

THE METEOROLOGY ACT 1955

METEOROLOGY

No. 6 of 1955¹

An Act relating to the Commonwealth Bureau of Meteorology.

[Assented to 23rd May, 1955]

[Date of Commencement, 20th June, 1955]

Be it enacted by the Queen's Most Excellent Majesty, the Senate, and the House of Representatives of the Commonwealth of Australia, as follows:

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| 1. This Act may be cited as the Meteorology Act 1955. | Short title |
| 2. The <i>Meteorology Act 1906</i> is repealed. | Repeal |
| 3. In this Act, unless the contrary intention appears-
"the Bureau" means the Commonwealth Bureau of Meteorology established by this Act;
"the Director" means the Director of Meteorology. | Definitions |
| 4. ¹ This Act extends to all the Territories of the Commonwealth. | Extension to Territories |
| 5. (1) For the purposes of this Act, there shall be a Commonwealth Bureau of Meteorology and a Director of Meteorology.
(2) The Bureau shall be under the charge of the Director, who shall, subject to the directions of the Minister, have the general administration of this Act. | The Commonwealth Bureau of Meteorology |
| 6. (1) The functions of the Bureau are-
(a) the taking and recording of meteorological observations and other observations required for the purposes of meteorology;
(b) the forecasting of weather and of the state of the atmosphere;
(c) the issue of warnings of gales, storms and other weather conditions likely to endanger life or property, including weather conditions likely to give rise to floods or bush fires;
(d) the supply of meteorological information; | Functions of the Bureau |

¹Amended by No.123 of 1973

- (e) the publication of meteorological reports and bulletins;
 - (f) the promotion of the use of meteorological information;
 - (g) the promotion of the advancement of meteorological science, by means of meteorological research and investigation or otherwise;
 - (h) the furnishing of advice on meteorological matters; and
 - (i)¹ co-operation with the authority administering the meteorological service of any other country in relation to any of the matters specified in the preceding paragraphs of this sub-section.
- (2) The Bureau shall perform its functions under this Act in the public interest generally and in particular-
- (a) for the purposes of the Defence Force;
 - (b) for the purposes of navigation and shipping and of civil aviation; and
 - (c) for the purpose of assisting persons and authorities engaged in primary production, industry, trade and commerce.
7. (1) The Director has such powers as are necessary to enable the Bureau to perform its functions under the last preceding section, and, in particular, may-
- (a) establish meteorological offices and observing stations;
 - (b) arrange with any Department, authority or person to take and record meteorological observations and transmit meteorological reports and information;
 - (c) arrange means of communication for the transmission and reception of meteorological reports and information; and
 - (d) arrange for the training of persons in meteorology.
- (2)¹ The Departments and authorities with which, and the persons with whom, arrangements may be made under the last preceding sub-section include Departments and authorities of a State or Territory of the Commonwealth and persons in the service of such a State or Territory or of such a Department or authority.
8. The Director may, subject to any directions of the Minister, make charges for forecasts, information, advice, publications and other matter supplied in pursuance of this Act.
9. The Governor-General may make regulations, not inconsistent with this Act, prescribing all matters which by this Act are required or permitted to be prescribed, or which are necessary or convenient to be prescribed for carrying out or giving effect to this Act.

Powers of
Director

Charges

Regulations

STAFF SUMMARY 2004-05

The following statistics relate to Bureau staff as at 30 June 2005.

STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT

	Full Time Ongoing	Full Time Non-ongoing	Part Time Ongoing	Part Time Non-ongoing
Male	1051	73	11	6
Female	209	24	33	12
TOTAL	1260	97	44	18

STAFF BY LOCATION, GENDER AND CLASSIFICATION

	HOA	COD	SES	ASO	PO	TO	GSO	ITO	PAO	RS	TR	TOTAL
NSW												
Female			0	3	12	7						22
Male			1	6	41	64		1				113
Total			1	9	53	71		1				135
VIC												
Female			2	83	58	16		19		1	4	183
Male	1	1	6	77	212	129	4	119	1	20	12	582
Total	1	1	8	160	270	145	4	138	1	21	16	765
QLD												
Female				2	6	7						15
Male			1	9	37	79	1	1				128
Total			1	11	43	86	1	1				143
SA												
Female				5	4	5						14
Male				5	25	48	1	2			1	82
Total				10	29	53	1	2			1	96
WA												
Female				2	3	6						11
Male			1	5	27	75		1			1	110
Total			1	7	30	81		1			1	121
TAS												
Female				3	4	7						14
Male				2	18	36		1				57
Total				5	22	43		1				71
NT												
Female				3	11	5						19
Male				1	27	40		1				69
Total				4	38	45		1				88
Total												
Female	0	0	2	101	98	53	0	19	0	1	4	278
Male	1	1	9	105	387	471	6	126	1	20	14	1141
Grand Total	1	1	11	206	485	524	6	145	1	21	18	1419

HOA: Head of Agency; COD: Chief of Division; SES: Senior Executive Service; ASO: Administrative Service Officer; PO: Professional Officer; TO: Technical Officer; GSO: General Service Officer; ITO: Information Technology Officer; PAO: Public Affairs Officer; RS: Research Scientist; TR: Trainee.

RATES OF PAY – ADULT RATES ONLY – EFFECTIVE FROM 7 APRIL 2005

APS Classification	Salary range (\$)
Cadet APS - Work Placement	32,282 – 35,678
Cadet APS - Full Time Study	18,264 – 20,187
Trainee APS	34,858 – 38,639
Graduate APS	39,526
APS Level 1	32,282 – 35,678
APS Level 2	37,541 – 40,515 (\$41,492 RP)
APS Level 3	41,614 – 44,912 (\$48,016 RP)
APS Level 4	46,380 – 50,358
APS Level 5	51,732 – 55,873
APS Level 6	57,262 – 64,182
Executive Level 1	71,625 – 77,343
Executive Level 2	82,610 – 129,163 #
Chief Research Scientist	130,936

Note: RP means Retention Point

Includes Research Scientists and Public Affairs Officer

Non-salary Benefits

Non-salary benefits for employees include:

- flexible working arrangements, including flextime, part-time & home-based work;
- provision for leave, including recreation leave, long service leave, sick leave, war service sick leave, personal leave, pregnancy leave, maternity leave, parental leave, family leave, employee funded extra leave, ceremonial leave, defence leave, jury service leave, and community leave (with and without pay);
- study assistance;
- employee assistance program;
- flexible remuneration packaging scheme;
- provision of business-related equipment; and
- airline club membership.

Australian Workplace Agreements (AWAs)

There are 13 approved AWAs for SES employees and a further 7 for Executive Level 2 employees occupying very senior managerial positions.

The salary range available for employees on AWAs is from \$96,788 to \$149,232.

Employees on AWAs also have access to performance pay bonuses. SES AWAs provide non-salary benefits of an executive vehicle, business equipment (home computing facilities and mobile telephone), an option to cash out recreation leave, and airline club membership.

Non-SES AWAs include the terms and conditions of the Bureau's Certified Agreement 2004-05.

PERFORMANCE BASED PAY

The Bureau of Meteorology has 19 staff eligible to receive performance based pay. Such payments made in the 2004-05 financial year relate to the performance in the 2003-04 financial year.

1. The number of APS employees at each classification level who received performance pay

(a) SES Bands 2 & 3 and equivalents	3
(b) SES Bands 1	9
(c) Executive Level 2	5

2. The aggregated amount of such performance payments at each classification level

(a) SES Bands 2 & 3 and equivalents	\$34,092.81
(b) SES Bands 1	\$76,635.46
(c) Executive Level 2	\$34,020.42

3. The average bonus payment and the range of such payments at each classification level

	Average	Range
(a) SES Bands 2 & 3 and equivalents	\$11,364.27	\$10,908.48 - \$11,842.04
(b) SES Bands 1	\$8,515.05	\$5,385.52 - \$9,360.96
(c) Executive Level 2	\$6,804.08	\$1,799.76 - \$13,005.66

4. The aggregate bonus payment for the agency as a whole; \$144,748.69

SENIOR EXECUTIVE SERVICE

	SES 1	SES 2	SES3	Head of Agency	TOTAL
Male	7	3	0	1	11
Female	2	0	0	0	2
	9	3*	0	1	13

* Includes one Chief of Division Grade 2

SES RECRUITMENT 2004-05

Transfers within Bureau of Meteorology	0
Promotions within Bureau of Meteorology	0
Transfers from outside Bureau of Meteorology	0

Separations

Transfer or Promotion	SES	0
	non SES	2
Termination of Temporary Employment	SES	0
	non SES	36
Resignations	SES	0
	non SES	47
Retirements		
max age	SES	0
	non SES	4
early age	SES	0
	non SES	32
invalidity	SES	0
	non SES	2
Section 76R SES	SES	1
	non SES	0
	Total	124

Inoperative Staff

Leave Without Pay	SES	0
	non SES	11
Maternity Leave	SES	0
	non SES	5
Compensation	SES	0
	non SES	4
Long Service Leave	SES	0
	non SES	12
Sick Leave	SES	0
	non SES	4
Public Interest Employment	SES	0
	non SES	4
Recreation Leave	SES	1
	non SES	5
	Total	46

TOTAL RESOURCES

	(1) Budget* 2004-05	(2) Actual** Expenses 2004-05	Variation Col(2) minus Col(1)	Budget** 2005-06
	\$'000	\$'000	\$'000	\$'000
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ADMINISTERED EXPENSES (including third party outputs)				
Write-down of assets	0	0	0	0
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PRICE OF DEPARTMENTAL OUTPUTS				
Output Group 1.1 - Meteorological and Related Data	118,881	123,680	4,799	128,926
Output Group 1.2 - Meteorological and Related Research	10,997	13,869	2,872	11,702
Output Group 1.3 - Meteorological and Related Services and Products	75,570	78,006	2,436	79,803
Output Group 1.4 - International Meteorological Activities	2,549	2,651	102	3,537
TOTAL PRICE OF DEPARTMENTAL OUTPUTS	207,997	218,206	10,209	223,968
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Revenue from Government (Appropriation) for Departmental Outputs	190,755			206,726
Revenue from other Sources	17,242			17,242
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TOTAL FOR OUTCOME 1				
(Total Price of Outputs and Administered Expenses)	207,997	218,206	10,209	223,968
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	2004-05			2005-06
Average Staffing Levels	1,413.0			1,355.0
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* As per 2004-05 Portfolio Additional Estimates Statements

**As per table 19.2 of the 2004-05 Financial Statements

***As per 2005-06 Portfolio Budget Statements

OCCUPATIONAL HEALTH AND SAFETY

Major changes to Occupational Health and Safety (OH&S) legislation occurred during the year, strengthening the sanctions in relation to infringements of the Act. OH&S Committees have long been established in Head Office and the Regions, and continue to meet regularly and make valuable contributions towards the health and safety of Bureau employees. Health and Safety representatives have been elected to represent particular work areas within the Bureau, and also contribute to the health and safety of Bureau staff. Training for these representatives, First Aid Officers and Fire Wardens is provided as required.

A Bureau-specific OH&S Policy and Agreement has been endorsed by management, and unions with staff coverage in the Bureau, and related procedures have been developed. A Critical Incident Stress Management Policy has been finalised, while Drugs and Alcohol Misuse, HIV/AIDS and Health Promotion Policies have been updated. Near final drafts of other policies/procedures/guidelines have been made accessible for staff information via the Bureau intranet.

On-line training courses in OH&S for employees and managers continued to be rolled out during the year, with 60 per cent of staff having either completed or started the OH&S Legal Compliance Course, and 40 per cent of staff having either completed or started the OH&S Management Course.

The influenza inoculations continued this year as part of the Bureau Health Promotion Policy, with increased take-up rates.

The Bureau's Employee Assistance Program (EAP) continues to be used regularly to address a variety of work-based and outside-work problems. While personal issues have reduced marginally, work-related issues have increased. EAP tip sheets are available for staff to access via the Bureau's intranet. An information email was sent to all staff advising them of the availability of the EAP tip sheets, and newsletters offering a range of tips for improving relationships and a number of other matters. Managers/Team Leaders are increasingly referring staff to the EAP, indicating a good appreciation of the benefits of the EAP amongst the management group.

During the course of the year there have been eight Provisional Improvement Notices relating to the new Head Office building in Melbourne (all relating to glare and light) and one in respect of the Bureau's new radar facility near Adelaide (provision of amenities) under section 29 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. There were no notices under sections 45, 46 or 47 of the Act. However, four incidents (asbestos exposure in South Australia, a training mishap in Western Australia, a falling object from the Head Office building and hospitalisation of a shiftworker in Melbourne) were reported to Comcare under section 68 of the Act. Follow up and corrective actions were undertaken as appropriate.

The Bureau's Workers' Compensation premium rate for 2004-05 was set at 0.98 per cent compared with 1.67 per cent for the Commonwealth overall. The number of compensation claims received by the Bureau in 2004-05 represented an increase of approximately 12 per cent over the previous year, with lost time averaging 3.41 weeks. The increase relates to several sprains/strains including back cases, a substantial increase in slips, trips and falls, OOS (occupational overuse syndrome) cases, journey-related fractures, and a number of protracted stress cases. The average cost of claims increased from \$11,425 to \$19,680. The total cost of claims rose from \$377,051 to \$767,553, with mental stress cases being the major contributing factor.

COMMONWEALTH DISABILITY STRATEGY

This report has been prepared to align with the reporting guidelines prescribed in the Commonwealth Disability Strategy. It addresses performance against the indicators for the five key roles performed by Commonwealth organisations, i.e. policy advisor, regulator, purchaser, provider and employer.

In this context, the Bureau fulfils four of the five core roles performed by Australian Government organisations – policy advisor, purchaser, provider and employer.

THE ROLE: POLICY ADVISOR

In the policy advisor role, the Bureau advises the Australian Government on policies and programs on matters involving meteorology.

The Bureau makes public announcements through media statements for broadcast via radio and television and items in newspapers, magazines and journals. All media statements are archived on the Bureau's external website, being easily accessed from the homepage under the heading of 'News' by date posted and subject matter. The web address is: <http://www.bom.gov.au/announcements/#Media>. All media statements include a contact for further information, and information can also be obtained through the Public Affairs Unit.

1. New or revised policy/program proposals assess the impact on the lives of people with disabilities prior to decision.

In August, the Bureau's Head Office and Victorian Regional Office relocated to a new building. The project team overseeing the move took into account the needs of people with disabilities, both employees and clients, in terms of access, signage, parking, toilets, etc. During the reporting period, a new building to replace an existing Bureau office in Cobar was officially opened. The building was designed to meet the needs of people with disabilities, and incorporates features such as external ramps to the upper level of the building for ease of access.

2. People with disabilities are included in consultation about new or revised policy/program proposals.

Where new or revised policy/programs affected people with disabilities, they were consulted about the proposals prior to implementation. For example, the Bureau took the lead in developing guidelines on a 'Standard Emergency Warning Signal' (SEWS) and involved peak bodies for people with disabilities in the process. The next step, to be advanced in 2005-06, will be the development of SEWS symbols for people who need warnings in pictorial format.

Research commenced into weather information dissemination, and in particular warnings, to people with hearing and vision impairments to determine if the information gets to and through the communities. When completed, the research will show whether these communities are accessing the information, and if so, what they do with it and, importantly, whether they are prepared for extreme weather events.

3. Public announcements of new, revised or proposed policy/program initiatives are available in accessible formats for people with disabilities.

Public announcements were advised through media statements for broadcast via radio and television and insertion in newspapers, magazines and journals. All media statements were

archived on the Bureau's external website, being easily accessed from the homepage under the heading of 'News' by date posted and subject matter. The web address is <http://www.bom.gov.au/announcements/#Media>.

All media statements issued by the Bureau include the name, telephone number and email address of a Bureau person to contact for further information. Media statements can be easily made available to people in different formats such as facsimile message.

THE ROLE: REGULATOR

The Bureau administers the Meteorology Act. It is responsible for Australia's participation in a number of international conventions, treaties and agreements, but has no formal regulatory responsibilities in respect of disability matters.

THE ROLE: PURCHASER

The Bureau met the purchaser role through the purchasing of its equipment and services to meet its corporate objectives.

1. Publicly available information on agreed purchasing specifications are available in accessible formats for people with disabilities

Bureau public tender notifications were publicly advised through the APS Gazette on-line service. These notices included a contact name, phone number and email address to obtain further information. These notices were available in different formats such as electronic or hard copy, with most requests being responded to on the day of receipt.

2. Processes for purchasing goods or services with a direct impact on the lives of people with disabilities are developed in consultation with people with disabilities

People with disabilities were consulted, as appropriate, in the development of specifications and evaluation of tenders.

3. Purchasing specifications and contract requirements for the purchase of goods and services are consistent with the requirements of the 'Disability Discrimination Act 1992'

Specifications made particular reference where required. The Bureau's standard contract conditions for goods and services included the provision that tenderers must comply with the *Disability Discrimination Act 1992* being one of several pieces of legislation with which contractors must comply.

4. Publicly available performance reporting against the purchase contract specifications requested in accessible formats for people with disabilities is provided

Any such requests were addressed. Reporting formats accommodated any special needs.

5. Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about the providers' performance

All major Bureau contracts included dispute resolution clauses and also arbitration and termination provisions. If a contractor were to breach the *Disability Discrimination Act*, this would be seen as a breach of the contract and subject to remedial action.

THE ROLE: PROVIDER

In the provider role, the Bureau made available to the Australian public, forecasts, information, advice, publications and other material related to weather and climate. Information regarding Bureau services was available in accessible formats on the Bureau's website (<http://www.bom.gov.au>), via the media and in hard copy from Bureau offices. The Bureau's Service Charter for the Community provided contact information.

1. Providers have established mechanisms for quality improvement and assurance

The Bureau's Service Charter for the Community specified the quality and service improvements that clients may expect. Performance was monitored against the standards set out in the Charter, with results published in the Bureau's Annual Report and included on the Bureau's website. Refer to the following address for an example of performance information: <http://www.bom.gov.au/inside/eiab/reports/ar03-04/PDF/Appendix.pdf>.

The Bureau has actively supported private meteorological service providers in enabling them to distribute to the public a range of enhanced products and specialised services. It also collaborated with emergency services organisations in improving the penetration of forecasts and warnings amongst remote communities.

2. Providers have an established service charter that specifies the roles of the provider and consumer and service standards which address accessibility for people with disabilities

This information was included in the Bureau's Service Charter for the Community. The Charter was made available in printed form, or electronically at the following address: http://www.bom.gov.au/inside/services_policy/serchart.shtml.

3. Complaints/grievance mechanism, including access to external mechanisms, in place to address issues and concerns raised about performance

The Charter clearly identified telephone numbers, facsimile numbers and email addresses to use in relation to complaints, technical problems or to provide feedback on services. Clients also had the option of contacting the Parliamentarian responsible for the Bureau, the APS Commission, the Australian Industrial Relations Commission, the Commonwealth Ombudsman, the Administrative Appeals Tribunal or the Human Rights and Equal Opportunity Commission to raise issues and/or concerns about the Bureau's performance.

Following severe weather events, public meetings were convened in affected areas to enable members of the public to voice their concerns or make suggestions about improving the dissemination prior to, and during, a severe weather event such as a cyclone, flood or hailstorm. Venues chosen for the meetings were readily accessible in terms of location and physical access.

THE ROLE: EMPLOYER

In the employer role, the Bureau's employment policies, procedures and practices complied with the requirements of the *Disability Discrimination Act 1992*.

Recruitment information was available in electronic formats and contact details were provided should special assistance be required (<http://www.bom.gov.au/careers>). The principle of reasonable adjustment was applied within the Bureau. Training and development opportunities were accessible to employees with disabilities and, where appropriate, included information on disability issues. Complaints and grievance mechanisms were in place and available to all employees.

1. Employment policies, procedures and practices comply with the requirements of the 'Disability Discrimination Act 1992'

The Bureau's employment-related documents such as the Certified Agreement, Workplace Diversity Program, Disability Action Plan and its recruitment policies and procedures, occupational health and safety policies and procedures and staff rehabilitation and redeployment policies and procedures have all been developed in accordance with the requirements of the *Disability Discrimination Act*.

2. Recruitment information for potential job applicants is available in accessible formats on request

Job applicants were routinely able to access recruitment information via the internet, in hard copy or email format. Other formats were made available on request.

3. Agency recruiters and managers apply the principle of 'reasonable adjustment'

Applicants for positions were requested to identify any particular needs that they may have in relation to being interviewed to ensure that their reasonable needs were met.

Employees in the Bureau have embraced the concept of 'reasonable adjustment' and applied the principles in practice. With the involvement of the affected employee, modifications were made to workplaces and workstations, duties revised and equipment chosen or designed to accommodate employees with disabilities.

4. Training and development programs consider the needs of staff with disabilities

Where relevant and appropriate, Bureau training programs included information that encourages managers, supervisors and employees to create an inclusive environment. For example:

- as part of induction programs, the APS Values and Code of Conduct were clearly explained to employees new to the Bureau;
- a workshop entitled Challenging the way we work included information on disability issues; and
- an on-line training course entitled Workplace Discrimination and Harassment _ Legal Compliance included a case study on disability issues and reasonable adjustment. When required, Auslan interpreters were engaged for the duration of training courses, and venues were selected for their accessibility in terms of mobility.

5. Training and development programs include information on disability issues as they relate to the content of the program

See '4' above.

6. Complaints/grievance mechanism, including access to external mechanisms, in place to address issues and concerns raised by staff

Internal complaints and grievances may be addressed through a range of mechanisms including:

- informally with managers, supervisors or specialists within the organisation,
- raised with Diversity or Harassment Contact Officers,
- discussed with an Employee Assistance Program consultant,
- formally as a Review of Action and investigated either internally or externally, and
- through the Australian Public Service Commission, Human Rights and Equal Opportunity Commission (HREOC), the Australian Industrial Relations Commission (AIRC) or by raising them with the Minister responsible for the Bureau.

Members of the public may have their issues or concerns addressed in a number of ways including:

- through informal discussions with an appropriate Bureau employee,
- by contacting the Bureau in writing such as via letter, facsimile or email,
- by contacting external agencies such as HREOC, the APS Commission or the AIRC or
- by contracting the appropriate Member of Parliament.

FREEDOM OF INFORMATION

This statement is provided in accordance with Section 8 of the *Freedom of Information Act 1982* (the FOI Act). The FOI Act extends to the Australian community the right to obtain access to information in the possession of the Commonwealth Government. Access is limited only by specific exemptions detailed in the FOI Act, which include the protection of essential public interests and personal information.

Section 8 of the FOI Act requires each agency to publish information about the way it is organised, its decision-making powers, arrangements for external bodies or persons outside the Agency and the Commonwealth to participate in the formulation of an Agency's policy, administration or any enactment or scheme of an Agency. Section 8 also requires disclosure of the number of FOI applications made in any year, procedures and facilities for access and categories of documents it holds.

THE ORGANISATION, FUNCTIONS AND DECISION-MAKING POWERS OF THE AGENCY

This information is contained in the body of the Annual Report. Decision-making powers of the Agency are exercised under or in relation to the *Meteorology Act 1955*, the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*.

NUMBER OF FOI REQUESTS

The agency did not receive any applications pursuant to the FOI Act. There were no appeals to the Administrative Appeals Tribunal.

CATEGORIES OF DOCUMENTS THAT ARE MAINTAINED BY THE AGENCY

The Agency holds a large number of documents which are described below. In accordance with the *Archives Act 1983*, documents may have been transferred into archival custody or destroyed. Documents held include:

- policy advice and internal administration (financial, staffing, office procedures and similar documents);
- documents relating to management and administration including reports, briefings, minutes, submissions and other documents;
- tender proposals, evaluations, contracts, property documents, Memoranda of Understanding;
- cabinet submissions, Ministerial briefings;
- guidelines, manuals and other reference material used by staff;
- audio and visual material used for training and other activities;
- paper and electronic records and databases including climate records, meteorological data and other meteorological information; and
- legal documents.

OUTSIDE PARTICIPATION AND PUBLIC INVOLVEMENT

Arrangements for bodies or persons outside the Commonwealth to participate in the formulation of policy or in the administration by the Agency are as follows:

- Bureau of Meteorology Advisory Board
- Consultative Meetings with Private Meteorological Service Providers
- Commonwealth Bureau of Meteorology Aviation Industry Consultative Meetings
- State Marine Consultative Committees
- Routine Public User Surveys
- Regional Emergency Services joint meetings
- Other meeting with agricultural groups, airport owners, etc
- Cooperative Research Centre (CRC) Governing Boards (CRC for Catchment Hydrology, Bushfire CRC, CRC for Antarctic Climate and Ecosystems);
- Flood Warning Consultative Committees (States and Northern Territory)
- Australian Government Counter Disaster Task Force
- Agricultural Weather Consultative Committees (SA, NSW, Tas, Vic)
- Primary Industries Ministerial Council, Natural Resource Management Ministerial Council, Environmental Protection and Health Council and their Standing Committees and associated committee structures
- State Bushfire Councils and Advisory Committees
- Tropical Cyclone Committees and Advisory Groups (WA, Qld)
- State and local committees for Disaster Mitigation
- Disaster Mitigation Assistance Package joint agency work groups

FOI PROCEDURES AND FACILITIES, INITIAL INQUIRIES AND ACCESS

Freedom of Information matters (within the Agency) are handled by the Legal Section in the Bureau Head Office. The FOI Officer may be contacted on 03 9669 4669.

Correspondence should be sent to:

Freedom Of Information Officer
Legal Section
Bureau of Meteorology
GPO Box 1289
Melbourne Vic 3001

A list of the Bureau's publications and other material is available at: www.bom.gov.au
Access is usually provided on the payment of an application fee (which is prescribed by the FOI regulations) and a formal written request. Details of a postal address and telephone contact number should be included in the request. If access to all or some of the material requested is denied, a written response with reasons will be provided. Where access is granted, this is usually provided in the form of copies of requested material. A reading area can be made available for the inspection of documents by arrangement with the FOI officer.

ADVERTISING AND MARKETING RESEARCH

Advertising and Marketing Research (in excess of \$1,500)

	2004-05
MEDIA ADVERTISING	
HMA Blaze Pty Ltd	\$58,850
Total	\$58,850
DIRECT MAIL ORGANISATIONS	
Australian Publishing Resource Service	\$5,674
Power Farming	\$3,294
Total	\$8,968
MARKET RESEARCH	
Australian Fieldwork Solutions	\$59,500
Andrews Marketing Group	\$12,625
Total	\$72,125
Total	\$139,943

ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PERFORMANCE

1. How the activities of, and the administration (if any) of legislation by, the agency, during the period accorded with the principles of ecologically sustainable development (Section 516A(6)(a) of the Environment Protection and Biodiversity Conservation Act 1999).

Activities which generally recognise and promote Ecologically Sustainable Development (ESD):

- The Bureau of Meteorology works closely with the Australian Greenhouse Office and other groups in the Departments of the Environment and Heritage and Foreign Affairs and Trade to reach positions for Australia within international multilateral forums and organisations such as the Intergovernmental Panel on Climate Change;
- The Bureau is also involved in assisting the collection of, and access to, information and knowledge in support of ecologically sustainable development through involvement in the Asia Pacific Climate Network project; workshops for the Asia Pacific Network for Global Change; production and distribution of monthly South Pacific Seasonal Outlook Reference Material; and the continuation of the AusAID funded Pacific Island Climate Prediction Project, in which the Bureau's seasonal outlook service will be implemented within several countries; and
- The Bureau has entered into a Memorandum of Understanding to develop tools to improve the communication of observed climate variability and change information in support of the "Australian Greenhouse Office Tools for Impacts and Adaptation Agenda". This project will see the Bureau of Meteorology Research Centre and National Climate Centre collaborate on the extension of variables monitored for climate change in real-time, and the development of a streamlined and interactive webpage for delivering analyses and data.

Activities, which integrate environmental, social, economic and equitable consideration:

- At the national level, the Bureau works closely with the Departments of the Environment and Heritage, Agriculture, Fisheries and Forestry, and Transport and Regional Services and relevant state water and agricultural agencies provide meteorological and related information and knowledge in support of ecologically sustainable management policy decisions;
- Several climate briefings were provided to Ministerial Councils and their subsidiary bodies, on current seasonal conditions and outlooks and particularly on any likely El Niño related developments;
- Participation in national processes for the protection and management of Australia's marine environment;
- The Bureau has reviewed and revised the spatial analysis methods used to monitor surface climate variability over Australia, as part of the Bureau's contribution to the Bureau of Rural Sciences/Bureau of Meteorology/CSIRO Australian Water Availability (AWA) Project. This activity has led to an approximate halving of the uncertainty in rainfall and temperature

analyses. Analysis products from this system will contribute to the new National Monitoring System for streamlining the Exceptional Circumstance process for drought relief;

- The Bureau's National Climate Centre is working with the Bureau of Rural Sciences (BRS) and other state agencies on a demonstration prototype for a National Monitoring System (NMS). A prototype for this system was presented at the April Primary Industries Ministerial Council (PIMC) meeting and met with a positive reception. The NMS, when complete, will provide a consistent and continuous flow of information on climate conditions and agricultural production statistics for assessing applications and renewals for support under the Exceptional Circumstances process;
- Workshops and/or consultative meetings were conducted in South Australia, Queensland, New South Wales, Victoria, Tasmania, Western Australia and the Northern Territory to strengthen links between the Bureau and State Government Departments of Agriculture/Primary Industries;
- The Bureau has continued to improve client access to information and advice related to water resources and hydrometeorological design through the development of CD-based and web applications for delivering the information. This includes continuing progress with the Australian Water Data Infrastructure Project. The broad objectives of AWDIP are to improve the quality of and access to water resources information and data. The Bureau is actively participating in the project through the contribution of relevant climate data and cooperation in the development of data transfer and access technologies and protocols; and
- The Bureau has held discussions with the National Water Commission (NWC) with the aim of determining how the Bureau can best contribute to the implementation of the National Water Initiative. As a result, the Bureau has provided and will continue to provide the NWC with a one-paragraph summary of the current climatic conditions and the seasonal outlook on a monthly basis.

Activities which aim to promote conservation of the environment for the benefit of future generations such as:

- Collaboration with other departments and organisations to ensure resources such as marine, fresh water and land resources are sustained for the benefit of future generations;
- The expansion in the number of fields being archived within the climate databank provides the capacity for the public and specialised users to access a greater variety of meteorological data and, for some data types, information at higher temporal resolutions and thus increases the utility of data for users;
- The Bureau has signed an MOU with the Australian Greenhouse Office (AGO), which is providing funding for a 12 month project to "rescue" climate records from five Pacific Island countries relatively close to, and of strategic importance to, Australia (Papua-New Guinea, Solomon Islands, Vanuatu, Fiji and Kiribati). The aim of the project is to form an inventory of the meteorological records held in the five Pacific countries, make recommendations for their long-term preservation, and where necessary, take immediate action to preserve records in imminent danger of deterioration and loss;

- With support from the Department of the Environment and Heritage, the Bureau carried out an analysis of the air quality across Australia's major airsheds over the period 1991-2001. As part of the project, a database was prepared in cooperation with all jurisdictions to hold the historical air quality data. The database is located in the national climate database of the National Climate Centre; and
- The generation of updated or new standard climatological products, such as the rain-days dataset, meets the needs of industries such as agriculture, and of scientific groups involved in climate research and climate modelling. The rain-days dataset was produced in standard spatial formats to meet the needs of users working with GIS and related visualisation systems.

Activities which ensure that biodiversity and ecological integrity are fundamental to decision making such as:

- Provision of quality information which enable informed consideration of biodiversity conservation in decision making; and
- The Bureau contributed to the development of the National Biodiversity and Climate Change Action Plan coordinated by the Department of the Environment and Heritage.

Activities which aim to improve valuation, pricing and incentive mechanisms such as:

- The Bureau continues to promote the benefits of improved information and knowledge on the variability and extremes of Australia's climate in relation to sound economic, social and environmental management;
- The Bureau has participated in the National Water Commission lead discussions on water accounting;
- The incorporation of more information about natural disasters into the climate databank will enhance knowledge and understanding of extreme events and disasters, which are essential for planning effective mitigation strategies; and
- The Bureau has contributed, as appropriate, to the activities of the Environment Protection and Health Council and Standing Committee.

2. How the outcomes specified in a relevant Appropriations Act contribute to ecologically sustainable development ESD

The role of the Bureau of Meteorology is to achieve the major outcome of Australia benefiting from meteorological and related science and services. Whilst not explicitly contributing to ecologically sustainable development the quality information and knowledge provided in the outputs contribute to the ecologically sustainable development decision making processes across the breadth of the organisation covering diverse areas such as marine, agriculture, climate and aviation.

3. Effect of the organisation's activities on the environment

The Australian Bureau of Meteorology contributes positively to the protection and conservation of the environment through provision of quality information to a number of decision makers considering environmental factors. Activities in climate, marine, severe weather,

agriculture and aviation contribute a positive effect to the actions of other organisations.

In the course of its normal operations the Bureau contributes a number of negative impacts on the environment through its use of non-sustainable resources such as fuel, electricity, water, paper and other materials consumed and its generation of waste products.

4. Any measures the agency is taking to minimise the impact of activities by the agency on the environment.

The Australian Bureau of Meteorology monitors a range of its operational activities including energy management, transport (fleet management), and waste management and purchasing. The Bureau strives to minimise the impact of its operations on the environment by the process of continual improvement within these areas.

Achievements include:

- Incorporation of energy saving features within its new offices at 700 Collins Street Docklands, which will provide long term savings in tenant light and power consumption;
- Implementation of incremental improvements to premises to assist in achieving Commonwealth energy targets;
- Implementation of a full waste recycling programme within the Docklands property;
- Introduction of environmentally friendly processes within the vast operational network, for example, hydrogen generation improvements;
- Diverse use of sustainable resources, in particular the use of geothermal technology for the provision of mechanical services and solar power; and
- Innovative designs to achieve greater energy efficiency within operational and accommodation facilities.

5. The mechanisms, if any, for reviewing and increasing the effectiveness of those measures.

Partnership agreements with industry and the energy usage database provide a framework for measuring the effectiveness of actions taken to minimise negative environmental impacts and for considering and addressing environmental impacts within the context of continuous improvement.

GLOSSARY OF ACRONYMS

A

ABARE	Australian Bureau of Agricultural and Resource Economics
ABN	Australian Business Number (Bureau of Meteorology: 92 637 533 532)
ABC	Australian Broadcasting Commission
ACT	Australian Capital Territory
ADAM	Australian Data Archive for Meteorology
ADF	Australian Defence Force
AFAC	Australasian Fire Authorities Council
AGLIN	Australian Government Libraries Information Network
AGO	Australian Greenhouse Office
AGS	Australian Government Solicitor
AIFS	Australian Integrated Forecast System
AIRC	Australian Industrial Relations Commission
ALIA	Australian Library and Information Association
AMC	Asset Management Committee
AMDISS	Australian Meteorological Data and Information Service System
AMFS	Australian Marine Forecasting System
AMM	Australian Meteorological Magazine
ANAO	Australian National Audit Office
AODC	Australian Oceanographic Data Centre
APESMA	Association of Professional Engineers, Scientists and Managers, Australia
APN	Asia-Pacific Network for Global Change Research
APS	Australian Public Service
ARM	Atmospheric Radiation Measurement
AusAID	Australian Agency for International Development
AWA	Australian Workplace Agreement
AWC	Aviation Weather Centre
AWDIP	Australian Water Data Infrastructure Project
AWS	Automatic Weather Station

B

BAM-4	BMRC Atmospheric Model, Version 4
BMAB	Bureau of Meteorology Advisory Board
BMAC	Bureau of Meteorology Audit Committee
BMRC	Bureau of Meteorology Research Centre
BMTC	Bureau of Meteorology Training Centre
BOG	Best Objective Guidance

C

CAL	Computer Aided Learning
CASA	Civil Aviation Safety Authority
CCF	Central Computing Facility
CCS	Climate and Consultative Services

CCSB	Communications and Computing Systems Branch
CEO	Chief Executive Officer
CHY	Commission for Hydrology of WMO
CIMO	Commission for Instruments and Methods of Observation of WMO
CLI	Caller Line Identification
CMIP	Coupled Model Intercomparison Project
CMR	CSIRO Marine Research
CMSS	Computer Message Switching System
COAG	Council of Australian Governments
COMET	Cooperative Program for Meteorological Education and Training
COP	Conference of the Parties
COP9	Ninth Session of the Conference of the Parties to the UNFCCC (Milan, December 2003)
CRC	Cooperative Research Centre
CRCCH	Cooperative Research Centre for Catchment Hydrology
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CRIS	Cost Recovery Impact Statement
D	
DIPE	Department of Infrastructure, Planning and Environment (Northern Territory)
DMSU	Defence Meteorological Support Unit
DOE	Department of Energy (USA)
E	
EAP	Employee Assistance Program
EER	Environmental Emergency Response
EEZ	Exclusive Economic Zone
EFT	Electronic Funds Transfer
EMA	Emergency Management Australia
EOS	Earth Observation Summit
F	
FCCC	Framework Convention on Climate Change of the UN
FMA	Financial Management and Accountability (Act)
FOI	Freedom of Information
FWCC	Flood Warning Consultative Committee
G	
GASP	Global Assimilation and Prediction System
GCOS	Global Climate Observing System
GENSI	Generalised Multivariate Statistical Interpolation Scheme
GEO	Group on Earth Observations
GEOSS	Global Earth Observation System of Systems
GHG	Greenhouse gas
GIS	Geographic Information System

GOES	Geostationary Operational Environmental Satellite
GPS	Global Positioning System
GSDM	Generalised Short Duration Method of PMP estimation
GTS	Global Telecommunications System of WMO
GTSM	Generalised Tropical Storm Method of PMP estimation
GUAN	GCOS Upper Air Network
H	
HF	High Frequency radio
HPCCC	High Performance Computing and Communications Centre, jointly operated by the Bureau and CSIRO
HREOC	Human Rights and Equal Opportunity Commission
I	
IAEA	International Atomic Energy Agency
ICAO	International Civil Aviation Organization
IFD	Intensity-Frequency-Duration design rainfall information
IHP	International Hydrological Programme of UNESCO
IOC	Intergovernmental Oceanographic Commission
IOCI	Indian Ocean Climate Initiative
IPCC	Intergovernmental Panel on Climate Change, of WMO and UNEP
IT	Information Technology
J	
JCOMM	Joint Technical Commission for Oceanography and Marine Meteorology
L	
LAPS	Limited Area Prediction System
M	
MARS	Meteorological Archive and Retrieval System
MEP	Management Education Program
MESO-LAPS	Fine-mesh (mesoscale) versions of LAPS
MIS	Management Information System
MJO	Madden Julian Oscillation
MOU	Memorandum of Understanding
N	
Nata	National Association of Testing Authorities
NCC	National Climate Centre
NEC	Nippon Electric Company
NMOC	National Meteorological and Oceanographic Operations Centre
NMHS	National Meteorological and Hydrological Service
NMS	National Meteorological Service
NOAA	National Oceanic and Atmospheric Administration (USA)
NREL	National Restricted Electrical License
NSW	New South Wales
NT	Northern Territory
NTC	National Tidal Centre

NTC	National Tidal Centre
NTES	Northern Territory Emergency Services
NTFA	National Tidal Facility Australia
NWP	Numerical Weather Prediction
O	
OEB	Observations and Engineering Branch
OH&S	Occupational Health and Safety
OMSS	Ocean Modelling and Services System
OOS	Occupational Overuse Syndrome
P	
PFC	Perfluorocarbons
PMP	Probable Maximum Precipitation
PNG	Papua New Guinea
POAMA	Predictive Ocean Atmosphere Model for Australia
R	
RA V	Regional Association V (South West Pacific) of the WMO
RAAF	Royal Australian Air Force
RAN	Royal Australian Navy
Rapic	Radar Picture Display
RCL	Recognition of Current Learning
RFC	Regional Forecasting Centre
RMIT	Royal Melbourne Institute of Technology
RO	Regional Office of the Bureau
RNDSUP	Radar Network and Doppler Services Upgrade Project
RSC	Regional Steering Committee
RSMC	Regional Specialized Meteorological Centre of WMO
S	
SAMU	Sydney Airport Meteorological Unit
SBSTA	Subsidiary Body for Scientific and Technological Advice of the Conference of the Parties to the UN FCCC
SCL	Stochastic Climate Library
SIGMET	Significant Meteorological Hazards
SMS	Short Message Service
SOLAS	Safety of Life at Sea
SSU	Special Services Unit
SVAT	Soil Vegetation Atmosphere Transfer
T	
TC-LAPS	Tropical cyclone version of the LAPS
TCP/IP	Transmission Control Protocol/Internet Protocol
TCWC	Tropical Cyclone Warning Centre

TIFS Thunderstorm Interactive Forecast System
TWP-ICE Tropical Warm Pool International Cloud Experiment

U

UN United Nations
UNEP United Nations Environment Programme
UNESCO United Nations Educational, Scientific and Cultural Organization
UNFCCC United Nations Framework Convention on Climate Change
UV Ultra-Violet radiation

V

VAAC Volcanic Ash Advisory Centre
VCP Voluntary Cooperation Programme of WMO
VHF Very High Frequency

W

WA Western Australia
WMC World Meteorological Centre
WMO World Meteorological Organization
WMO-UNEP WMO - United Nations Environment Programme
WRSC Water Resources Station Catalogue
WWW World Weather Watch Programme of WMO

COMPLIANCE INDEX

Location of information provided in accordance with the Requirements for Annual Reports for Departments, Executive Agencies and FMS Act Bodies issued by the Department of the Prime Minister and Cabinet in June 2005.

na denotes that the requirement was not applicable to the Bureau of Meteorology during 2004-05

REQUIREMENT	Page
Letter of transmittal	iii
Aids to Access	
Table of contents	vii
Index	218
Glossary	204
Contact officers	vi
Internet addresses	vi
Review by Agency Head	1-2
Agency Overview	
Description of the agency	3
Role and functions	3
Organisational structure	4,111
Outcome and output structure	6
Where outcome/output structure differ from PBS	na
Report on Performance	
Review of performance in relation to outputs and contribution to outcomes	21-106
Actual performance in relation to performance targets in PBS/PAES	21-106
Where performance targets differ from the PBS	na
Discussion and analysis of performance	21-106
Performance against service charter customer service standards	21-106
Discussion and analysis of financial performance	2,118
Summary resource table by outcome	190
Management Accountability	
Corporate governance practices	107
Fraud measures	111
Certification of compliance with Commonwealth Fraud Control Guidelines	iii
Judicial decisions and decisions of administrative tribunals	112
Reports by the Auditor-General, a Parliamentary Committee or Ombudsman	112
External scrutiny	112

Compliance Index

Management of human resources	113
Statistics on staffing	186
Certified agreements and AWAs	187
Performance pay	188
Contracts exempt from Purchasing and Disposal Gazette	na
Assets management	119
Purchasing	119
Consultants	120, 211
Competitive tendering and contracting	120
Absence of contractual provisions allowing access by the Auditor-General	na
Contracts exempt from the Purchasing and Disposal Gazette	na
Commonwealth Disability Strategy	192
Financial Statements	125
Other Mandatory Information	
Occupational health and safety	191
Freedom of Information	197
Advertising and Market Research	199
Ecologically sustainable development and environmental performance	200
Discretionary grants	na

CONSULTANCY SERVICES LET DURING 2004-05 – OF \$10,000 OR MORE

Name of Consultant	Description	Contract Price	Selection Process	Justification
A P Linossier & Associates Pty Ltd	Study of Human Resource Management Information Systems	\$93,637	Select tender	B
Australian Government	Legal Advice Regarding Intellectual Property and other matters for Meteorological Research for Australia	\$11,617	Direct Sourcing	B
Building Services Design and Management	Building Related Services	\$216,517	Direct Sourcing	B

1. The following selection process terms are drawn from the Commonwealth Procurement Guidelines (January 2005).

Open Tender: A request for tender was published inviting all consultants that satisfied the conditions of participation to submit tenders.

Select Tender: A select number of consultants were invited to submit offers.

Direct Sourcing: The enquiry was confined to a single consultant under the conditions for direct sourcing described in the mandatory procurement procedures.

Panel: The consultant was chosen from a panel of pre-qualified consultants selected through a separate procurement process.

2. The justification for the decision to engage a consultant are as follows:

A. Skills currently unavailable within the Bureau of Meteorology.

B. Need for specialised or professional skills not generally existing in the Bureau of Meteorology.

C. Need for independent research or assessment.