

# Government reporting



## Boards and committees

During 2007–08, representatives of the department were involved with the boards and committees in the adjacent table.

Board or committee
Plumbers and Drainers Board
Water Infrastructure Project Board
Western Corridor Recycled Water Pty Ltd
Gladstone Economic and Industry Development Board
Urban Land Development Authority Board
SEQIPP Infrastructure Plan and Program—2008 Review Project Board
Urban Futures Brisbane Board Gold Coast Marine Development Board
South East Queensland (Gold Coast) Desalination Company Pty Ltd (trading as Sure Smart Water) Southern Regional Water Pipeline Company Pty Ltd (trading as LinkWater)
Building and Development Tribunals
<ul style="list-style-type: none"> <li>Council of Australian Governments</li> <li> <ul style="list-style-type: none"> <li>▪ Infrastructure Working Group</li> <li>▪ Business Regulation and Competition Reference Group</li> <li>▪ Queensland Reference Group</li> <li>▪ Private Public Partnership subgroup</li> <li>▪ Housing Working Group—Queensland Referee Group</li> </ul> </li> </ul>
Queensland Government Population Projections Advisory Group
Large Scale Urban Modelling
Local Government Skills Formation Task Force
Collingwood Park Task Force
Townsville Local Advisory Committee
Regional Coordination Committee
Ipswich Regional Centre Task Force
SEQ Infrastructure Industry Task Force
Community Futures Task Force
Local Government and Planning Ministers' Council
SEQ Transit Orientated Development Task Force
SEQ Rural Futures Committee
SEQ Regional Landscape and Open Space Advisory Committee
Northern Link Government Working Group
Planning Reform Reference Panel



## Board and committee expenses

Three boards and committees in the scope of the Department of Infrastructure and Planning incurred expenses as follows:

Board or committee	Expenses \$
Building and Development Tribunals	49 399
Plumbers and Drainers Board	4096
Water Infrastructure Project Board	-
<b>Total</b>	<b>53 495</b>

The above expenses exclude GST and were incurred by the department after the Sustainable Planning Division was transferred from the Department of Local Government, Planning, Sport and Recreation as a result of the Public Service Departmental Arrangement Notice (No. 4) 2007, dated the 13 September 2007.

## Consultancies

The department contracted eight consultancies from 1 July 2007 to 30 June 2008 at a total expenditure of \$3 957 631. Details are:

Category	Amount \$
Management	\$2 228 594
Professional/Technical	\$1 729 037
<b>Total</b>	<b>\$3 957 631</b>

## Carbon emissions report

The Department of Infrastructure and Planning is committed to the Queensland Government's Environmental Protection (Waste Management) Policy 2000 and ClimateSmart 2050 which aim to reduce the government's carbon footprint. Six gases have been identified under the Kyoto Protocol as the main gases that need to be accounted for. These gases are carbon dioxide, hydrofluorocarbons, methane, nitrous oxides, perfluorocarbons and sulphur hexafluoride. As part of standard emission accounting practices these gases are reported as carbon dioxide equivalent emissions (CO<sub>2</sub>-e).

The Queensland Government is developing whole-of-Government systems to standardise reporting on carbon emissions (measured in CO<sub>2</sub> equivalents). The basis for this reporting is consistent with national and international standards including definitions outlined in the AS Standard ISO 14064 and the *Australian Government's National Greenhouse Accounts Factors* workbook, as detailed below:

### Scope 1

Emissions that occur from sources owned or controlled by an organisation (e.g. emissions from department controlled vehicles, diesel generators, gas boilers).

### Scope 2

Indirect emissions that occur solely from the generation and consumption of purchased electricity, steam or heating/cooling. They are physically produced

by the burning of fuels (coal, natural gas) at the power station or facilities not controlled by the organisation.

### Scope 3

Emissions that are the result of actions of an organisation, but occur from sources not owned or controlled by that organisation. Their inclusion should be based on their relevance to the operations of the organisation.

More broadly, Scope 3 emissions can include:

- employee business travel (in vehicles or aircraft not owned or controlled by the reporting organisation);
- employees commuting to and from work;
- extraction, production and transport of purchased fuels consumed;
- extraction, production and transport of other purchased materials or goods;
- generation of electricity that is consumed in a transport and delivery system (reported by end user);
- out-sourced activities;
- transportation of products, materials and waste.

In 2007–08 all Queensland Government agencies reported on the carbon emissions from:

- fuels used by vehicles
- purchased electricity
- domestic air travel on commercial airlines.

The Queensland Government is committed to improving data collection methods and reporting carbon emissions in line with national and international standards. While the best available data has been used, in some instances estimates have been reported due to the limitation of data collection systems, for example in government-owned buildings where there are multiple tenants and the electricity usage cannot be attributed to a single agency, the Department of Public Works calculates the electricity usage by tenanted agencies based on the number of square meters leased.

The following table outlines the Department of Infrastructure and Planning's carbon emissions during 2007–08.

	Category	Notes	Carbon emissions (tonnes of CO <sub>2</sub> )
Scope 1	Fleet vehicles:		
	▪ QFleet vehicles	1	190
	▪ department owned vehicles	1a	28.8
Scope 2	Purchased electricity for major workplaces		
	▪ government owned premises	2a	1942
	▪ premises leased from the private sector	2b	561
Scope 3	Domestic travel on commercial airlines	3	195
	International travel on commercial airlines	3	20
	Domestic travel using rental cars	4	12

**Notes:**

1. The 2007–08 vehicle CO<sub>2</sub> emissions figure represents the estimated cumulative emissions for the period 1 July 2007 to 30 June 2008. It takes into account progressive changes in the size and composition of the fleet during the 12 months, including vehicle replacement.  
The figure is derived for each vehicle leased from QFleet using:
  - a the lease package details (time and kilometres) and
  - b CO<sub>2</sub> emissions data from testing in accordance with Australian Design Rules for emissions and fuel consumption labelling for each vehicle leased from QFleet.

This figure should not be confused with the CO<sub>2</sub> emissions projection figures provided in QFleet ClimateSmart Action Plan Quarterly Reports. Those are 'snapshots' of the fleet profile at a specific point in time (quarterly), and a projection of the CO<sub>2</sub> emissions for 12 months if the fleet did not change. In this way the emissions potential of the fleet can be tracked from one quarter to the next, to quantify the extent of improvement.

Data provided by QFleet reflect CO<sub>2</sub> emissions and not CO<sub>2</sub> equivalent, these calculations also exclude any secondary or indirect emissions.
- 1a. CO<sub>2</sub> emission calculations are based on Australian Design Rules testing (Green Vehicle Guide) and represents estimated cumulative emissions for the period 1 July 2007 to 30 June 2008.
- 2a. Electricity—government owned premises  
These figures are based on actuals from current available records of electricity accounts received by Department of Public Works, applicable for the period 1 July 2007 to 30 June 2008.  
All electricity consumption has been converted to carbon emissions using a combined Scope 2 and Scope 3 conversion factor of 1.04 kg CO<sub>2</sub>-e/kWh as recommended in the National Greenhouse Accounts (NGA) Factors workbook dated January 2008.  
Electricity consumption information relates to all building/non-building electricity use where

- an electricity account has been received by a department directly from an electricity retailer or building owner.
- 2b. Electricity—premises leased from the private sector  
These figures are based on actuals from current available records of electricity accounts received by Department of Public Works, applicable for the period 1 July 2007 to 30 June 2008.  
On full year leases, where full year records were not available, data has been apportioned/extrapolated to provide an estimate of full year usage. Where leases are less than 12 months old the data relates to the actual period the lease was in place.  
Based on historical data, tenant energy consumption equates to approximately 55per cent of total building energy use. The remaining 45 per cent used to air condition the building and light the common areas of a building forms part of the carbon emissions for individual tenants. This 45per cent has been added to known electricity consumption for private sector leased accommodation.
3. Air travel includes all recorded air travel booked under arrangements managed by the Queensland Government Chief Procurement Office (QGCPO) for:
  - (1) international travel on all airlines
  - (2) domestic air travel on both the mainline 'trunk' carriers (Qantas and Virgin Blue)
  - (3) travel on smaller, regional carriers for the period 1 July 2007 to 30 June 2008.

This includes air travel booked either directly with an airline, through the Queensland Government appointed Travel Management Companies Qantas Business Travel (QBT) and Hogg Robinson Group (HRG) or through the Queensland Government's Travel Management System (TMS) and bookings made directly with Jetstar or MacAir using a Queensland Government account. It also includes other bookings reported to the QGCPO. This data is primarily for bookings made by Queensland Health on Qantas.com and data received from the Department of the Premier and Cabinet, the Department

of Infrastructure and Planning and the Department of Tourism, Regional Development and Industry for bookings made through American Express as their Travel Management Company which is not managed by QGCPO.

QGCPO calculates the number of passengers per sector for domestic (Qantas, Qantaslink, Jetstar and Virgin Blue) for the period 10 December 2007 to 30 June 2008. This information is then passed on to the respective airline for calculation of carbon emissions (Qantas receives and calculates for Qantas, Qantaslink and Jetstar). They all have accredited calculation methodologies and DCC approved offset schemes.

For regional and international air travel for the financial year 2007–2008 and domestic air travel as defined above for the period 1 July 2007 to 9 December 2007 the following methodology is used:

From data provided by each airline, agency or travel management company QGCPO calculates the kilometres flown. The kilometre figure is divided by 100 and multiplied by an industry average number of litres of fuel burnt per passenger per 100 kms. A factor of five has been used for regional, international and domestic travel. These figures were suggested during discussions with Australian Department of Infrastructure Transport Regional Development and Local Government. QGCPO tested the formula against current airline calculations and found the results were within a reasonably acceptable variance. The formula is  $((Kms/100) * \text{Average Number of Litres of Fuel burnt per passenger per 100 Kms}) * \text{Factor to convert Litres of Fuel to Kgs of Fuel} * \text{Factor to convert Kgs of Fuel to Kgs of CO}_2$ .

4. The hire car vehicle emissions show only emissions for vehicles booked under Standing Offer Arrangement QP681 managed by the QGCPO; Avis is the major supplier under this arrangement. They supply emission figures based on the Green Vehicle Guide published by the Australian Department of Infrastructure Transport Regional Development and Local Government. Their emission calculation scheme for carbon will be accredited for their offset scheme. Vehicle use linked to other suppliers is not available.



## Energy and waste management

The department is committed to the Queensland Government's initiatives relating to energy and waste management. The Department of Public Works provides direction on waste management practices and processes in government owned and leased buildings.

In accordance with the goals of the Government Energy Management Strategy, departmental equipment such as photocopiers and printers are purchased with energy saving and duplex printing features. The energy efficiency of all technology is assessed prior to their purchase. The department participated in Earth Hour 2008 which was held at 8pm on Saturday 29 March 2008.

The Queensland Water Commission requires government premises to undertake a range of water saving measures. To achieve this, government facilities are being audited to assess and identify water savings opportunities. The department is committed to water and energy efficiency and participates in initiatives, such as the 'WaterWise' awareness campaign implemented by the Department of Public Works.

The department is committed to use, where possible, ethanol fuel (E10) in its vehicle fleet. Stickers to promote E10 use to the general public were provided for all departmental vehicles.

In June 2007 the Queensland Government released *ClimateSmart 2050 Queensland climate change strategy 2007: a low carbon future*. This strategy commits the Queensland Government to reducing and neutralising greenhouse emissions for the government vehicle fleet by 2020. The department's Climate Smart Fleet Implementation Plan 2007-10 includes a 24 per cent reduction in the fleet's CO<sub>2</sub> emissions by 31 December 2010, against a government target of 15 per cent. The plan focuses on the use of lower emission vehicles and carbon offsets to improve the environmental performance of the department's vehicle fleet and to reduce and neutralise vehicle greenhouse emissions. Vehicles will be chosen based on their Green Vehicle Guide (GVG) Greenhouse rating, not the number of cylinders. As of 1 January 2008, only vehicles with a GVG rating of 5.5 or above

have been selected by Senior Executive Service Officers and departmental pool vehicles selected for replacement have a targeted rating of 7.0 or above.

## International travel

Name of traveller	Countries visited	Purpose of travel	Agency costs \$A
<b>Mr Michael Schaumburg</b> A/Deputy Coordinator-General, Economic Development	Japan	Travel to Japan to present at the 31st Australia-Japan High Level Group on Energy and Minerals meeting. Meetings with Japanese coal buyers to discuss outcomes of the O'Donnell Report into Queensland's coal infrastructure.	\$6385
<b>*Mr Stephen Crossingham</b> IDM Partners / <b>Mr Nigel Deacon</b> Director, Water Infrastructure	New Zealand	Travel to New Zealand to investigate and secure additional steel fittings fabrication capacity to ensure timely construction of the SEQ Water Grid.	\$4596
<b>Mr Damian Gould</b> A/Deputy Coordinator-General, Infrastructure Delivery	Singapore and China	Travel to China to inspect ductile iron pipe and fittings manufacturing facilities of XingXing Ductile Iron Pipe Company. Discussions with China MinMetals Corporation regarding technical capabilities to provide pipes and fittings for SEQ Water Grid.  Travel to Singapore for discussions with officials of Public Utilities Board re maintaining relationship between the organisation and Qld Government. Inspection of NEWater facilities.	\$7680
<b>Mr Fergus Fitzgerald</b> A/Director, Significant Projects Coordination	United States of America	Travel to the USA to inspect oil shale technology at pilot plants in Colorado and Utah and meetings with government regulators in Denver and Salt Lake City as part of technical audit of oil shale technology approved in 2004.	\$5281
<b>Mr Colin Jensen</b> Coordinator-General and Director-General	New Zealand	Travel to New Zealand to deliver a presentation at the 2007 Building Nations Symposium that showcased the Queensland Government's strategic approach to leading, supporting and coordinating priority infrastructure and major projects across Queensland in order to advance Queensland's massive infrastructure program.	\$336
<b>Ms Jemina Dunn</b> Director, Transit Oriented Development and Smart City Masterplan	New Zealand	Travel to New Zealand to attend the New Zealand Ministry for the Environment's Integrated Approach to Planning Workshop, discuss development of the South East Queensland Regional Plan and engage in development of options with regard to regional planning in New Zealand. The Ministry for the Environment contributed \$2113 to the costs for airfares, taxes and accommodation.	\$683
<b>Mr David Stolz</b> A/Director, Regional Development	Japan	Travel to Japan to attend and present at the New Energy and Industrial Technology Development Organisation (NEDO) final Reporting Conference on Queensland Coal Infrastructure and attend meetings with Japanese coal buying stakeholders.	\$4615
<b>Mr Michael McGuinness</b> Manager, Plumbing Building Codes Queensland	New Zealand	Travel to New Zealand to attend/preside over the National Plumbing Regulators Forum (NPRF) meetings as the Queensland representative and Chairman of the NPRF and to attend a meeting with the Plumbing Licensing Board.	\$1878
<b>Mr Geoff Dickie</b> Deputy Coordinator-General, Infrastructure and Economic Development Group / <b>Mr Frank Xu</b> A/Director, Aurukun Project	China	Travel to China to attend 13th World Aluminium Conference, site visit to Chalco mine, alumina refinery and smelter and meet with Chalco Senior Executives and China Development Bank.	\$10 600
<b>Mr Darcy Blackman</b> Principal Project Officer, Indigenous Relations	China	Travel to China to accompany the Aurukun Indigenous delegation on inspection of Chalco's Central office, Pingguo and Guiyang mines and alumina operations and attend meetings with the Wik Wik Way and Aurukun Shire Council representatives in Shenzhen City and Beijing.	\$6000 (est)
<b>TOTAL</b>			<b>\$48 054</b>

\* Non government department staff



## Shared services initiative

The Shared Service Initiative is a whole-of-government approach to corporate service delivery. The vision is partnering in corporate services to support and connect government. Shared services are underpinned by standardising business processes, consolidating technology and pooling resources and expertise.

Under the shared service model, government agencies joined together to share corporate services and resources through shared service providers (SSPs). The SSPs service their existing customer agencies through operating level agreements.

In 2007–08 Queensland Treasury led the refinement of the whole-of-government model for shared service delivery and provided policy and program management for the Shared Service Initiative.

From 21 September 2007 the Shared Service Agency (SSA) was transferred from Queensland Treasury to the Department of Public Works through a machinery-of-government change. The SSA now services a number of departments, agencies and other entities across Government. For more information on the SSA refer to the Department of Public Works Annual Report.

SSPs for Queensland Health (Queensland Health Shared Service Partner) and the Department of Education, Training and the Arts (Corporate and Professional Services and the Corporate Administration Agency) and Parliamentary Services continue to operate under their existing hosts.

Shared Services Agency provide human resource, finance, travel, and document and records management services to the Department of Infrastructure and Planning. During 2006–07 the Department of Public Works hosted Shared Services Agency as a separate entity, and will report on its activities in its annual report.

## State Procurement policy

During 2007–08, procurement advisory and support services were provided to the Department of Infrastructure and Planning by the Procurement Policy and Advisory Services Branch.

Departmental procurement is conducted in accordance with the three objectives of the State Procurement Policy 2008 which are advancing government priorities, achieving value for money and ensuring probity and accountability for outcomes.

Where possible, the department utilises supplier arrangements for procurement of external professional services, such as legal, financial and technical. These arrangements ensure that the department efficiently and effectively achieves the objectives of the State Procurement Policy for major areas of specialist procurement activity.

## Statutory authorities within the portfolio

- **Gladstone Economic and Industry Development Board (GEIDB)**— is a Project Board pursuant to the *State Development and Public Works Organisation Act 1977*. The GEIDB was established in 1999 to manage, develop and promote the Gladstone State Development Area (GSDA) and facilitate economic development in the City of Gladstone and the Shire of Calliope—the Gladstone Development Region (GDR).
- **Queensland Water Commission (QWC)**—is established under the *Water Act 2000*. The commission's role is to ensure sustainable water supplies by developing long term water supply strategies, establishing a regional water grid, implementing water restrictions, managing water demand, providing advice to government and reforming the water industry.
- **Urban Land Development Authority (ULDA)**—is established under the *Urban Land Development Authority Act 2007*. The ULDA's role is to plan, carry out, promote or coordinate and control the development of land, as well as developing key sites and prioritising infrastructure within selected urban areas.
- **Queensland Manufactured Water Authority (QMWA)**—is established under the *South East Queensland Water (Restructuring) Act 2007*.



The QMWA is responsible for holding bulk manufactured water supplies and will own and operate the Western Corridor Recycled Water Scheme and the SEQ (Gold Coast) Desalination Plant.

- South East Queensland Water Grid Manager (SEQWGM)**—is established under the *South East Queensland Water (Restructuring) Act 2007*. The SEQWGM will manage contracts with the Bulk Supply and Transport Authorities and the retailers, and manage the flow of water around the SEQ Water Grid allowing for the sharing of costs, effective from 1 July 2008. The SEQWGM will buy the services of the Bulk Supply, Manufactured Water and Bulk Transport Authorities and sell the treated water to retailers, power stations and other customers.

Financial statements of the Gladstone Economic and Industry Development Board, Queensland Water Commission, Urban Land Development Authority, Queensland Manufactured Water Authority and the South East Queensland Water Grid Manager are contained in their respective annual reports.

### Voluntary early retirements

The Department of Infrastructure and Planning did not make any voluntary early retirement offers in 2007–08.

### Fees and charges

The Department of Infrastructure and Planning implement the following fees and charges.

### BUILDING & DEVELOPMENT TRIBUNALS

Schedule of Application Fees – Integrated Planning Regulation 1998

Class of building	No site inspection by tribunal	Fast track	By site inspection tribunal	Fast track with site inspection
(a) 1 & 10 i.e. dwelling, garage, carport, shed or the like; or a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like.	\$272	\$408	\$452	\$678
(b) 2 to 9 i.e. building use other than noted in (a), with a floor area less than 500m <sup>2</sup> .	\$396	\$594	\$571	\$856
(c) 2 to 9 i.e. building use other than noted in (a), with a floor area more than 500m <sup>2</sup> .	\$571	\$856	\$848	\$1272

### Record keeping

Effective and efficient record keeping practices underpin good corporate governance. Records management within the agency is governed by the requirements of the *Public Records Act 2002*, Information Standard 40: Recordkeeping and Information Standard 41: Managing Technology Dependent Records.

Following the establishment of the Department of Infrastructure and Planning, the agency's records management function was enhanced by the return of staff from the Shared Services Agency on 1 July 2008. Records management is performed through the department's Executive Services Branch, and contributes to the creation, retention and, where appropriate, disposal of official records of the department and the Coordinator-General.

The department is currently undertaking a project to implement an electronic Document and Records Management System (eDRMS). The first phase of this project commenced in March 2008, and will deliver improved tracking, monitoring

and recording of correspondence and briefing materials across the department during the first quarter of 2008–09. The second phase, which is the implementation of a full eDRMS, is scheduled to commence during 2008–09.

### The Crime and Misconduct Commission

The Crime and Misconduct Commission provided a report in relation to one investigation during 2007–08. This matter was finalised by the department.

### Whistleblowers Protection Act 1994—public interest disclosure

The department reports to Parliament on the administration of the *Whistleblowers Protection Act 1994*. The report provides the number of public interest disclosures received and verified by the department in the previous 12 month period. No public interest disclosures were received by the department in 2007–08.