenous Land Use Agreement
INRM	Integrated Natural Resource Management
IT	Information Technology
KPI	Key Performance Indicator
LMD	Leadership and Management Development
LTIFR	Lost Time Injury Frequency Rate
MPA	Marine Protected Area
MPF	Marine Planning Framework
NAP	National Action Plan
NCH	Natural and Cultural Heritage
OCE	Office of the Chief Executive
OHS&W	Occupational Health, Safety & Welfare
OoS	Office of Sustainability
PCEG	Portfolio Chief Executives' Group
RSPCA	Royal Society for the Prevention of Cruelty to Animals
RSS	Recruitment and Selection Service
SA	South Australia
SOE	State of the Environment
SSI	Strategic Success Indicator
WSSD	World Summit on Sustainable Development
YEC	Youth Environment Council of South Australia
ZWSA	Zero Waste South Australia

### GLOSSARY

#### Biodiversity

The variety of life forms: the different plants, animals and micro-organisms, the genes they contain, and the ecosystems they form; usually considered at three levels: genetic diversity; species diversity and ecosystem diversity.

#### Conservation

The protection, maintenance, management, sustainable use, restoration and enhancement of the natural environment.

#### Crown Lands

Unallotted, untenured land (see definition in Section 4, Crown Lands Act).

#### Governance

The rules by which decisions are made; the corporate governance framework reflects the legal, regulatory, institutional and ethical environment of the community.

#### Heritage

Our inheritance, including the built and natural environments, artefacts, customs, languages and beliefs; what we value from the past – it enriches people's lives, connecting them to the past and the present, and providing them with a sense of identity. Heritage places inform the community about the attitudes and values that have shaped our lives (built environment includes buildings and places such as wells, monuments, mine sites, shipwrecks and cemeteries).

#### Protected Area

A geographically defined area, which is designated or regulated and managed to achieve specific conservation objectives (Article 2 of the *International Convention on Biological Diversity*).

#### Spatial Information

Graphical and textual information for property relating to a position on the earth's surface by an address or postcode or geographic coordinate (eg. land and property ownership, demographic details from census results, areas of native vegetation, watercourses and the location of gas, electricity and water supply networks).

#### Sustainability

Using, conserving and enhancing the community's resources so that the process on which life depends is maintained, and the total quality of life, now and in the future, can be increased.

#### WorkCover

A corporation established under State legislation to deliver an occupational health, safety, rehabilitation and compensation system to South Australian employees.