

# NEPC Service Corporation — Operations Report

## MAJOR ACTIVITIES

The NEPC Service Corporation depends on the quality and stability of its team of professional people and its administrative resources to ensure that effective and efficient project management and business services add value to the Work Program of the NEPC. Staffing numbers have remained constant at the same level as 2000–01, at 8.6 full-time equivalents.

The following activities were carried out over the year:

- provision of project management services to NEPC, NEPC Committee, EPHC and EPH Standing Committee
- provision of executive and business services to NEPC, NEPC Committee, EPHC and EPH Standing Committee
- provision of project management services to:
  - Ambient Air Quality NEPM — Particles Standard (PM<sub>2.5</sub>)
  - Risk Assessment Working Group
  - Time Activity Study
  - Air Toxics NEPM
- provision of support services to:
  - Motor Vehicle Environment Committee (Chair and Secretariat)
  - Ambient Air Quality NEPM — Peer Review Committee

- liaison with:
  - National Health and Medical Research Council
  - enHealth
  - National Road Transport Commission
  - Standards Australia
- preparation and publication of the 2000–01 NEPC Annual Report
- preparation of preliminary budget estimates of expenditure and revenue for 2002–03.

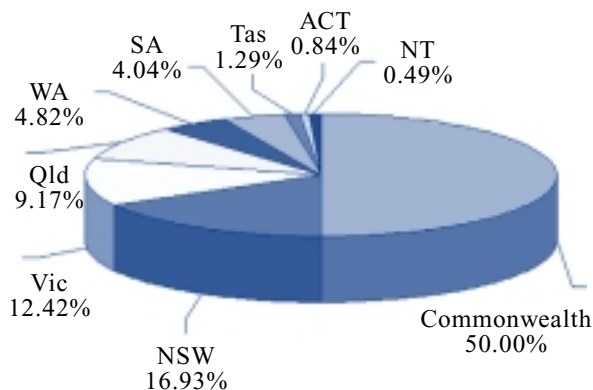
## FUNDING

### NEPC Service Corporation — Operations

The Commonwealth, States and Territories share funding of the NEPC Service Corporation operations on an agreed formula, with contribution of 50% from the Commonwealth and 50% from States and Territories on a per capita basis. The 2001–02 budget for the operations of the NEPC Service Corporation was \$844 900. Western Australia, South Australia and Tasmania prepaid their contributions for the 2002–03 financial year. This prepayment is reflected in the Financial Statements, but not in Table (1).

Figure 1 and Table (1) illustrate the distribution of funding by jurisdictions for the operation of the NEPC Service Corporation.

**Figure 1: Funding Mix**  
NEPC Service Corporation — Operations 2001–02



**Table (1): Funding by Jurisdiction for NEPC Service Corporation Operations**

Jurisdiction	\$
Commonwealth	422 450
NSW	143 042
Vic	104 937
Qld	77 477
WA	40 724
SA	34 134
Tas	10 899
ACT	7 097
NT	4 140
<b>Total</b>	<b>844 900</b>

## NEPM Development and NEPC Related Activities

The 2001–02 budget allocated for the development of NEPMs and NEPC related activities was \$672 027. In most cases, funding for NEPM development and NEPC related activities is made on an agreed formula (50% from the Commonwealth, and 50% from States and Territories on a per capita basis). The Time Activity Study was funded on a different basis, leading to the different percentage contributions as portrayed in Figure 2.

Figure 2 and Table (2) illustrate the distribution of funding by jurisdictions for the development of NEPMs and NEPC related activities.

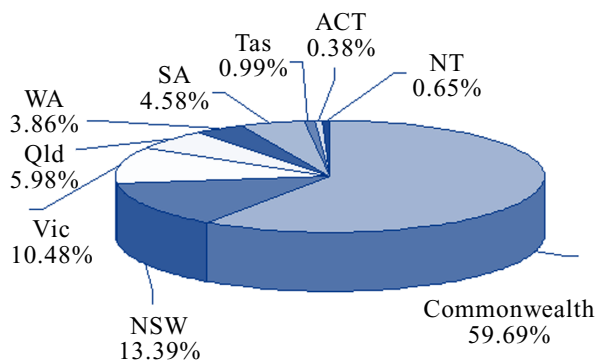
*Table (2): Funding by Jurisdiction for Development of NEPMs and NEPC Related Activities*

Jurisdiction	\$
Commonwealth	401 116
NSW	90 014
Vic	70 421
Qld	40 209
WA	25 959
SA	30 784
Tas	6 658
ACT	2 530
NT	4 336
<b>Total</b>	<b>672 027</b>

*Figure 2: Funding Mix*

### NEPM Development and NEPC related activities

2000–01



## Audit

The Australian National Audit Office (ANAO) has issued an unqualified Audit Report for the 2001–02 Financial Statements (refer to pages 51-53 of this report).

## STAFFING

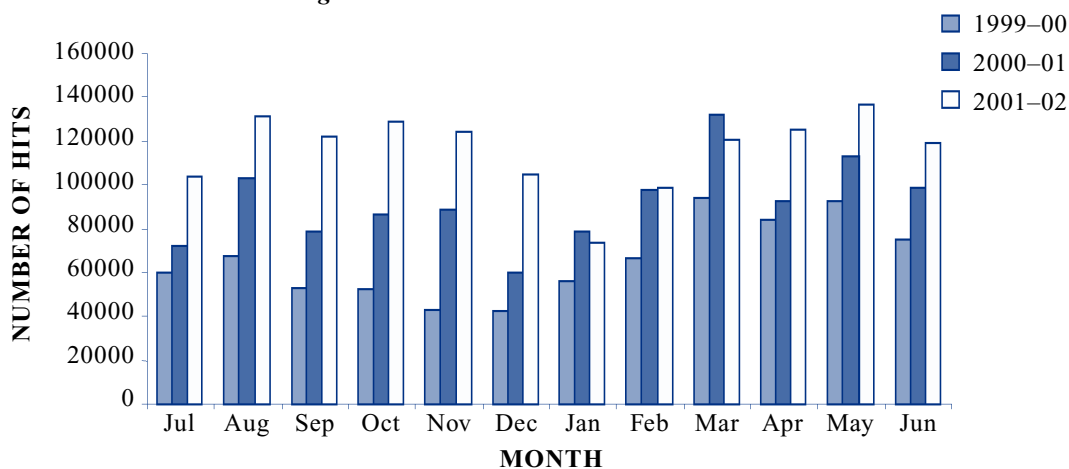
The organisation structure of the NEPC Service Corporation is set out in Figure 3.

*Figure 3: NEPC Service Corporation Organisation Chart*



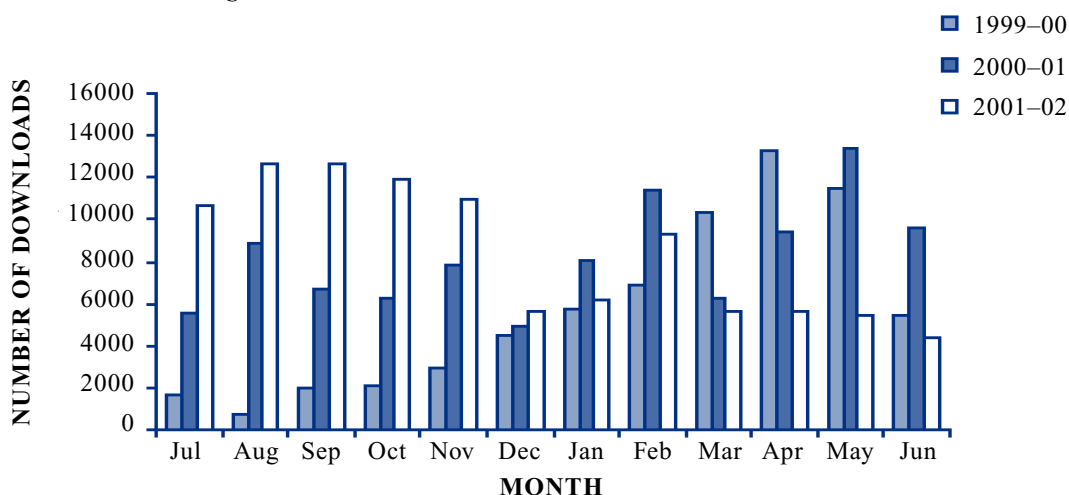
## NEPC Website

*Figure 4: NEPC Website Statistics — ‘Hits’*



The total annual ‘hits’ on the website were 787 963 (1999-00), 1 103 259 (2000-01) and 1 390 391 (2001-02).

*Figure 5: NEPC Website Statistics — Document Downloads*



The variations in downloads reflect both the increasing awareness of the website (in earlier times) and the number of new documents placed on the website. The annual downloads of documents from the NEPC website were 67 037 (1999-00), 98 227 (2000-01) and 103 253 (2001-02).

## ENVIRONMENTAL MANAGEMENT SYSTEM

During 2001-02, the Service Corporation developed and implemented its Environmental Management System (EMS). The EMS is guided by an Environmental Management Policy signed off by the Executive Director.

Underpinning the policy is the EMS Action Plan, which identifies short - medium - and long-term goals to enhance the Service Corporation's environmental performance. Over the next two years there will be a systematic review of Service Corporation activities and arrangements to minimise impacts on the environment.

Some initiatives already implemented, such as reduction of paper and electricity usage and improved paper recycling arrangements, have delivered reduced resource consumption and financial savings.

The Service Corporation will report on its environmental performance in subsequent Annual Reports.