

## MAJOR ACTIVITIES

The NEPC Service Corporation provides project management and secretariat services to EPHC and EPH Standing Committee, which incorporate NEPC and NEPC Committee respectively.

The NEPC Service Corporation depends on the quality and stability of its team of professional and administrative people and its funding resources to ensure that effective and efficient project management and business services add value to the joint work program of the NEPC and EPHC.

The following activities were carried out in 2003–04:

- provision of executive and business services to NEPC, NEPC Committee, EPHC and EPH Standing Committee
- provision of project management services to NEPC, NEPC Committee, EPHC and EPH Standing Committee, as well as working groups/project teams for the activities outlined below.

### NEPC-related activities

- PM<sub>2.5</sub> Equivalence Program
- Ambient Air Quality NEPM – Ozone and Sulfur Dioxide Air Quality Standards Review
- Air Toxics NEPM development and finalisation
- Movement of Controlled Waste between States and Territories NEPM Review
- Cooperative Studies on Priority Air Quality and Health-related Issues Working Group (expansion of the Multi-city Mortality and Morbidity Study)
- Assessment of Site Contamination
- NEPM implementation and reporting.

### EPHC-related activities

- Cooperative Studies on Priority Air Quality and Health-related Issues Working Group (Priority Areas for Research Studies) including the health of children and the elderly
- National Water Efficiency Labelling and Standards Scheme

- Waste Working Group:
  - electrical equipment product stewardship
  - diversion of industrial waste
  - energy from waste
  - waste tyres
  - plastic bags
  - hazardous waste
  - shredder floc
  - container deposit legislation
- provision of support services for:
  - Ambient Air Quality NEPM — Peer Review Committee
  - Motor Vehicle and Environment Committee (Chair and Secretariat)
- liaison with:
  - National Health and Medical Research Council
  - enHealth Council
  - National Road Transport Commission/National Transport Commission
  - Standards Australia
- development of new memoranda of understanding with the health sector, the National Transport Commission and Standards Australia
- preparation and publication of the 2002–03 NEPC Annual Report
- preparation of preliminary budget estimates of expenditure and revenue for 2004–05 for both NEPC and EPHC
- management of EPHC website <[www.ephc.gov.au](http://www.ephc.gov.au)>.

## FUNDING

### NEPC Service Corporation — Operations

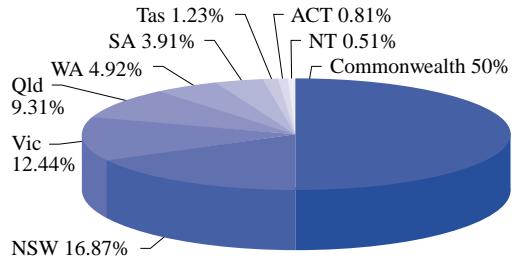
The Commonwealth, states and territories fund the operations of the NEPC Service Corporation according to an agreed formula (50% from the Commonwealth and 50% from states and territories on a per capita basis). The budget approved by NEPC for the operations of the NEPC Service Corporation in 2003–04 was \$847 500. Western Australia, Tasmania and the Australian Capital Territory prepaid their contributions for the 2003–04 financial year: these prepayments are reflected in the Financial Statements but not in Table (1).

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

**Table (1): Funding by jurisdiction for NEPC Service Corporation operations 2003–04**

Jurisdiction	\$
Commonwealth	423 750
NSW	142 973
Vic	105 430
Qld	78 902
WA	41 697
SA	33 137
Tas	10 424
ACT	6 865
NT	4 322
<b>Total</b>	<b>847 500</b>

**Figure (1): Funding mix NEPC Service Corporation operations 2003–04**



### NEPC- AND EPHC-RELATED ACTIVITIES

The 2003–04 budget allocated for NEPC- and EPHC-related activities and projects was \$574 616. In most cases, funding for NEPC- and EPHC-related activities is made on an agreed formula — 50% Commonwealth and 50% from states and territories on a per capita basis.

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

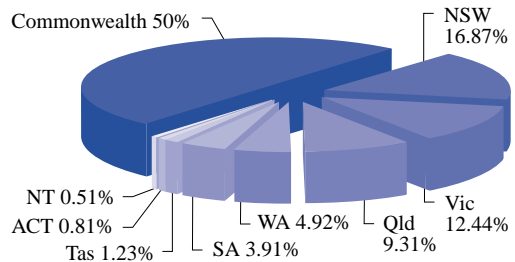
**Table (2): Funding by jurisdiction for NEPC- and EPHC-related activities 2003–04**

Jurisdiction	\$
Commonwealth	287 308
NSW	96 937
Vic	71 482
Qld	53 497
WA	28 271
SA	22 467
Tas	7 068
ACT	4 655
NT	2 931
<b>Total</b>	<b>574 616</b>

### AUDIT

The Australian National Audit Office has issued an unqualified Audit Report for the 2003–04 Financial Statements of the NEPC Service Corporation (refer to pages 63–77 of this report).

**Figure (2): Funding mix NEPC- and EPHC-related activities 2003–04**



## ORGANISATIONAL STRUCTURE AND STAFFING

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

*Figure (3): NEPC Service Corporation Organisation Chart*



### EPHC WEBSITE

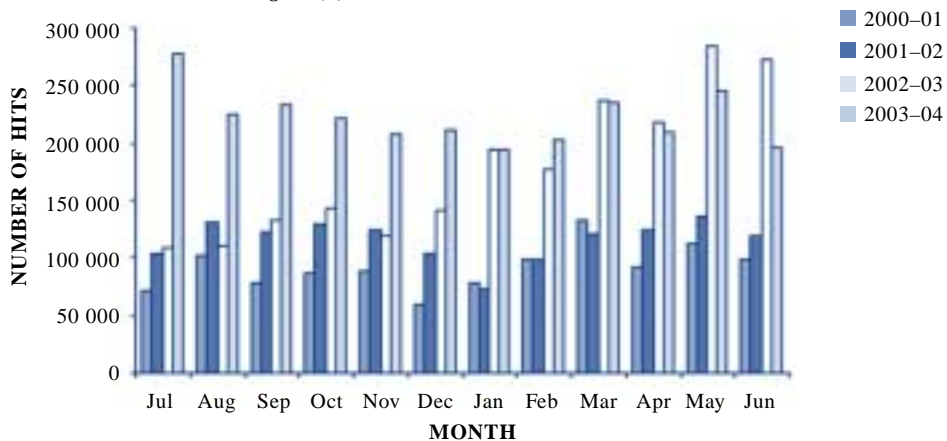
The EPHC website <[www.ephc.gov.au](http://www.ephc.gov.au)> comprises information relating to both NEPC and EPHC.

The EPHC website utilises the latest technology and was developed with fewer graphics, which has resulted in quicker turnaround times in opening webpages and download of documents in portable document format (PDF).

The EPHC website:

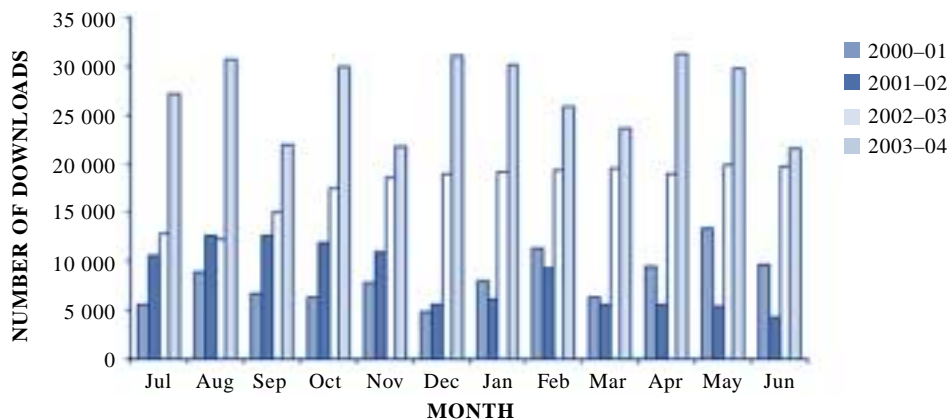
- is compliant with World Wide Web Consortium standards
- has META data (for reference to documents and hyper text markup language (html) pages) which are compliant with the Dublin Core specifications
- has a much more effective and dynamic search engine than what was previously available.

*Figure (4) : EPHC website statistics — 'hits'*



It can be seen from Figure (4) that the number of hits on the website increased significantly in 2003-04 compared with the previous year. The total annual figures are 2 661 504 (2003-04), 2 139 369 (2002-03), 1 390 391 (2001-02) and 1 103 259 (2000-01).

*Figure (5): EPHC Website Statistics — Document Downloads*



The continued significantly increased downloads in 2003-04 are due to the increased number of new documents relating to environmental protection and heritage and to the re-engineered design of the EPHC website. The annual figures for downloads of documents from the website were 324 942 (2003-04), 211 900 (2002-03), 103 253 (2001-02) and 98 227 (2000-01).

### ENVIRONMENTAL MANAGEMENT SYSTEM

2003-04 was the second full year of operation of the Service Corporation’s environmental management system. Given the size of the organisation, the primary emphasis has been on efficiency of resource use rather than on measuring against quantitative key performance indicators.

The Service Corporation continues to take advantage of emerging technology to minimise paper usage. Extensive use of the website, of electronic communications and of electronic displays have had a considerable impact over the years on the quantity of office paper used.

During 2003-04, the Service Corporation became aware of a recycling service provided by the Adelaide City Council for small enterprises and now recycles packaging materials, containers and paper through that service.