CORPORATE GOVERNANCE

The Bureau's corporate governance framework is designed to provide a sound basis for decision making, to define mechanisms for accountability and stewardship and to promote both leadership and strategic direction for the Bureau.

Corporate governance within the Bureau is based around:

- the legislative foundation provided by the Meteorology Act 1955, the Public Service Act 1999, and the Financial Management and Accountability Act 1997;
- a robust executive and management structure;
- a mechanism for stakeholder input and review through the Bureau of Meteorology Advisory Board, and a number of theme-based consultative committees;
- sound procedures for risk management and fraud control;
- an internal audit plan that addresses key business and financial risks to improve Bureau business and management practices;
- an audit committee focussing on fraud, risk management and internal audit, and oversight of the preparation of the Bureau's financial statements;
- an extensive planning and reporting framework with well-defined corporate planning processes;
- detailed asset management policies and guidelines; and
- a service charter setting out the standards of service to the community.

ORGANISATIONAL ARRANGEMENTS

The Bureau of Meteorology comprises:

- three divisions: Services and Systems, Research, and Corporate;
- seven branches: Observations and Engineering; Communications and Computing Systems; Bureau of Meteorology Research Centre; Weather and Ocean Services Policy; National Operations; Executive and International Affairs; and Management;
- seven regional offices located in the state capital cities and Darwin;
- fifty-seven field offices across Australia, offshore islands and Antarctica; and
- a commercial arm called the Special Services Unit (SSU).

The Director of Meteorology has formal charge of the Bureau under the Meteorology Act 1955 and has the responsibilities and powers of an agency head under the Public Service Act 1999. Supporting the Director, two Deputy Directors and the Chief Scientist oversight key functions of the Bureau as follows:

- **Deputy Director (Services and Systems):** heads the Services and Systems Division which has the direct responsibility for Output Groups 1.1 (Meteorological and Related
• **Deputy Director (Corporate Activities):** serves as the Bureau's Chief Finance Officer and heads the Corporate Division which has the direct responsibility for Output Group 1.4 (International Meteorological Activities) and for the corporate and cross-cutting activities which are attributed as an overhead across all Output Groups; and

• **Chief Scientist:** heads the Research Division and is responsible for overseeing all research and scientific activities as well as the management of the Bureau of Meteorology Research Centre which has the direct responsibility for Output Group 1.2 (Meteorological and Related Research).

The Director of Meteorology and the three Division Heads form the Bureau Executive. The Executive has the responsibility for setting strategic policies and priorities for the Bureau and is the highest level decision making body within the organisation. Executive meetings are chaired by the Director and generally held fortnightly as circumstances permit. The actions of the Executive are supported by Senior Management Meetings which involve all members of the Executive, all Branch Heads and the Manager of the SSU. These meetings are held fortnightly on the alternate week to Executive meetings. As well as general program reporting, senior managers respond to key issues that are referred by the Executive for consideration at the branch level.

In addition to these cross-cutting forums, there are a number of specifically-focussed committees that report to one of the Executive members, or to the Executive as a whole. The current committees and their roles are as follows:

• **IT Standing Committee** - oversees and coordinates all Information Technology activities within the Bureau of Meteorology.

• **Australian Meteorological Data and Information Services System (AMDISS) Management Committee** - undertakes broad coordination and strategic development of AMDISS.

• **Data Management Committee** - undertakes coordination and implementation of data management activities within the Bureau.

• **Staffing Review Committee** - undertakes monitoring and reporting of staffing and salary usage and assists in the development of the Bureau's staffing strategy.

• **Bureau of Meteorology Staff Consultative Committee** - provides a formal forum for unions and staff representatives to meet with the Director of Meteorology and other senior Bureau management to address workplace relations and related issues.

• **Training and Staff Development Committee** - oversees planning and coordination of all training activities within the Bureau.

• **Library Committee** - provides advice to the Executive and to the Chief Librarian on matters relating to library services.

• **Basic Product Set Review Committee** - provides recommendations to the Executive through the Assistant Director (Weather and Ocean Services) on revisions to the Bureau's Basic Product Set.
The Bureau also has steering committees for all major projects including (during 2005-06) the Climate Prediction Project, the Forecast Streamlining and Enhancement Project, the Australian Tsunami Warning System Project, the Basic Observing System Study, the Management Services Centralisation Project, the Human Resource Management System Project, the Radar Network and Doppler Services Upgrade Project, and the Field Office Replacement Project which is coordinated with other major observation program initiatives through the Major Observations Program Infrastructure Coordination Management Committee.

Regional Directors report directly to the Director of Meteorology, meet as a group a number of times each year as part of annual planning processes, and are integral to the operation of the Bureau’s management framework for planning and operations.

The senior staff of the Bureau as at 30 June 2006 are shown in relation to the organisational structure in Figure 33.

BUREAU OF METEOROLOGY ADVISORY BOARD

The Bureau of Meteorology Advisory Board is responsible for advising the Parliamentary Secretary and the Director of Meteorology on issues of relevance to the proper discharge of the functions of the Bureau, including the national and international environment for meteorological service provision, the Bureau’s corporate strategy and Strategic Plan, and broad scale resourcing and implementation issues.

The annual report of the Advisory Board for 2005-06 is provided at Annex A.

BUREAU OF METEOROLOGY AUDIT COMMITTEE

The Bureau of Meteorology Audit Committee has responsibility for fostering the development and implementation within the Bureau of:

- an effective and efficient audit service;
- compliance with applicable laws and regulations;
- reliable financial and management reporting;
- an appropriate fraud control plan, with supporting procedures; and
- risk identification and management processes.

The Audit Committee met four times during 2005-06, in July, October, February and May. The major focus of the Committee for the year was the oversight of:

- the annual audit program (including financial, program, regional office and IT-based audits);
- the acceptance of the Bureau’s 2004-05 financial statements;
- the further refinement of the audit process, notably the provision of management comments and the acceptance and implementation of audit recommendations;
- operation of the Risk Sub-committee and the development of a process for corporate risk identification and monitoring;
Figure 33. The senior staff of the Bureau of Meteorology at 30 June 2006.
• the commencement of work on fraud risk assessment and a Fraud Management Plan for the Bureau;
• the implementation of the Australian Equivalents to International Financial Reporting Standards (AEIFRS);
• the update of Chief Executive Instructions; and
• the Bureau’s response to ANAO management letters and the issue of net appropriation agreements.

CORPORATE PLANNING AND EVALUATION

Planning in the Bureau of Meteorology is based on a framework of program-based activities delivering Government-agreed Outputs and Outcomes. The planning system operates on overlapping five-year and one-year timescales. For 2005-06 the system involved:

• publication of a Strategic Plan 2005-10, which described the major issues likely to influence the Bureau over the five-year period, and provided a summary of the Bureau’s strategic plans and related corporate goals for improving the delivery of its four basic Outputs;
• an Operational Planning Conference held on 15-16 November 2004, which considered initial draft plans for 2005-06 in the context of the issues and influences of most relevance for the coming year;
• issue of a Budget Staff Notice on 11 May 2005 advising of the implications of the Budget introduced into Parliament on the previous evening;
• a Budget and Program Workshop on 12-13 May 2005, which reviewed draft plans and resource allocations for 2005-06 in the light of the Budget outcome; and
• publication of an Operational Plan 2005-06, which refined the strategies for delivering the Bureau’s Outputs for the first year of the Strategic Plan and established annual performance targets against operational plans and resource allocations.

An important component of the annual planning cycle is an evaluation of performance against plans. The Bureau monitors and reports, through its annual report to Government, on the effectiveness as well as the quality, quantity and price, of each of its four Output Groups using a range of indicators that relate to the objectives of its internal programs.

RISK MANAGEMENT AND FRAUD CONTROL

In the past 12 months the Bureau has made good progress with formalising its management of organisational risks. Particular achievements include:

• completion of a draft of the Bureau’s Risk Management Handbook;
• conduct of a workshop for senior managers which identified strategies for improving risk management in the Bureau;
• drafting of plans for the integration of a formal risk assessment and management process with the Bureau’s existing planning and budgeting processes;
• conduct of a formal risk identification and assessment process ahead of, and informing, finalised organisational plans for 2006-07;
• action to create and staff a position which will provide a focal point for the formal elements of the Bureau’s risk management framework;
• progress with rolling-out training in risk management to general staff; and
• initiation of a national review of the adequacy of the Bureau’s current framework for managing OH&S risks, in particular for the Bureau’s observation and engineering programs, which have roles and responsibilities relating to the operation and maintenance of equipment in rural and remote areas.

During 2005-06 there were no reported incidences of fraud.

SERVICE CHARTER

The Bureau’s service charter sets out the standards of service clients can expect from the Bureau, their rights and responsibilities and how to find out more about the organisation. The service charter applies to all clients, including other government agencies, community organisations, industry and members of the public, and to all the Bureau’s Outputs.

The charter was updated during 2005-06 to reflect changes in contact details and the dissemination of Bureau services, and can be accessed principally through the Bureau’s web site at www.bom.gov.au/inside/services_policy/serchart.shtml.

ETHICAL STANDARDS

During the reporting period, the Bureau continued to demonstrate its commitment to the APS Values and Code of Conduct in a number of ways, including the following:
• the APS Values and Code of Conduct were highlighted in the Bureau’s Certified Agreement 2006-2008;
• briefing information on the APS Values and Code of Conduct was included in induction packages and training sessions provided for new employees;
• the Values and Code of Conduct embedded in selection criteria for all Bureau positions were widely promoted throughout the organisation;
• an on-line information and training course covering the APS Values and Code of Conduct continued to be available to all Bureau employees;
• upholding the APS Values and Code of Conduct and completion of the on-line course is frequently used as a performance criterion in relation to social justice objectives and work tasks in the Bureau’s Staff Performance Management Scheme;
• workshops and information sessions on the Values and Code of Conduct were delivered to several groups of managers and employees, including at Officers-in-Charge Conferences and Station Managers’ Conferences;
employees were able to access information on ethical standards via the Bureau’s Intranet, as well as by accessing the Australian Public Service Commission’s website;

- guidelines on the acceptance of gifts were reviewed and re-issued and, together with guidelines on managing breaches of the Code of Conduct and whistle blowing procedures, were made available to employees via the intranet;

- review of Action procedures, as provided for in Section 33 of the Public Service Act 1999, were made available to aggrieved employees as necessary; and

- the Bureau was represented at external network meetings in relation to performance and conduct issues.

**EXTERNAL SCRUTINY**

There were no judicial decisions or decisions of administrative tribunals during 2005-06 which affected the Bureau. Similarly, there were no reports by the Auditor-General (other than the report on financial statements), Parliamentary Committees or the Commonwealth Ombudsman, which referred to the Bureau.