



Australian Government

National Occupational
Health and Safety Commission

04 05

annual
report

...workplace safety and health

...no compromise

Annual Report 2004–2005

04
05

annual
report

National Occupational Health and Safety Commission
Annual Report 2004–2005

**National Occupational Health and Safety Commission
Annual Report 2004–05**

© Commonwealth of Australia 2005

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Commonwealth available from the Attorney-General's Department. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Attorney-General's Department, Robert Garran Offices, National Circuit, Canberra ACT 2601 or posted to commonwealth.copyright@ag.gov.au.

ISSN 0818 3627 (print)

ISSN 1448 4617 (electronic)

NOHSC

Level 6

Alan Woods Building
25 Constitution Avenue
CANBERRA CITY ACT
Australia 2601

Postal Address

GPO Box 9879
CANBERRA CITY ACT
Australia 2601

Email info@nohsc.gov.au

Websites www.nohsc.gov.au
www.nohsc-eu.gov.au

Further information about this report

Coordination Unit
Phone +61 2 61219157
Fax +61 2 61219270

Published by the National Occupational Health and Safety Commission
Printed by National Capital Printing
Design and artwork by RTM Design www.rtmdesign.com.au



Australian Government
**National Occupational
Health and Safety Commission**

The Hon Kevin Andrews MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

I have pleasure in submitting to you, for presentation to the Parliament, the annual report of the National Occupational Health and Safety Commission (NOHSC) for the year ending 30 June 2005.

The annual report has been prepared in accordance with subsection 9(1) of the *Commonwealth Authorities and Companies Act 1997* (the CAC Act).

The financial statements contained in the annual report, as well as relevant sections regarding operations, were prepared in the form approved by the Minister for Finance and Administration under subsection 9(1) of the CAC Act.

The members of NOHSC, as directors under the CAC Act, are responsible for the preparation and content of the report of operations in accordance with the Finance Minister's Orders.

Yours sincerely

A handwritten signature in black ink, appearing to read 'JK Ellis'.

Jerry Ellis
CHAIRMAN

12 September 2005

Australian workplaces free from injury and disease

GPO Box 9879, Canberra ACT 2601, Australia | Level 6, 25 Constitution Avenue, Canberra ACT 2601, Australia
Telephone: 02 6121 9100 | Facsimile: 02 6121 9299 | Internet: www.nohsc.gov.au | ABN: 15 902 254 524

At a glance

During 2004–05 the *National Occupational Health and Safety Strategy 2002–2012* (the National Strategy) has continued to be the focus for members to achieve common goals.

This report describes the National Strategy and our work in 2004–05. Highlights include:

- ▶ the *Report on the First Triennial Review of the National OHS Strategy 2002–2012* identifying that the National Strategy is achieving its aims
- ▶ data indicating reductions in the number of work-related fatalities, as well as incidence and severity of injuries
- ▶ the inclusion of agriculture, forestry and fisheries as priority sectors for future NOHSC work
- ▶ the declaration of new or revised standards and codes of practice:
 - *the National Standard for Construction Work*
 - *the Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment*
 - a revised *Code of Practice for the Safe Removal of Asbestos*, and
 - a new *Code of Practice for the Management and Control of Asbestos in Workplaces*
- ▶ the release for public comment of the *Draft National Standard for Manual Handling* and the *Draft National Code of Practice for the Prevention of Musculoskeletal Disorders from Manual Handling at work*
- ▶ funding an evaluation of the National Intervention Campaign for Manual Handling in the Health and Community Services industry sector
- ▶ development of guidance material on the use of Positive Performance Indicators (PPIs) to improve workplace health and safety
- ▶ the “Safe Design of Plant in Australia—Future Directions” workshop
- ▶ the release of the sixth edition of the Comparative Performance Monitoring (CPM) report
- ▶ an inaugural national event to recognise the International Labour Organisation’s world day for Health and Safety at Work
- ▶ agreement from all state and territories to align Safety Weeks and conduct National Safety Awards, and
- ▶ the transfer of NOHSC staff to the Office of the Australian Safety and Compensation Council (OASCC) in the Department of Employment and Workplace Relations (DEWR).

Contents

Letter of transmittal	iii
At a glance	iv
Chairman’s Message	2
Chief Executive Officer’s Overview	4
Chapter 1: The state of Occupational Health and Safety in Australia.....	5
Chapter 2: The National Occupational Health and Safety Strategy 2002-2012	13
Chapter 3: Implementing the National Strategy under NOHSC’s business plan	19
Chapter 4: Performance against outputs	29
Appendix 1: NOHSC and its committees.....	36
Appendix 2: Report of operations	47
Appendix 3: Human Resources	61
Appendix 4: Public accountability	64
Appendix 5: Financial Statements	73
Abbreviations.....	103
Glossary of Terms	105
Compliance Index	106
Figures and Tables	107
Index	108

Chairman's Message



I am very pleased to see that in the recent year more and more workplaces are recognising the benefits of good Occupational Health and Safety (OHS) practice.

In 2004–05 Australia's OHS performance has continued to improve. In this period, workers' compensation data shows a 15 per cent improvement in the incidence of OHS injury and disease compared to the previous five years.

In February this year, NOHSC completed the first triennial review of the National Strategy. The review yielded a significant number of positive findings based on one years' worth of workers' compensation data. Initial tracking of this data shows the target of a 20 per cent reduction in fatality rates originally set for 2012 has already been met, but needs to be maintained. While this initial progress is encouraging, we should remember that the target is modest and we should continue to strive for further improvement.

The review found that most industries are improving, with the exception of the agriculture, forestry and fisheries industry, whose performance is declining. As a result of the negative trend, this industry has now been added to the National Strategy's list of priority industries.

In the past year NOHSC has declared the *National Standard for Construction Work* and new exposure standards for silica, as well as a *Code of Practice for the Safe Removal of Asbestos* and a new *Code of Practice for the Management and Control of Asbestos in Workplaces*. NOHSC has also released a number of draft documents for public comment including the Draft National Code of Practice for the Prevention of Musculoskeletal Disorders from Manual Handling Work and the Draft National Code of Practice for the Prevention of Falls in General Construction. Some States and Territories have already moved to adopt the new national instruments while others are expected to do so in the coming year.

NOHSC leadership in promoting a nationally consistent approach to managing OHS will contribute to improving safety outcomes and will enable companies to better conduct their business across different jurisdictions.

In order to contribute to consistency not only in regulation but in all safety messages, a national safety week: *Safe Work Australia Week* has been developed in consultation with jurisdictions. For the first time across Australia *Safe Work Australia Week* will be conducted from 23–29 October 2005. To recognise excellence in OHS performance, the National Safety Awards will also be conducted for the first time with award winners announced in February 2006.

In the coming year I look forward to the establishment of the Australian Safety and Compensation Council (ASCC), which while continuing to drive national efforts on OHS policy, will also advise on national policy on workers' compensation. The new body will continue to build on the work of NOHSC, with the aim of Australia being the world leader in safety performance.

Jerry Ellis
Chairman

Chief Executive Officer—Overview



In the last year much has been achieved by NOHSC. After two years of consultation and drafting, NOHSC earlier this year declared a national OHS standard for construction work, a revised national code of practice for the safe removal of asbestos and a new national code of practice for managing and controlling asbestos in the workplace. The National Strategy has provided sharper focus to our efforts to improve OHS and I am pleased to report there is now agreement to strengthen key safety messages by aligning the safety weeks in each state and territory. For the first time Australia will have a national safety week, *Safe Work Australia Week*. In early 2006, the first national safety awards will be presented. The awards recognise the importance of workplace safety with winners of state and territory safety awards eligible for consideration.

During the year the staff of the NOHSC office were transferred to DEWR. This was in preparation for the replacement of NOHSC by a new body, the ASCC. The new body will co-ordinate national leadership efforts on workers' compensation, in addition to taking on the current role of NOHSC in relation to the National Strategy and in declaring national OHS standards and codes of practice.

Extensive work has been undertaken by staff in the office to implement this transition. The terms of reference and legislation for the new body have been developed along with scoping for the direction of national workers' compensation policy. This, together with the work of the office under the National Strategy on standards, research and data, highlights the professionalism of the staff.

I look forward to the challenges of the coming year and to the office leading the development of policy that will contribute to a better preventative OHS culture for all Australian workplaces.

Sandra Parker
Acting Chief Executive Officer

chapter 1:

The state of occupational health and safety in Australia

The state of occupational health and safety in Australia

In 2003–04 Australia's OHS performance continued to improve. However the rate of improvement and the numbers of injuries and fatalities leave no room for complacency. It is estimated that the economic cost of work-related injuries and diseases per annum is \$34.3 billion or 5 per cent of GDP and that there are at least 2000 work-related deaths each year¹.

Preliminary data for 2003–04p², show there were more than 137 500 compensated injury and disease claims resulting in one week or more lost from work. On average, someone was injured seriously enough to lodge a workers' compensation claim about every four minutes. The full extent of the incidence of work-related injury and disease, however, was higher as workers' compensation does not cover some segments of the workforce, such as self-employed workers.

The preliminary number of compensated workplace fatalities decreased from 238 in 2002–03 to 189 in 2003–04p. This continues a reasonably steady and substantial downward trend that has been observed for a number of years. Fatalities reduced by 56 per cent over the period 1996–97 to 2003–04p. The causes of work-related compensated fatalities are dominated by vehicle accidents (35%), followed to a lesser degree by long-term contact with chemicals or substances (17%).

Industries recording significant improvements in OHS in 2003–04p were electricity, gas and water with a reduction in compensated claims between 1996–97 and 2003–04p of 56 per cent and mining with a 47 per cent decrease. Manufacturing however, with a much larger employment base accounted for the greatest reduction in the number of claims, 13 850 (33%). Only education and property and business services had an increase in compensated claims between 1996–97 and 2003–04p, 24 per cent and 8 per cent respectively.

Priority industries identified for OHS improvement are agriculture, forestry and fishing; manufacturing; construction; transport and storage; and health and community services. Of these construction and health and community services showed the least percentage reduction from 1996–97 to 2003–04p, with both recording a 1 per cent decrease in compensated claims.

¹ NOHSC has developed these estimates on the basis of analysis of a range of data available on work-related deaths, disease and injuries and the application of recognised statistical formulas and accepted economic models which are used in Australia and internationally. The estimates have been peer reviewed by external experts. The work estimating the economic impact of OHS performance has been published on NOHSC's website at www.nohsc.gov.au.

² Due to the time taken to merge and analyse workers' compensation data nationally, the data are one financial year behind the reporting period. Data for 2003–04 are preliminary (denoted by p) and expected to increase due to claims that will be accepted in the future but which were lodged in this year.

Work-related death

The level of work-related death in Australia is difficult to estimate. While NOHSC's *National Data Set of Compensation-based Statistics* (NDS) records compensation claims for work-related fatalities this does not include all work-related deaths. Fatalities will not be included in the NDS if there is no compensation claim lodged. The self employed, those with no relatives to submit a claim and claims not acknowledged as work-related will not be reported in the NDS. More importantly the number of people who die from disease as a result of work (such as conditions caused by excessive exposure to toxic chemicals in the workplace) is not accurately reflected in the NDS. These conditions are more difficult to attribute conclusively to work-related causes due to the often long latency between the exposure and the onset of the condition and the contribution and effect of non-work related factors. Further work is being undertaken by NOHSC to improve data on occupational disease to allow tracking of incidence and targeting of areas for prevention intervention more accurately. However, the number and trends of work-related deaths from the NDS are still useful indicators of OHS performance.

Figure 1 shows the incidence rate (number of claims per 100 000 employees) of fatalities from 1998–1999 to 2003–04p. In the period between 1998–1999 to 2002–03, there was a 33 per cent reduction in the compensated fatalities incidence rate. Preliminary data for 2003–04p indicate a continuing improvement. In 2003–04p the median age for male fatalities was 46 years and for females 40 years. Men accounted for 93 per cent of fatalities.

Figure 1—Compensated fatalities, incidence rate, Australia 1998–99 to 2003–04p

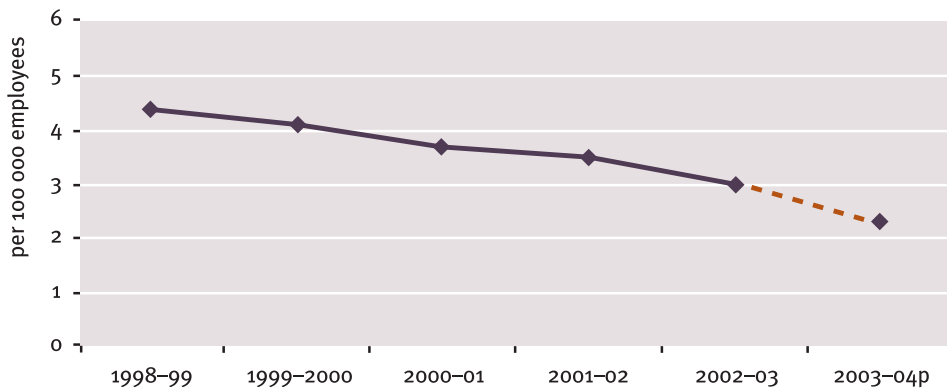
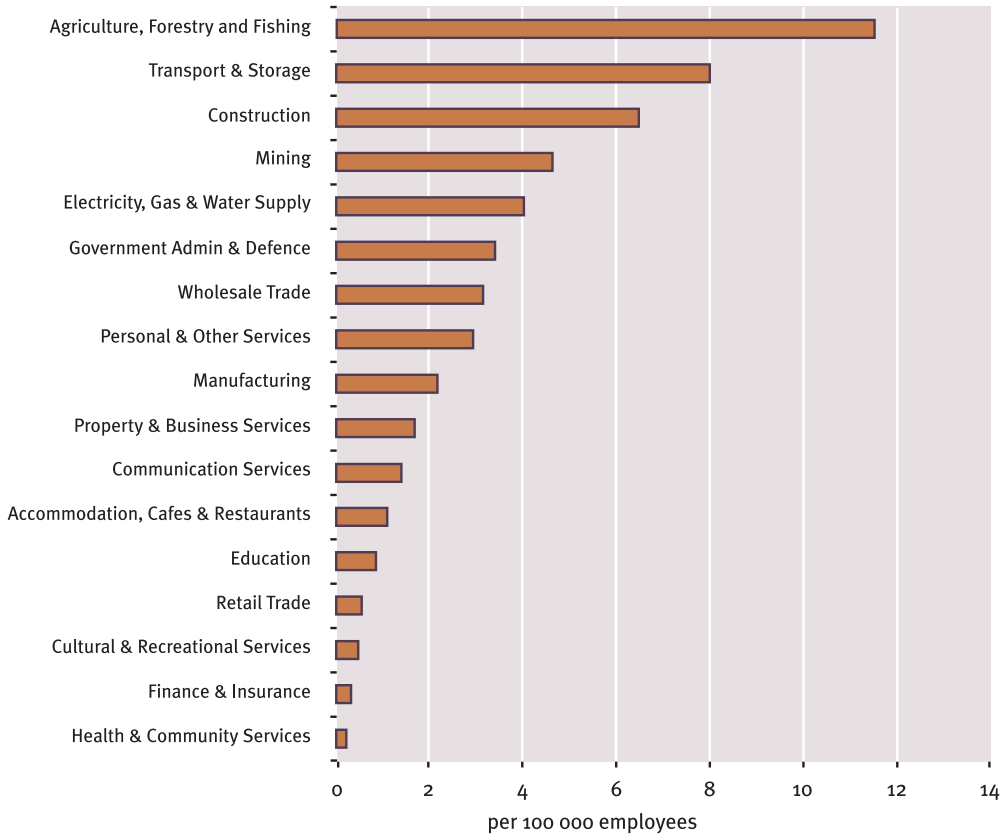


Figure 2 shows the preliminary incidence rates of fatalities by industry. Agriculture, forestry and fishing recorded the highest fatality incidence rate in 2003–04p (11 claims per 100 000 employees), followed by transport and storage (8).

Figure 2—Compensated fatalities, incidence rates by industry, Australia 2003–04p



Another source of fatality data has been developed by NOHSC to supplement the NDS collection in an attempt to more accurately record work-related fatalities, especially those which are not the subject of a workers' compensation claim. This notified fatalities collection is produced using deaths reported to OHS authorities under requirements in OHS legislation. For 2004–05 this collection recorded 173 work-related injury fatalities. It is too early to use this data reliably to determine trends. However in future it will be an invaluable additional, and particularly timely, source of data for monitoring the immediate trend in work-related fatalities in Australia.

The National Strategy sets a target of reducing the incidence of work-related fatalities by at least 20 per cent by 30 June 2012 (with a reduction of 10 per cent by 30 June 2007). 2003–04p marked the second year of the National Strategy. It is therefore appropriate to check progress against these targets. As the 2003–04p data are preliminary it is necessary to also use preliminary data from 2001–02p (the base year of the National Strategy) to more accurately measure any reduction in fatalities. Using this data, work-related fatalities from injuries or musculoskeletal disorders during the period 2001–02p to 2003–04p showed a reduction in the incidence rate of 25 per cent. Provided the 2003–04p fatality rate is maintained or improved upon for the remainder of the National Strategy, this will mean that not only has the mid target been more than met in less than half the time planned but the final target has also been achieved.

Work-related injury/disease claims

Figure 3 shows the incidence rates (claims per 1000 employees) for all injury and disease claims from 1998–99 to 2003–04p. In the period 1998–99 to 2002–03, there was a 14 per cent drop in the rate of claims. Preliminary data for 2003–04p indicate a continuing improvement.

Figure 3—Compensated injury/disease claims, incidence rates, Australia 1998–99 to 2003–04p

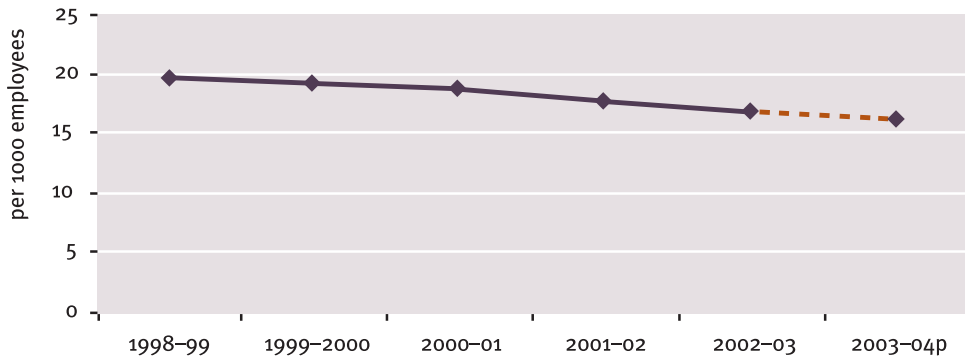
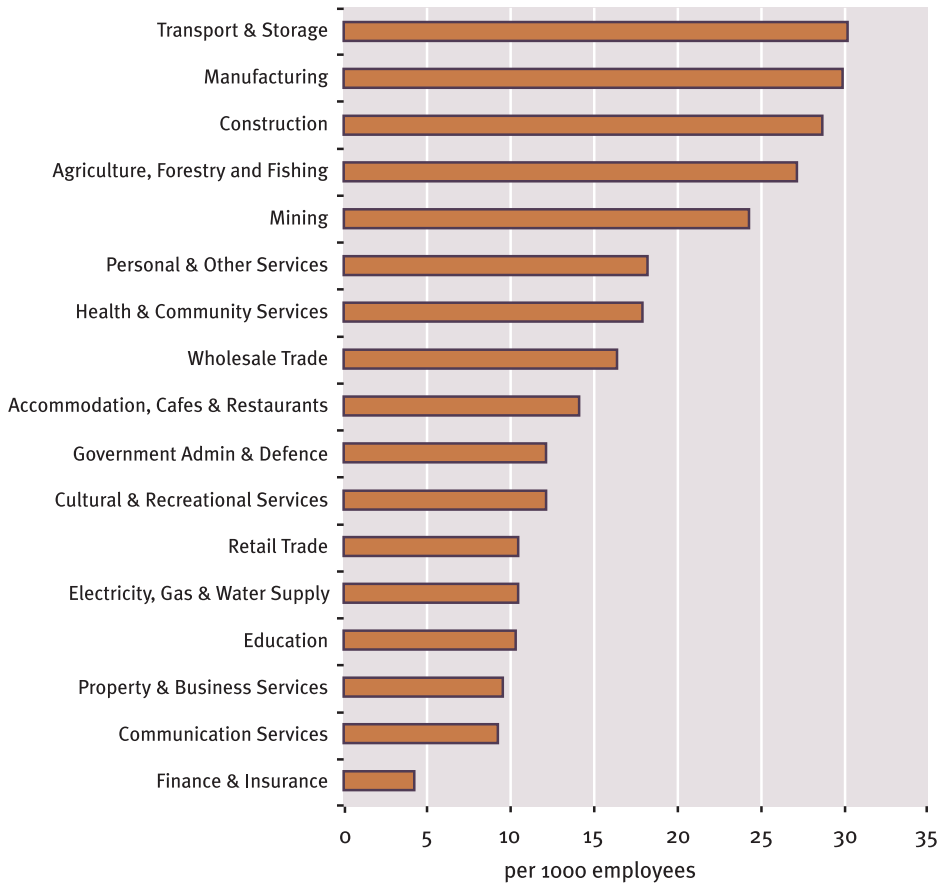


Figure 4 shows the preliminary incidence rates by industry. Transport and storage still had the highest incidence rate for injury and disease claims in 2003–04p, with an incidence rate of 31 claims per 1000 employees, while the finance and insurance industry recorded the lowest incidence rate for injury and disease claims at 4 claims per 1000 employees.

Figure 4—Compensated injury/disease claims, incidence rates by industry 2003–04p



Priority mechanisms identified for OHS improvement are body stressing; falls, trips and slips; and hitting or being hit by objects. As shown in Table 1, body stressing, which includes muscular stress while lifting, carrying or putting down objects and muscular stress while handling objects other than lifting, carrying or putting down, continues to result in the highest proportion of claims. Over 40 per cent of all injury and disease claims were recorded as body stressing. This figure has remained constant for six years.

Table 1—Proportion of compensated injury/disease claims in the priority mechanisms, 1998–99 to 2003–04p, per cent

Mechanism	1998–99	1999–00	2000–01	2001–02	2002–03	2003–04p
Falls, trips and slips	19.3	18.6	18.8	19.0	19.6	19.3
Hitting or being hit	22.5	21.7	21.5	20.9	21.2	20.8
Body stressing	41.0	42.1	42.2	41.9	41.3	41.7
Other mechanisms	17.1	17.6	17.5	18.2	17.9	18.2
Total	100.0	100.0	100.0	100.0	100.0	100.0

In 2003–04p preliminary data shows that 68 per cent of claims were reported by males and 32 per cent by females, which is the same as for 2002–03. The median age for male claimants in 2003–04p was 39 years and for female claimants 42 years.

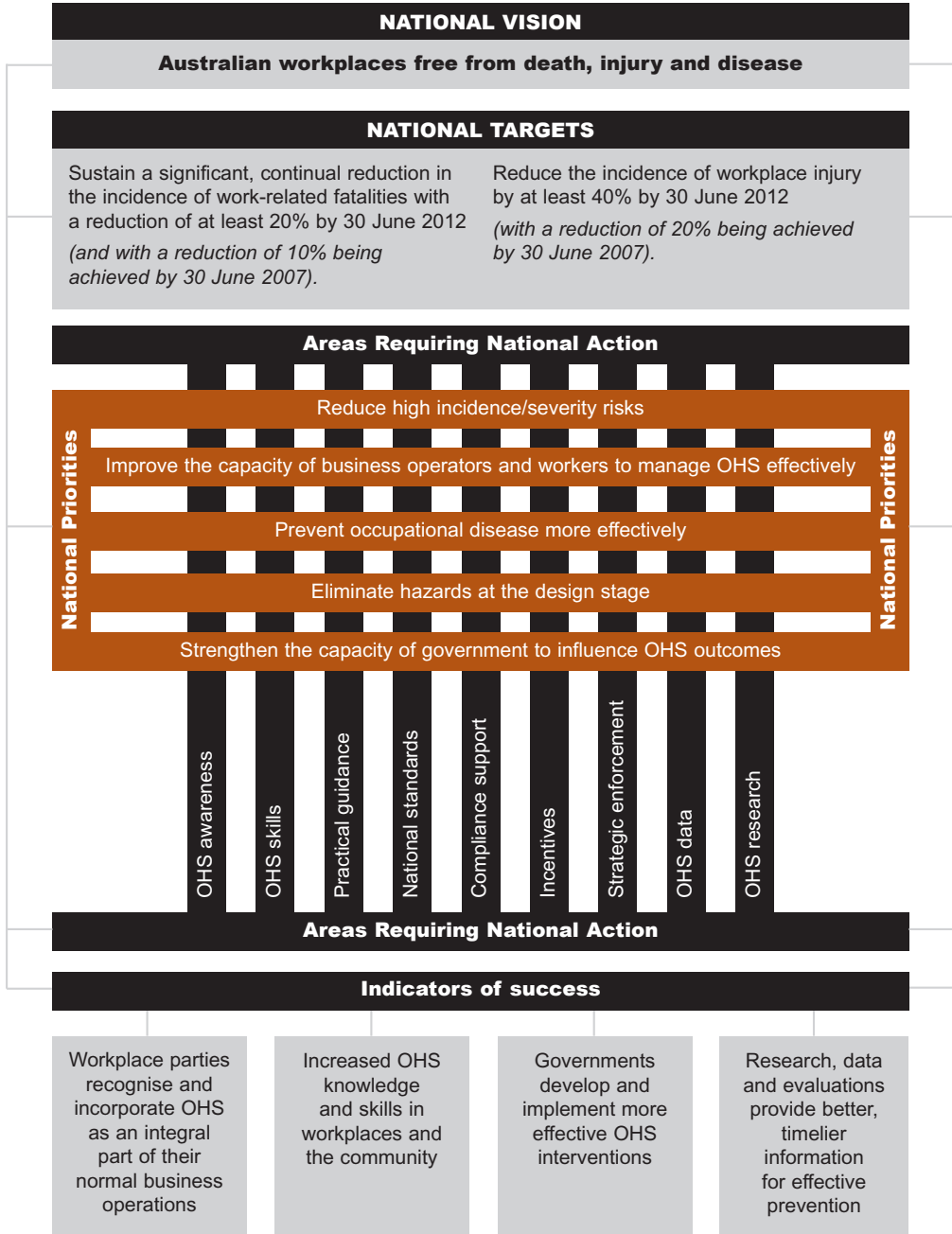
The National Strategy also specified targets for reduction in the incidence of workplace injury. These are 40 per cent by 30 June 2012 and 20 per cent by 30 June 2007. Again, using consistent preliminary data from each year the reduction in the rate of injury and musculoskeletal claims between 2001–02p and 2003–04p has been 5.4 per cent, a much slower rate of improvement compared with fatalities, and well behind the improvement required to meet the targets.

Under the National Strategy the need for continued sustained action to improve workplace health and safety performance is a key focus. During 2004–05, NOHSC completed the first triennial review of the National Strategy and reported to the Workplace Relations Ministers' Council (WRMC) on its implementation. The review acknowledged significant achievements made on improving OHS outcomes in Australia and identified areas for further work. The following chapters outline work NOHSC has undertaken in 2004–05 to contribute to OHS improvement, including through the operation of the National Strategy.

chapter 2:

The National OHS Strategy 2002–2012

The National OHS Strategy 2002–2012



The National Occupational Health and Safety Strategy 2002 – 2012

The National Strategy was developed by NOHSC and endorsed by the WRMC in 2002. The National Strategy demonstrates the commitment of all Australian governments, the Australian Chamber of Commerce and Industry (ACCI), and the Australian Council of Trade Unions (ACTU) to work cooperatively and in coordination on national priorities to improve Australia's OHS performance.

The National Strategy aims for Australian workplaces to be free from death, injury and disease. As an intermediate step in achieving this vision, the Strategy has two initial minimum targets to be achieved by 2012. The first is to reduce the incidence of work-related injuries by at least 40 per cent (with a minimum reduction of 20 per cent achieved by 2007) and the second is to reduce the incidence of work-related deaths by at least 20 per cent (with a minimum reduction of 10 per cent achieved by June 2007).

The National Strategy has successfully provided a focus for closer cooperation amongst NOHSC members.

National intervention campaigns initiated by the Heads of Workplace Safety Authorities (HWSA) demonstrate the emergence of coordinated and national programs relating to priority risks and industries. Four intervention campaigns were developed or undertaken in 2004–05, namely: manual handling in the health and community services industry; falls from height in the construction industry; falls from height in the heavy vehicle industry and amusement devices. During 2004–05, HWSA agreed to a new round of OHS national intervention campaigns. These will focus on: agriculture, hazardous substances in the manufacturing industry, and demolition.

A high level of accountability underpins the National Strategy. To date, two reports on the National Strategy's progress have been provided to WRMC by NOHSC, the first in November 2003 and the second was sent out of session in April 2005.

Triennial Review of the National Strategy

The National Strategy specifies that NOHSC is to evaluate the Strategy's efficiency, effectiveness and impact at least once every three years and report to WRMC. During 2004–05, the first triennial review of the National Strategy was conducted under the direction of NOHSC.

The *Report on the First Triennial Review of the National OHS Strategy 2002–2012* identified that the National Strategy is achieving its aims of cooperative national efforts to improve Australia's OHS performance and achieving minimum national targets for reducing the incidence of workplace deaths and injuries.

In the past three years, the National Strategy has established a framework encouraging the development of new relationships between governments, businesses and employees. All Australian OHS authorities have been encouraged to model business plans or strategies on the National Strategy. This has laid the foundation for national efforts, enabling resources to be used to greater effect in achieving the National Strategy's targets. NOHSC has been committed to focusing on the causes of injury through education and communication activities with a view to changing culture and attitudes. The National Strategy has also extended its influence beyond NOHSC membership with an increasing number of organisations seeking to sign up to the Strategy.

The review found that during 2005–2008 collaborative efforts should continue to build on the achievements of the Strategy. The review also identified a number of emerging issues and priorities for the next three years.

The report of the review makes recommendations on areas for improvement and issues to be addressed during 2005–2008. The report's recommendations were endorsed by NOHSC and will be considered by WRMC in August 2005. These include the proposed inclusion of agriculture, forestry and fisheries as a priority sector for future NOHSC work.

Uptake of the National Strategy by key parties

The National Strategy has been successful in focusing the work of the OHS authorities, the ACCI and the ACTU. The National Strategy has become a template for priority setting and is reflected in the strategic and business plans of all OHS jurisdictions as illustrated in the following examples:

- ▶ **NSW**—adopted the national targets for reducing incidence of work-related fatalities and injuries and has instigated a three-year program (2003–06) of safety initiatives to prevent injury in high-risk areas identified under the National Strategy.
- ▶ **Victoria**—uses the national priorities identified by the National Strategy to direct its operations and intends to adopt the National Strategy targets in its five year Strategic Plan for the period 2004–2009.
- ▶ **Queensland**—introduced the Queensland Workplace Health and Safety Strategy 2004–12 based on the principles of the National Strategy and adopted the set targets and priorities.
- ▶ **SA**—is committed to the National Strategy and has aligned all its activities as closely as possible to the national targets in the Workplace Services Business Plan. It has also incorporated the national targets in the South Australian Strategic Plan.
- ▶ **WA**—the Commission for Safety and Health released its Strategy 2004–2007 that shares the National Strategy’s vision and commits to achieving its objectives. The Strategy continues to guide the planning and operations of the WorkSafe Division of the Department of Consumer and Employment Protection.
- ▶ **Tasmania**—corporate plans for the State’s OHS regulator take into account the National Strategy.
- ▶ **NT**—adopts the work-related injury and fatality targets and also adopts key elements of the National Strategy in its NT Worksafe business plan.
- ▶ **ACT**—is guided by the National Strategy in directing its OHS operations.
- ▶ **Comcare**—the national targets have been adopted for the Commonwealth jurisdiction, but with a more stringent target of zero fatalities from injury and the extension of the injury incidence target to include disease and commuting. The implementation of the National Strategy is a key business planning objective for Comcare and the Safety, Rehabilitation and Compensation Commission.
- ▶ **ACCI**—the National Strategy is central to the ACCI’s OHS framework aimed at achieving improved workplace OHS performance and a nationally consistent OHS regime.
- ▶ **ACTU**—the ACTU’s OHS program 2003–06 commits to the implementation of the National Strategy and its action plans.

The Department of Health and Ageing (DHA) has referred to the National Strategy in developing its draft National Injury Prevention Plan: 2004 Onwards. NOHSC provided comment on the draft plan and participated in a National Injury Prevention Plan National Consultation Workshop organised by the DHA in November 2004.

chapter 3:

Implementing the National Strategy under NOHSC's business plan

Reduce high incidence and severity risks

During 2004–05 NOHSC continued its focus on the four priority industry sectors and three risk areas identified in the National Strategy. The four priority industry sectors are building and construction, transport and storage, manufacturing, and health and community services. Planning is underway to include agriculture, forestry and fisheries as a priority sector for future work. The three risk factors identified for particular focus are musculo-skeletal disorders, falls from heights, and hitting or being hit by objects.

In line with its business plan:

- ▶ NOHSC declared Amendments to the *Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment*. The declaration is a revision of the standard for three forms of crystalline silica—quartz, cristobalite and tridymite, with effect from 1 January 2005
- ▶ In April 2005, NOHSC declared the *National Standard for Construction Work*. The Hon Kevin Andrews MP, Minister for Employment and Workplace Relations, launched the standard at a breakfast event on the ILO's World Day for Safety and Health at Work. Separate codes and guidance material will be developed for the prevention of falls from height for the residential and commercial/civil industry sectors
- ▶ a revised *Code of Practice for the Safe Removal of Asbestos* and a new *Code of Practice for the Management and Control of Asbestos in Workplaces* were declared
- ▶ NOHSC released the *Draft National Standard for Manual Handling* and the *Draft National Code of Practice for the Prevention of Musculoskeletal Disorders from Manual Handling at Work* for public comment and expect to finalise it in early 2006
- ▶ The *Draft National Code of Practice for the Prevention of Falls in General Construction* and the *Draft National Code of Practice for Induction Training for Construction Work* is expected to be released for public comment in July 2005
- ▶ a profile on the key issues for musculo-skeletal disorders was completed
- ▶ the review of the *National Standard for Occupational Noise* and the *Code of Practice for Management and Protection of Hearing at Work* in April 2005 was started
- ▶ the review of the *National Standard for Plant* was started



▲ Mr Tom Fisher is signing the declaration of the Code of Practice for the Safe Removal of Asbestos

- ▶ NOHSC funded the evaluation of the National Intervention Campaign for Manual Handling in the Health and Community Services industry sector
- ▶ sponsorship was provided for a number of conferences and campaigns addressing OHS in the priority industry sectors, for example the Cooperative Research Centre (CRC) Construction Innovation Conference and the National Transport Commission's Driving and Your Health Campaign, and
- ▶ NOHSC also continued its involvement with the Industry Skills Councils in priority industries, including health and community services. Support materials such as model OHS units and industry OHS risk analysis tools are being trialled.

Improve the capacity of business operators and workers to manage OHS effectively

A key achievement was the development of guidance material on the use of PPIs to improve workplace health and safety.

This material, evolved from earlier work by NOHSC in the construction industry, aims to provide information and advice to employers, employees and other parties on how to develop and use PPIs to enhance the systematic management of OHS, and thus minimise the risk of injury and disease to persons in the workplace. It is intended that this guidance material be published early in the 2005–06 financial year.

Another major feature of improving OHS capacity is that of developing the skills and awareness of business operators and workers through education and training. This year has seen the revision of the *Education and Skills Development Action Plan* to incorporate new initiatives including:

- ▶ development of draft model OHS units of competency for integration into national training packages
- ▶ consultation with education and OHS stakeholders to develop options for incorporating OHS into school to work transition education
- ▶ contributing to the OHS components of the Australian National Training Authority (ANTA) Training Package Developer's Handbook, and
- ▶ contributing to the review of National Training Packages on construction and property services; innovation and business; and community services and health.

Negotiations have also commenced to replace the current ANTA/NOHSC Statement of Relationship with a similar agreement with the Department of Education, Science and Training. This will enable a collaborative approach to achieving the integration of OHS into all relevant education and training sectors.

The ACTU and the ACCI contributed to the National Strategy under a contractual arrangement with NOHSC. Contributions include:

- ▶ development of the ACCI's *Modern Workplace: Safer Workplace* Blueprint to improve Australia's occupational health and safety performance and systems of regulation and to provide leadership for industry, and
- ▶ development by the ACTU of a curriculum for Certificate IV in Occupational Health and Safety and upgrading the skills of existing trainers to Certificate IV in Assessment & Workplace Training.

Prevent occupational disease more effectively

Over the last twelve months, the first National Occupational Disease Prevention Action Plan 2005–2012 was developed and endorsed by NOHSC. Work is underway for the key priority areas of: respiratory disease including asthma; cancer; contact dermatitis; infectious and parasitic diseases; cardiovascular disease; musculoskeletal disorders (MSDs); mental disorders; and noise induced hearing loss.

Profiles on each of the priority occupational diseases have been developed. These reported the estimated magnitude and severity of each disease; risks factors; evidence for the effectiveness of approaches to prevent exposure to these; and current and planned national and jurisdictional actions.

Eliminate hazards at the design stage

NOHSC is committed to promoting national awareness of safe design, as a priority under the National Strategy. Work undertaken in 2004–05 to meet the *Safe Design Action Plan 2002–12* focused on education, information exchange and research initiatives.

The “Safe Design of Plant in Australia—Future Directions” workshop was held in December 2004 in Melbourne. The delegates at the national workshop included representatives of design professionals associations, plant engineers, manufacturers, importers, suppliers, NOHSC members and academics. The workshop provided an opportunity for leaders in the design profession as well as interested stakeholders to:

- ▶ listen to stakeholder's practical views and proposals about improving safe design of plant in Australia, and
- ▶ contribute to the National Standard for Plant review, particularly the safe design aspects.

A draft guideline on safe design was developed and released for consultation. The purpose of the guideline is to provide designers, manufacturers, suppliers, importers

and employers with practical guidance that can be used to develop a policy and procedural framework for eliminating hazards at the design stage. A principles based over-arching document supported by sector specific practical documentation will be completed during the coming year.

A prototype engineering resource package was developed and piloted. The objective of the package is to provide a learning resource to deliver the principles of safe design to tertiary engineering students. A national roll-out strategy for the package will commence in late 2005.

Building on the report *The Role of Design Issues in Work-Related Injuries in Australia 1997–2002* the final phase of a data research project is being undertaken which is considering in more detail, the role of design in work-related serious injury.

As part of improving the regulatory framework for safe design, safe design principles will continue to be integrated into NOHSC's National Standards and the office will work closely with the Australian Building Codes Board (ABCB) and other OHS authorities to achieve better provision for safe design in the future Building Code of Australia and OHS legislation.

Strengthen the capacity of governments to influence OHS outcomes

In 2004–05 work continued on developing materials that will provide guidance on incorporating OHS considerations into government procurement practices. These materials will be available for dissemination during 2005–06.

During 2004–05, the Australian Government's OHS authority, Comcare's collaboration with NOHSC led to the production of *Safe and Sound: a discussion paper on safety leadership in government workplaces*. WRMC endorsed the framework and recommendations in the Safe and Sound paper in May 2005. The recommendations will be implemented with the assistance of stakeholders during 2005–06.

Work in underpinning areas requiring national action

National Data

The work on national OHS data is governed by the National OHS Data Action Plan. This plan was evaluated in 2004–05. The evaluation found that strong foundations are in place for a useful national data system. The next phase of work within the plan will focus on making the best use of the data in informing policy and prevention activity.

Two key data analysis reports were commissioned by NOHSC and released in 2004–05. *The cost of work-related injury and disease* estimated the direct and indirect economic

costs of work-related injury and disease to be \$34.3 billion, representing 5 per cent of GDP. Within this cost, it is estimated that \$7.5 billion represents the direct costs to employers of workers' compensation premiums. The report also estimated that the cost of pain, suffering and early death could be an additional \$48.5 billion. To complement this information, NOHSC is now examining methods for estimating the economic cost of compliance and prevention. Work on the methodology for this estimate is expected to be completed in 2005–06.

The second report *Fatal Occupational Injuries—How does Australia compare internationally?* examined the OHS performance of Australia in comparison with the performance of the best countries in terms of OHS and as measured by fatality rates. The report found that Australia ranks approximately 7th out of established market economies when data collection differences and different industry structures are taken into account.

The sixth edition of the CPM report was released in early 2005. This was the first edition produced solely by NOHSC. The CPM project was reviewed in 2004. The response to the recommendations from the review and future directions for the project will be considered by a meeting of policy representatives from around Australia in mid-2005.

Research coordination

Over the last twelve months a revised National OHS Research Action Plan was developed and endorsed by NOHSC members. This included an increased focus on promoting the evaluation of OHS interventions, and work to ensure that emerging OHS issues are identified and reported. Reports on the OHS issues around stress, fatigue, violence and bullying, nanotechnology, migrant and ageing workers, and asphalt exposure in workers' sealing roads were reported.

Improve the timely and consistent national adoption of NOHSC standards and codes

A key element of the National Strategy is the timely and consistent implementation of national OHS standards and codes of practice, which is important for achieving a nationally consistent system. Table 2 summarises the extent to which each national standard is reflected in jurisdictions' regimes. While considerable progress has been made, not all of the priority national standards have been implemented consistently across all jurisdictions. However, key provisions of most national standards have been given effect.

Table 2—Status of adoption of NOHSC national standards into Regulation

Priority standards

National standard	Extent of adoption by jurisdiction ^(a)								
	NSW	Vic	Qld	WA	SA	Tas	NT	Cwth	ACT
Noise (declared 1993; revised 2000)	Y	Y	Y	Y	Y	M	M	Y	C
Certification (declared 1992; last revised 2001)	Y	Y	Y	Y	Y	Y	Y	Y	Y
Manual handling (declared 1990)	Y	M	Y	M	Y	Y	M	Y	Y
Major Hazard Facilities (declared 1996; revised 2002)	N1	M	M	N1	N1	N1	N1	N1	N/A
Plant (declared 1994)	M	M	M	M	Y	M	M	Y	C
Dangerous Goods (declared 2001)	N1	Y	Y	N1	N1	N1	Y	N1	M
National Model Regulations for the Control of Workplace Hazardous Substances (declared 1995)	Y	Y	Y	Y	Y	Y	Y	Y	C
National Model Regulations for the Control of Scheduled Carcinogenic Substances (declared 1995)	Y	Y	N	Y	N	Y	Y	Y	N
Approved Criteria for Classifying Hazardous Substances (declared 1994; revised 1999)	Y	Y	Y	Y	Y	Y	Y	Y	C
Control of inorganic lead at work (declared 1994)	Y	Y	Y	M	M	Y	Y	Y	C
Synthetic mineral fibres (declared 1990)	Y	Y	M	Y	Y	M	Y	Y	C
Exposure Standards for Atmospheric Contaminants in the Occupational Environment (declared 1990; last revised 1995)	Y	Y	Y	Y	Y	Y	Y	Y	C

NOTES:

1. Adoption is assessed against key elements of the national standard (which are defined as aspects of the standard for which national consistency is considered important). The assessment is not restricted to OHS regulations. It is determined by whether a jurisdiction has a legal requirement equivalent to the key element irrespective of the body of legislation or legal practice that provides the basis for the requirement. The assessment uses the following coding:

Y	the key elements have been fully adopted	M	most of the key elements have been adopted
N1	Parliamentary counsel drafting bill or bill in parliament	N	the key elements have not been adopted
C	adopted as a Code of Practice	N/A	no MHFs identified

Some exceptions are provisions of the standards on major hazard facilities and dangerous goods. Their implementation is underway in all jurisdictions and the necessary regulation is expected to be in place during 2005–06.

The office has begun implementing a number of strategies to improve the timely uptake of national standards and codes of practice. These strategies include: developing consistent terminology to use in all national standards; using suitable existing jurisdictional materials as a base, or having a jurisdiction lead the development or revision of national standards and codes of practice; adopting common dates of effect for key changes or new national standards; and encouraging jurisdictions, the ACCI and the ACTU to conduct simultaneous consultation during the development of national standards and codes of practice.

National OHS communication plan

In 2004–05 NOHSC commenced implementing its National OHS communication plan aimed at improving community awareness of OHS issues and the challenges facing Australia in improving its OHS performance.

A key priority for 2004–05 was the targeting of opinion leaders who are in a position to influence OHS outcomes within organisations and across the priority industries. Senior management also delivered important messages about key issues including the work of NOHSC and the transition to the ASCC, the National Strategy, data collection and analysis and specific OHS issues at relevant conferences around Australia and internationally, including China and Italy. These speaking engagements involved a diverse range of audiences at various fora including safety conferences, conferences held by employer organisations, specific functions in industries such as mining, construction, and pulp and paper and OHS practitioner forums.



▲ *The Minister for Employment and Workplace Relations, the Hon Kevin Andrews, MP addressing the breakfast event to mark the international day of Safety and Health at Work.*

This year saw the Australian Government Minister for Employment and Workplace Relations mark the international day of Safety and Health at Work with a breakfast event in Melbourne on 28 April 2005. The event provided the opportunity for the Minister to launch the new National OHS Construction Standard and talk about the importance of improving OHS.

The communication plan highlights the need to have a national focus when communicating OHS messages and the office is working with state and territory OHS authorities to encourage them to align and coordinate communications activities. For the first time, most state and territories have agreed to align National Safety Week which will take place on 23–29 October 2005. National Safety Awards are also being organised to recognise excellence in OHS management, identifying OHS solutions and a special award recognising small business efforts. The National Safety Awards will be announced in early 2006.

Other national communication initiatives include sponsoring relevant conferences and campaigns, delivering key messages through advertising and other media channels as well as working with other NOHSC stakeholders to assist raising awareness about the importance of OHS.

The Workplace Relations Ministers' Council (WRMC)

WRMC is a Ministerial Council established by, and reporting to, the Council of Australian Governments. It is the peak Ministerial Council with responsibility for OHS. WRMC considered a range of OHS issues out-of-session during 2004–05 and:

- ▶ agreed to the release of the *6th Comparative Performance Monitoring report* and the draft *3rd edition of the Comparison of Occupational Health and Safety Arrangements in Australia and New Zealand* report
- ▶ noted the progress report on the implementation of the *National OHS Strategy 2002–2012*
- ▶ endorsed the framework and recommendations contained in *Safe and Sound: a discussion paper on safety leadership in government workplaces*, and
- ▶ noted the public consultative process for the revised *National Standard for Manual Handling* and supporting *National Code of Practice for the Prevention of Musculoskeletal Disorders from Manual Handling* at work.

Transition of NOHSC to the ASCC

In response to the Productivity Commission's 2004 inquiry into *National Workers' Compensation and Occupational Health and Safety Frameworks*, the Australian Government announced that it would establish the Australian Safety and Compensation Council (ASCC) to replace NOHSC.

The new body will continue the OHS work of NOHSC as well as develop strategies to achieve national consistency in workers' compensation regimes. The ASCC is to be established administratively, with legislative powers to declare National OHS Standards and codes.

The staff of NOHSC transferred to the the OASCC in the DEWR on 7 February 2005. NOHSC itself continues to exist, with support from Office of the ASCC staff, until the *National Occupational Health and Safety Commission Act 1985* (the NOHSC Act) is repealed. The NOHSC Act is expected to be repealed in the latter part of 2005.

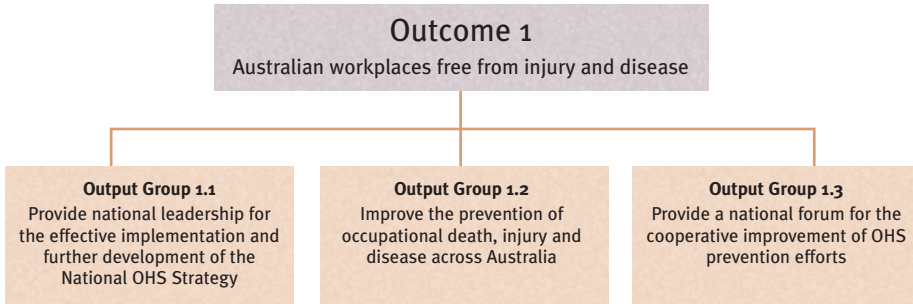
chapter 4:

Performance against outputs

Outcomes and Outputs

NOHSC's outputs for the purposes of budget reporting are outlined in Figure 5 below.

Figure 5—Current outcome and output groups



The NOHSC outcomes and outputs framework aligns its work with the National Strategy. More details on the National Strategy are at Chapter Two—*The National Occupational Health and Safety Strategy 2002–2012*.

Output 1.1

Provide National leadership for the effective implementation and further development of the National Strategy

Commitment to and implementation of the National Strategy across all jurisdictions

The first triennial review of the National Strategy identified that the National Strategy is achieving its aims of cooperative national efforts to improve Australia's OHS performance and achieving minimum national targets for reducing the incidence of workplace deaths and injuries. Further information on the review is provided in Chapter Two.

The National Strategy has successfully focused the work of the OHS authorities in all jurisdictions and now underpins their planning and programmes. Members report twice each year to NOHSC on how the work of their organisations aligns to the National Strategy.

The national intervention campaigns initiated by HWSA (see Chapter Two) demonstrate the emergence of coordinated and collaborative national programmes by jurisdictions. These are targeted at the risks and industries identified as priorities under the National Strategy.

Acceptance by WRMC of reports and recommendations

NOHSC reports to WRMC annually on progress against the National Strategy. The second progress report, covering the period September 2003 to December 2004, indicated that the National Strategy has been successful in focussing the work of the OHS authorities as well as the ACCI and the ACTU. As outlined at Chapter Three a range of reports and recommendations were referred to WRMC. All were accepted.

Achievement of deliverables and targets outlined in annual business plans

Outcomes sought in NOHSC's business plan were completed in accordance with NOHSC decisions. The timeframe for a small number of items was adjusted with NOHSC approval. The national conference on transport was deferred until 2005–06. The review of the Noise Standard was adjusted to commence in April 2005 with declaration expected in late 2006.

Output 1.2

Improve the prevention of occupational death, injury and disease across Australia

Extent of implementation of action plans for priorities under the National Strategy

NOHSC agreed to a number of action plans to underpin the priorities of the National Strategy. These include the:

- ▶ National OHS Research Action Plan
- ▶ National OHS Data Action Plan
- ▶ National Occupational Disease Prevention Action Plan
- ▶ Safe Design Action Plan, and
- ▶ Education and Skills Development Action Plan.

The action plans cover various periods up to the nominal expiry of the National Strategy. Projects and priorities scheduled under action plans for a particular year are covered by the NOHSC Annual Business Plan.

Uptake by target groups of advice and information provided by NOHSC

NOHSC data were again used to complete the sixth edition of the CPM Report, which was approved by WRMC for publication.

National exposure standards for chemicals were approved by NOHSC during the year and implemented through regulation in each jurisdiction. These were three forms of crystalline silica—quartz, cristobalite and tridymite.

The nationally consistent implementation of NOHSC standards was improved following the adoption by the Northern Territory of the following codes:

- ▶ *National Code of Practice for the Control of Major Hazard Facilities* [NOHSC: 2016 (1996)] under the Work Health Act and the Dangerous Goods Act
- ▶ *National Code of Practice for the Storage and Handling of Workplace Dangerous Goods* [NOHSC: 2017 (2001)] under the Dangerous Goods Act, and
- ▶ *National Code of Practice for Noise Management and Protection of Hearing at Work* [NOHSC: 2009 (2004)] 3rd Edition under the Work Health Act.

Achievement of deliverables and targets outlined in annual business plans

Performance against the Business Plan is reported at Chapter Three.

Output 1.3

Provide a national forum for the cooperative improvement of OHS prevention efforts

The NOHSC Act sets out the objectives of the Commission, including the provision, in the public interest, of a forum by which representatives of the Australian Government, the governments of the states and territories, and of employers and employees, may consult together and participate in the development and formulation of policies and strategies relating to OHS matters.

Output 1.3 seeks NOHSC's continuous improvement as a forum to lead the national efforts to improve Australia's OHS performance. The output reflects NOHSC's statutory role.

NOHSC is required to meet a minimum of three times a year and its committees and working parties support its work. In October 2004, NOHSC agreed to amalgamate two of its principal committees into a new OHS Committee, to achieve more efficient administration, lower financial and opportunity costs and to integrate decision-making.

Four NOHSC meetings and fifteen committee meetings were held in 2004–05.

Further information about NOHSC and its Committees is in Appendix 1.

Stakeholder satisfaction

Members of NOHSC participate in an annual survey to gauge satisfaction with NOHSC and the support provided by the NOHSC office.

Results of 2004–05 survey show the overall level of member satisfaction has improved.

The rating for NOHSC's performance against its objective to improve the prevention of occupational death, injury and disease across Australia was 'very high'. Significant improvement was made in the satisfaction of members in relation to performance in providing national leadership of the effective implementation and further development of the National Strategy. Members rated NOHSC's leadership of the National Strategy as 'very high' as opposed to last years rating of 'average'.

Members indicated a high level of satisfaction with the quality, relevance, coverage and accessibility of information and data. Members gave a high average rating to the question of extent to which information, advice, data and analyses provided by NOHSC was used by members' organisations and the quality, timeliness and effectiveness of advice on regulatory frameworks.

The organisation of, and administrative arrangements for meetings were rated 'very high to excellent' by members. This is consistent with previous surveys.

Members provided constructive feedback on improving consultation processes and further developing standard setting processes.

appendices:

Appendix 1: NOHSC and its committees

Appendix 2: Report of operations

Appendix 3: Human resources

Appendix 4: Public accountability

Appendix 5: Financial statements

Appendix 1—NOHSC and its committees

About NOHSC

Who we are

NOHSC is Australia's national body that leads and coordinates national efforts to prevent workplace death, injury and disease.

NOHSC was first established administratively on an interim basis in October 1984 by the then Minister for Employment and Industrial Relations. The NOHSC Act was proclaimed on 20 December 1985.³ Under the NOHSC Act, the Commission is a body corporate with perpetual succession.

Our aims and functions

We aim to:

- ▶ provide national leadership to effectively implement and further develop the National Strategy
- ▶ improve the prevention of occupational death, injury and disease across Australia, and
- ▶ provide a national forum for the cooperative improvement of OHS prevention efforts.

In line with the National Strategy's aims and priorities, our key functions are to:

- ▶ formulate strategies to improve national OHS performance
- ▶ develop and declare national OHS standards and codes of practice
- ▶ coordinate and review OHS research
- ▶ develop, maintain, analyse and report on OHS data, and
- ▶ assist in developing national OHS skills and competencies, including by practical guidance.

Legislation

NOHSC is a tripartite statutory body established under the NOHSC Act. It is a Commonwealth Authority for the purposes of the CAC Act.

Under the Administrative Arrangements Order of 16 December 2004, the Minister for Employment and Workplace Relations has Ministerial responsibility for NOHSC. The Hon Kevin Andrews MP has exercised responsibility for NOHSC since 7 October 2003.

³ Each State and Territory has its own OHS legislation. The State and Territory governments are responsible for, among other things, inspecting workplaces, enforcing OHS legislation and administering workers' compensation arrangements in their respective jurisdictions. Comcare administers the Australian government's OHS and workers' compensation legislation applying to Commonwealth employment.

Structure

The Commission

Our eighteen members include (ex officio) the Chairman, the CEO and members nominated by:

- ▶ the Minister for Employment and Workplace Relations (one member) and Minister for Health and Ageing⁴ (one member)
- ▶ the Premier or Chief Minister of each State and Territory Government (one member each)
- ▶ the Australian Chamber of Commerce and Industry (three members), and
- ▶ the Australian Council of Trade Unions (three members).

Members are appointed for up to three years. We met four times in 2004–05.

Accountability

We report to the Australian Parliament through our annual report to the Minister. The members of NOHSC are, for the purposes of the CAC Act, its directors.



▲ NOHSC Members In the Mural Hall at Parliament House, Canberra

Front Row (L to R): Sylvia Kidziak (ACCI), Barbara Bennett (Comcare), Michele Patterson (SA), Sandra Parker (A/g CEO), Jerry Ellis (Chairman), Mark Crossin (NT), Anne Bellamy (ACCI), Jill Illiffe (ACTU)

Back Row: John Kovacic (DEWR), Peter Anderson (ACCI), Robert Pearce (TAS), Steve Mullins* (ACTU), John Merritt (VIC), Peter Henneken (QLD), Brian Bradley (WA), Steve Hart** (ACT), Jon Blackwell (NSW)

* Mr Mullins represented Mr Peter Tighe at the 28 July 2005 meeting.

** Mr Hart represented Mr Erich Janssen at the 28 July 2005 meeting.

4 The Minister for Health and Ageing has not been represented on NOHSC since 20 February 2004.

Table 3—NOHSC Members—Current members

Name	Experience	Responsibilities	Dates
Mr Jerry Ellis Master of Arts	Chairman, Landcare Australia Limited (2004 to present) Chairman, Future Directions International (2003 to present) Director, GroPep Limited (2000 to present) Chancellor, Monash University (1999 to present) Chairman, Pacifica Group Ltd (1999 to present) Chairman, Australia-Japan Foundation (1999 to present) Director, ANZ Banking Group Limited (1995 to present) Chairman & Director, The Broken Hill Proprietary Company Limited (1997 to 1998) Chief Executive Officer, BHP Minerals Division (1991 to 1996)	Chairman, NOHSC Chairman, Executive Committee	Appointed 20 Mar 2003 Appointed Acting Chairman 3 Mar 2003
Ms Jill Iliffe Master of Public Policy Master of International Studies Bachelor of Applied Science (Nursing)	Federal Secretary, Australian Nursing Federation (1999 to present) Manager, Professional Services, NSW Nurses Association (1992 to 1999) Clinical Nurse Consultant (Women's Health), Western Sydney Area Health Service (1987 to 1992) Generalist Community Nurse and Clinical Nurse Specialist, Western Sydney Area Health Service (1978 to 1987)	Nominated by the ACTU Member, Occupational Health and Safety Committee	Appointed 26 May 2005
Mr Richard Marles Bachelor of Laws (Hons) Bachelor of Science	Assistant Secretary, ACTU (2000 to present) Legal Officer (1994 to 1998) then National Assistant Secretary (1998 to 2000), Transport Workers Union Solicitor, Slater and Gordon	Nominated by the ACTU Member, Executive Committee Member, Audit Committee	Re-appointed 21 Feb 2004 Appointed 20 Mar 2003
Mr Peter Tighe Electrical Trades Certificate Basic Electronics Certificate	Over 25 years experience and involvement in matters pertaining to electrical and general occupational safety Executive member of the ACTU Holds a number of company directorships in the electrical and electronic occupational training areas	Nominated by the ACTU	Re-appointed 21 Feb 2004 Re-appointed 21 Feb 2001 Appointed 21 Feb 1998
Mr Peter Anderson Graduate Diploma in Legal Practice Bachelor of Laws (Hons)	Member, Governing Body, International Labor Organisation (June 2005 to present) Director, Workplace Policy, Australian Chamber of Commerce and Industry (2002 to present) Senior Adviser, Office of Federal Minister for Employment, Workplace Relations and Small Business (1997 to 2001) Chief of Staff, Office of Premier of South Australia (1996) and Office of South Australian Minister for Industrial Affairs (1994 to 1996) Partner, Industrial and Employment Law, Fisher Jeffries (SA) Barristers and Solicitors (1992 to 1993) Executive Director, Retail Traders Association of South Australia (1988 to 1991)	Nominated by the ACCI Member, Executive Committee Chair, Audit Committee	Re-appointed 21 Feb 2004 Appointed 27 Mar 2002

Name	Experience	Responsibilities	Dates
<p>Ms Annette (Anne) Bellamy</p> <p>Bachelor of Applied Science</p> <p>Certificate in Child Health</p> <p>Certificate in Midwifery</p> <p>Certificate in General Nursing</p>	<p>Director, Health, Safety and Workers' Compensation, Chamber of Commerce and Industry, Western Australia (and formerly the Confederation of WA Industry) (1986 to present)</p> <p>Member, WorkSafe WA Commission</p> <p>Member, WA Premium Rates Committee</p> <p>Deputy Member, WA Workers' Compensation and Rehabilitation Commission</p>	<p>Nominated by the ACCI</p> <p>Member, Prevention Committee (until Committee abolished in October 2004)</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 21 Feb 2001</p>
<p>Ms Sylvia Kidziak AM</p> <p>Diploma in Electrical Technology</p> <p>Master of Engineering Management</p> <p>Bachelor of Arts (Hons)</p>	<p>Principal Consultant, Occupational Health, Safety and Environment Policy, Australian Business Ltd (1984 to present)</p> <p>Managing Director, SL Engineering (1979 to present)</p> <p>Chairperson, ARPANSA Radiation Health and Safety Advisory Council (2002 to present)</p> <p>Board Member, Dust Diseases (Workers' Compensation) Board of NSW (1990 to present)</p> <p>Member (OHS Expert), Workers' Compensation and Workplace Occupational Health and Safety Council of NSW (2001 to present)</p> <p>Member, NICNAS Industry Government Consultative Committee (1998 to present)</p> <p>Member, Federal Government Chemicals and Plastics Leadership Group (2002 to present)</p> <p>Chairperson, ARPANSA Nuclear Safety Committee (1999 to 2002)</p> <p>Chairperson, Occupational Health Safety and Rehabilitation Council of NSW (1993 to 2001)</p>	<p>Nominated by the ACCI</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 21 Feb 2001</p>
<p>Ms Penny Shakespeare</p> <p>Master of International Law</p> <p>Graduate Diploma in Legal Practice</p> <p>Bachelor of Law (Hons)</p>	<p>Director, Office of Industrial Relations, Chief Minister's Department (2002 to present)</p> <p>Principal Government Lawyer, Termination, Transmission, Victoria and Minimum Entitlements Section, Department of Employment and Workplace Relations (2001 to 2002)</p> <p>Principal Government Lawyer (Director) Organisations, Freedom of Association and Minimum Entitlements Section, Department of Employment, Workplace Relations and Small Business (2000 to 2001)</p>	<p>Nominated by the Chief Minister of the Australian Capital Territory</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 30 Oct 2002</p>
<p>Mr Jon Blackwell</p> <p>Master of Arts (Social Work)</p> <p>Bachelor of Arts (Social Administration)</p>	<p>Chief Executive Officer, WorkCover NSW (2003 to present)</p> <p>Chief Executive Officer, Central Coast Area Health Service (1997 to 2003)</p> <p>Executive Director, Country Health Services Division, South Australian Health Commission (1993 to 1997)</p> <p>Regional Director, Pilbara Health Region, Department of Health (WA) (1989 to 1992)</p>	<p>Nominated by the Premier of New South Wales</p>	<p>Appointed 21 Feb 2004</p>

Name	Experience	Responsibilities	Dates
<p>Mr Mark Crossin Diploma of Teaching</p>	<p>Director, NT WorkSafe, Department of Employment, Education and Training, NT (2002 to present)</p> <p>Manager, Employment Relations, Department of Education, NT (2001 to 2002)</p> <p>General Secretary, Australian Education Union, NT (1995 to 1999)</p> <p>Senior Industrial Advocate, ACTU (1989 to 1996)</p>	<p>Nominated by the Chief Minister of the Northern Territory</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 4 Jul 2002</p>
<p>Mr Peter Henneken Bachelor of Arts Bachelor of Business</p>	<p>Director-General, Department of Industrial Relations, Qld. (2001 to present)</p> <p>Deputy Director-General, Department of Employment, Training and Industrial Relations, Qld. (1998 to 2001)</p> <p>Executive Director, Labour Market Reform (subsequently Workplace Relations Division), Department of Training and Industrial Relations, Qld. (1993 to 1998)</p> <p>General Manager, Vocational Education and Training Commission, Qld. (1991 to 1993)</p>	<p>Nominated by the Premier of Qld.</p> <p>Chair, Information Committee (until Committee abolished in October 2004)</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 20 Mar 2003</p>
<p>Ms Michele Patterson Master of Science in Health Policy and Management Graduate Diploma in Occupational Hazard Management Bachelor of Arts</p>	<p>Executive Director, Workplace Services, Department for Administrative and Information Services, SA (2002 to present)</p> <p>Assistant General Manager, OHS Workcover Authority of NSW (1998 to 2002)</p> <p>Manager, Regional Operations Division, Workcover Authority of NSW (1997 to 1998)</p> <p>Manager, Industry Services Office, Department for Industrial Affairs, SA (1997)</p>	<p>Nominated by the Premier of South Australia</p> <p>Member, Occupational Health and Safety Committee</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 25 Jun 2003</p>
<p>Mr Robert Pearce Bachelor of Science (Mechanical Engineering)</p>	<p>Director, Policy Planning and Services Branch, Workplace Standards, Tasmania (1998 to present)</p> <p>Director of Policy, Policy Division, Workplace Standards Authority, Tasmania (1995 to 1998)</p> <p>Section Manager, Standards Development, Tasmania Development and Resources (1994)</p> <p>Manager, OHS Branch and Chief Inspector of Machinery, Department of Labour and Industry, Tasmania (1985 to 1994)</p>	<p>Nominated by the Premier of Tasmania</p> <p>Member, Prevention Committee (until Committee abolished in October 2004)</p> <p>Member, Occupational Health and Safety Committee</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 4 Jul 2002</p>
<p>Mr John Merritt Bachelor of Economics</p>	<p>Executive Director, WorkSafe Victoria, (August 2001 to present)</p> <p>Managing Director, Director and Chief Executive Officer, National Safety Council (July 1998 to August 2001)</p> <p>Associate Director, World Competitive Practices (Dec 1996 to July 1998)</p>	<p>Nominated by the Premier of Victoria</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p>	<p>Re-appointed 21 Feb 2004</p> <p>Appointed 30 Oct 2002</p>

Name	Experience	Responsibilities	Dates
<p>Mr Brian Bradley Diploma of Accounting</p>	<p>Member, WorkCover Western Australian Authority (2005 to present) Director General, Department of Consumer and Employment Protection (July 2001 to present)</p> <p>Commissioner, WorkSafe WA (1998 to 2004)</p> <p>Chairperson of WA's Workers' Compensation and Rehabilitation Commission (May 2000 to Feb 2005)</p> <p>Director, Policy and Information, WorkSafe WA (1988 to 1995)</p> <p>Executive Officer, Dept of Occupational Health and Safety WA (1985 to 1988)</p> <p>Australian Government representative at the International Labour Conference in 1992 and 1993 for the Development of an ILO Convention and Recommendation for the Prevention of Major Industrial Accidents</p> <p>Chairperson of Expert Working Group for National Standard for Major Hazard Facilities</p> <p>Chairperson of Expert Review Group for National Code of Practice for Major Hazard Facilities</p>	<p>Nominated by the Premier of Western Australia</p> <p>Chair, Prevention Committee (until Committee abolished in October 2004)</p> <p>Chair, Occupational Health and Safety Committee</p>	<p>Re-appointed 1 Feb 2004</p> <p>Re-appointed 21 Feb 2001</p> <p>Appointed 31 Mar 1999</p>
<p>Mr John Kovacic Bachelor of Economics Graduate Diploma of Management</p>	<p>Group Manager, Workplace Relations Policy, Department of Employment and Workplace Relations (2005 to present)</p> <p>Group Manager, Workplace Relations Implementation, Department of Employment and Workplace Relations (2004 to 2005)</p> <p>Assistant Secretary, Department of Employment and Workplace Relations (1999 to 2004)</p>	<p>Nominated by the Commonwealth Minister for Employment and Workplace Relations</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p>	<p>Appointed 26 May 2005</p>

Former members

<p>Mr Robin Stewart-Crompton Bachelor of Laws Graduate Diploma of International Law Practitioner of the Supreme Court of South Australia</p>	<p>Chief Executive Officer, NOHSC (2000 to Dec 2004)</p> <p>Member of NOHSC nominated by Minister for Employment and Workplace Relations (1996 to 2000)</p> <p>Member, Safety, Rehabilitation and Compensation Commission (1995 to 2004)</p> <p>Commonwealth public servant (1975 to 2000) Department of Employment, Workplace Relations and Small Business and predecessor Departments—</p> <p>Deputy Secretary (1995 to 2000)</p> <p>Legal practitioner (1972 to 1975)</p>	<p>CEO, NOHSC</p> <p>Member, Executive Committee</p> <p>Member, Information Committee (until Committee abolished in October 2004)</p> <p>Member, Prevention Committee (until Committee abolished in October 2004)</p>	<p>Term expired 16 Dec 2004</p> <p>Appointed CEO 17 Dec 2000</p> <p>Appointed Acting CEO 27 Sep 2000</p> <p>Re-appointed as nominee of Minister for Employment, Workplace Relations & Small Business 21 Feb 1998</p> <p>Appointed 28 Mar 1996</p>
---	--	---	---

Name	Experience	Responsibilities	Dates
<p>Ms Stephanie Mayman</p> <p>Diploma of Education</p>	<p>Secretary , Trades and Labor Council of Western Australia (now Unions WA) (2001 to present)</p> <p>Assistant Secretary, Trades and Labor Council of Western Australia (1995 to 2001)</p> <p>Industrial Officer Australian Liquor, Hospital and Miscellaneous Workers' Union, WA Branch (1988 to 1995)</p> <p>Occupational Health and Safety Officer Trades and Labor Council of Western Australia</p>	<p>Nominated by the ACTU</p> <p>Member, Prevention Committee (from 25 May 2004 until Committee abolished in October 2004)</p>	<p>Resigned 19 Jan 2005</p> <p>Re-appointed 21 Feb 2004</p> <p>Appointed 27 Mar 2002</p>
<p>Ms Barbara Bennett</p> <p>Bachelor of Arts</p>	<p>CEO Comcare (2005 to present)</p> <p>Group Manager, Workplace Relations Policy Group, Department of Employment and Workplace Relations (2004 to present)</p> <p>Member, Safety, Rehabilitation and Compensation Commission (2004 to present)</p> <p>Acting Deputy Secretary, Department of Employment and Workplace Relations (2004)</p> <p>Group Manager, Workplace Relations Implementation, Department of Employment and Workplace Relations (2002 to 2004)</p> <p>Assistant Secretary, New Apprenticeships Branch, Department of Education, Training and Youth Affairs (1999 to 2002)</p>	<p>Appointed by the Commonwealth Minister for Employment and Workplace Relations</p> <p>Nominated by the Commonwealth Minister for Employment and Workplace Relations</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p>	<p>5 May 2005</p> <p>Resigned 4 May 2005</p> <p>Appointed 16 Dec 2004</p> <p>Appointed as Acting Member 23 Sep 2004 to 14 Dec 2004</p>
<p>Mr John Lloyd</p> <p>Bachelor of Commerce</p>	<p>Deputy Secretary, Department of Employment and Workplace Relations (2001 to 2004)</p> <p>Chief Executive Officer, Department of Productivity and Labour Relations, WA (1996 to 2001)</p> <p>Chairman, Emergency Services Task Force, WA (1997)</p> <p>Executive Director, Department of State Development, Vic. (1994 to 1996)</p>	<p>Nominated by the Commonwealth Minister for Employment and Workplace Relations</p> <p>Member, Executive Committee</p> <p>Chair, Audit Committee</p>	<p>Resigned 30 Jul 2004</p> <p>Re-appointed 21 Feb 2004</p> <p>Appointed 20 Mar 2003</p>

Mr Tom Fisher held the position of Acting Chief Executive Officer from 17 December 2004 until 3 June 2005.

Ms Sandra Parker was appointed Acting Chief Executive Officer from 4 June 2005.

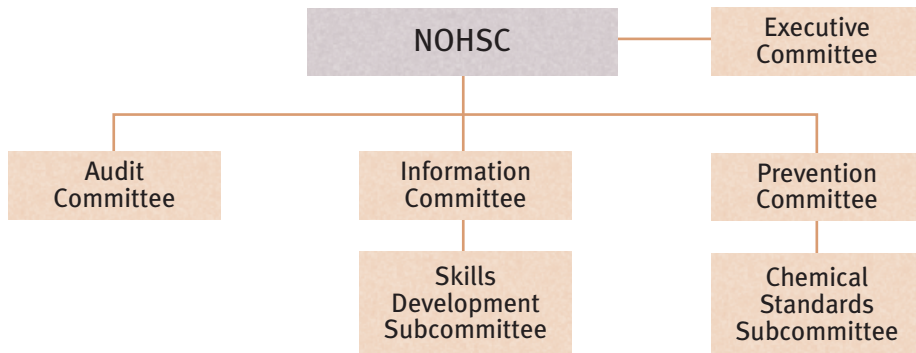
About NOHSC's committees

Under the NOHSC Act, NOHSC established a number of committees.

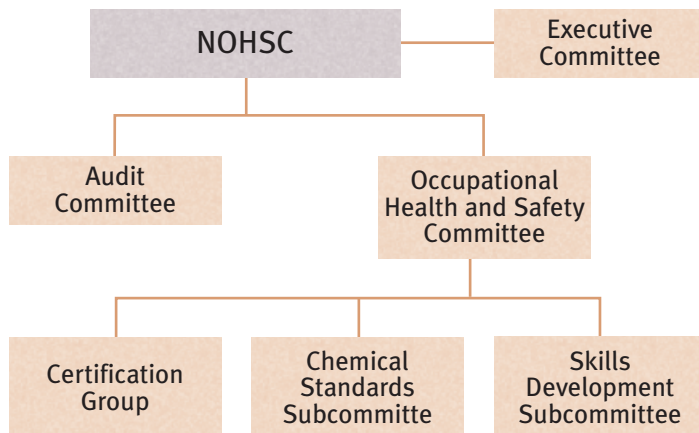
Figure 6 depicts the committees operating in 2004–05.

Figure 6—NOHSC 2004–05 committee structure

Structure to October 2004



Structure October 2004–June 2005



The Executive Committee

The Executive Committee and its membership were established by section 20 of the NOHSC Act. NOHSC gave the Executive Committee the following responsibilities:

- ▶ to oversee the management and operation of the NOHSC office and regularly review financial expenditure and use of resources for NOHSC's work
- ▶ to develop broad planning parameters
- ▶ to monitor and review the performance of NOHSC, and
- ▶ to undertake other matters as delegated from time to time by NOHSC.

The Executive Committee is chaired by Mr Jerry Ellis and met five times in 2004–05.

The Audit Committee

The Audit Committee was established in accordance with section 32 of the CAC Act. It is NOHSC's principal agent in assuring the independence of the NOHSC auditors, integrity of management and the adequacy of the disclosures to the public. The Committee also assists NOHSC in relation to accounting policies and reporting practices.

Mr Len Early PSM is the Committee's independent financial expert. A representative from NOHSC's internal auditors, Acumen Alliance, a representative of the Australian National Audit Office (ANAO), and the CEO attend meetings as observers. The Audit Committee was chaired by Peter Anderson and met six times in 2004–05.

Occupational Health and Safety Committee

NOHSC agreed to establish its Occupational Health and Safety Committee on 21 October 2004. The Committee commenced operation on 1 January 2005 and replaced the former Prevention and Information Committees. The Committee met twice in 2004–05. The Committee is chaired by Mr Brian Bradley and has sixteen members.

The Committee is established to oversee the work under NOHSC's business plan, subject to any decisions by NOHSC or the Executive Committee; to report on progress under NOHSC's annual business plan; and make recommendations to NOHSC and the Executive Committee on work that might be included in NOHSC's annual business plans.

Information Committee and Prevention Committee

The Information Committee and Prevention Committee were replaced by the Occupational Health and Safety Committee in October 2004.

The Information Committee, chaired by Mr Peter Henneken, had sixteen members and provided advice on and contributed to planning in relation to the following areas:

- ▶ OHS data
- ▶ OHS awareness
- ▶ OHS skills, and
- ▶ practical guidance on OHS.

The Prevention Committee, chaired by Mr Brian Bradley, had sixteen members and provided advice on and contributed to planning in relation to the following areas:

- ▶ national standards and codes of practice
- ▶ support for better compliance with OHS responsibilities and strategic enforcement
- ▶ OHS research, and
- ▶ incentives for better OHS performance.

Each Committee held one meeting in 2004–05.

Table 4—NOHSC Members' attendance at meetings 2004–05

Attendance at NOHSC meetings 2004–05

Mr J Ellis, Chair (4)	Mr J Kovacic (no meetings held during appointment period)
Mr P Anderson (4)	Mr J Lloyd (1)
Ms A Bellamy (4)	Mr R Marles (4)
Ms B Bennett (3)	Ms S Mayman (2)
Mr J Blackwell (3)	Mr J Merritt (3)
Mr B Bradley (3)	Ms M Patterson (4)
Mr M Crossin (4)	Mr R Pearce (4)
Mr T Fisher (2) (as A/g CEO)	Ms P Shakespeare (3)
Mr P Henneken (4)	Mr R Stewart-Crompton (2)
Ms J Iliffe (1)	Mr P Tighe (3)
Ms S Kidziak (4)	

Attendance of NOHSC members at Executive Committee meetings in 2004–05

Mr J Ellis, Chair (5)	Mr T Fisher (2) (as A/g CEO)
Mr P Anderson (4)	Mr J Kovacic (1)
Ms A Bellamy (1)	Mr J Lloyd (1)
Ms B Bennett (3)	Mr R Marles (5)
Mr J Blackwell (4)	Mr J Merritt (3)
Mr R Stewart-Crompton (4)	

Attendance of NOHSC members at Audit Committee meetings in 2004–05

Mr J Lloyd, Chair (1)	Mr J Kovacic (1)
Mr P Anderson, Chair (5)	Mr R Marles (4)
Ms A Bellamy (1)	Mr J Merritt (3)
Ms B Bennett (3)	Mr P Tighe (1)
Mr J Blackwell (5)	Mr L Early, Independent Financial Expert (6)

Attendance of NOHSC members at Information Committee meetings in 2004–05

Mr R Stewart-Crompton (1)

Attendance of NOHSC members at Prevention Committee meetings in 2004–05

Mr B Bradley, Chair (1)	Mr R Pearce (1)
Ms A Bellamy (1)	Mr R Stewart-Crompton (1)
Ms S Mayman (1)	

Attendance of NOHSC members at Occupational Health and Safety Committee meetings in 2004–05

Mr B Bradley, Chair (2)	Mr R Pearce (2)
Mr T Fisher (A/g CEO) (1)	Ms M Patterson (1)
Ms J Iliffe (2)	

Appendix 2—Report of operations

Section 1—Governance and accountability

Corporate and operational planning

The National Strategy guides NOHSC's framework for corporate and operational planning. The key planning elements are outlined below.

National OHS Strategy 2002–2012

The National Strategy provides the framework for the NOHSC Strategic Plan and guides the collective efforts of all OHS stakeholders in improving OHS performance. The Strategy underwent a triennial review during 2004–05. More detailed information on the National Strategy can be found in Chapter Two.

Strategic Plan 2002–2005

NOHSC's Strategic Plan outlines priorities for the period 2002–2005. It provides a strategic focus for NOHSC's priorities, supports the alignment of NOHSC's activities with the National Strategy, and facilitates the monitoring and reporting of performance.

Business Plan 2004–05

NOHSC's annual business plans provide operational direction for NOHSC members and the NOHSC office by specifying work to be undertaken in line with the National Strategy.

Risk management

The Audit Committee directs and reviews NOHSC's risk management program. The program provides appropriate assurance regarding the identification and control of potential risks to NOHSC's operations.

The NOHSC office undertook a risk management review during 2004–05. The review considered risks associated with the transition to the establishment of the ASCC, as well as operational risks within each team.

As a consequence of the review, an action plan was agreed and monitored by the Audit Committee to ensure NOHSC was able to perform its statutory functions during the transition to the ASCC and that risks were well managed. Risks were also addressed through the internal audit and fraud control programs.

Internal audit

Acumen Alliance Pty Ltd are engaged to provide internal audit services to NOHSC.

Six internal audit reviews were completed in 2004–05. Considerable advice was also provided in relation to governance issues associated with the transfer of the NOHSC office to DEWR.

Table 5—Areas assessed in NOHSC's Audit Program 2004–05

Area	Review action
Personnel Leave	NOHSC formalised leave policies and guidelines, which were promoted extensively with staff. Management Information System (MIS) issues were discussed with DEWR, who provide MIS services to the NOHSC office.
Fraud Risk Assessment and update of Fraud Control Plan	NOHSC updated its Fraud Control Plan which provides a framework for managing and monitoring moderate to high risks identified by the fraud risk assessment.
Records Management/Information Management	Where possible, improvements were made to increase compliance of record keeping arrangements.
Contract Management	Outcomes informed transfer arrangements to DEWR's procurement environment.
Asset Management	Recommendations considered in context of transfer to DEWR.
Superannuation Liability	Arrangements have been made to pay superannuation liabilities for identified contractors.

Fraud

No instances of fraud were detected in 2004–05.

The NOHSC Fraud Control Plan (FCP) was reviewed in 2004. The Audit Committee agreed to a new Fraud Control Plan 2004–06 on 9 December 2004.

With the transfer of NOHSC staff and resources on 7 February 2005, fraud control initiatives were governed by the fraud control framework within DEWR.

In December 2004, the CEO recorded that fraud risks within the agency were adequately dealt with through appropriate mechanisms in the FCP for the prevention, detection and investigation of fraud and that management systems provided for appropriate data collection and reporting and supported the prevention and detection mechanisms in the

FCP. All procedures and processes were found to meet the specific needs of NOHSC and comply with the *Commonwealth Fraud Control Guidelines 2002*.

Ethical standards

New NOHSC members are provided with a comprehensive induction kit that sets out their rights and responsibilities. It contains all relevant legislation and explains the accountabilities of members, committees and sub-committees.

NOHSC promotes and expects the highest standards of ethical and honest behaviour from its employees, consistent with the requirements of the *Public Service Act 1999* and other obligations. Accordingly, the NOHSC office includes appropriate training in its annual program of learning and development for staff. Ethics and values are also promoted in the negotiation of NOHSC's employee performance agreements, in the NOHSC Certified Agreement and Australian Workplace Agreements (AWAs), and in induction training for new employees.

Judicial decisions and reviews by external bodies

No judicial decisions or decisions were made by courts or administrative tribunals that affected the operations of NOHSC during 2004–05. No adverse reports on NOHSC's operations were made in the same period by the Auditor-General or Parliamentary committees.

Internal Governance—NOHSC Office

Under the NOHSC Act, the CEO and NOHSC employees collectively constitute the NOHSC office. Prior to the transfer, the employees were engaged under the Public Service Act and the CEO's direction.

The staff and resources of the NOHSC office were transferred to the DEWR from 7 February 2005.



Figure 7—NOHSC Office structure as at 6 Feb 2005

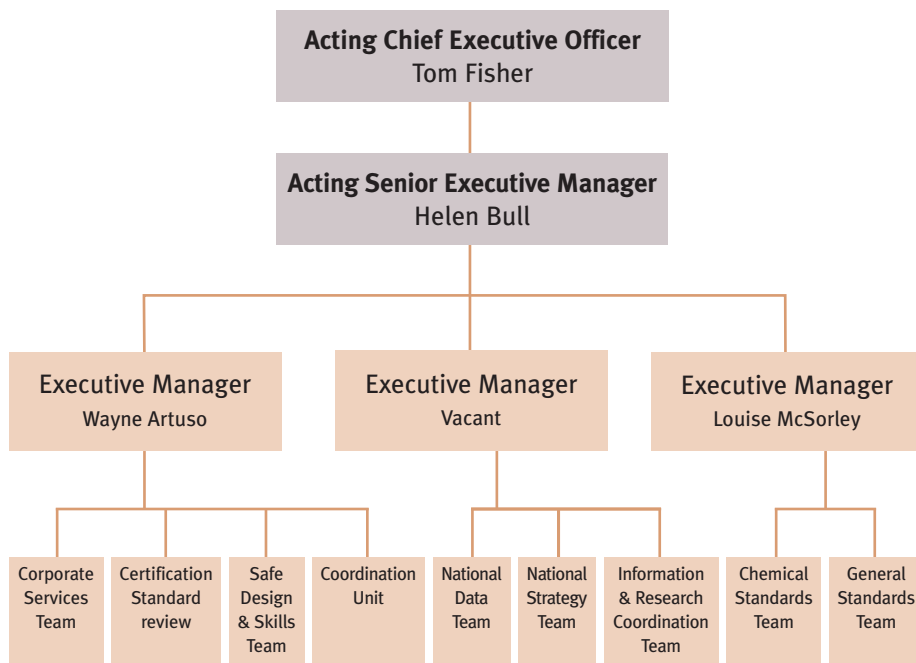
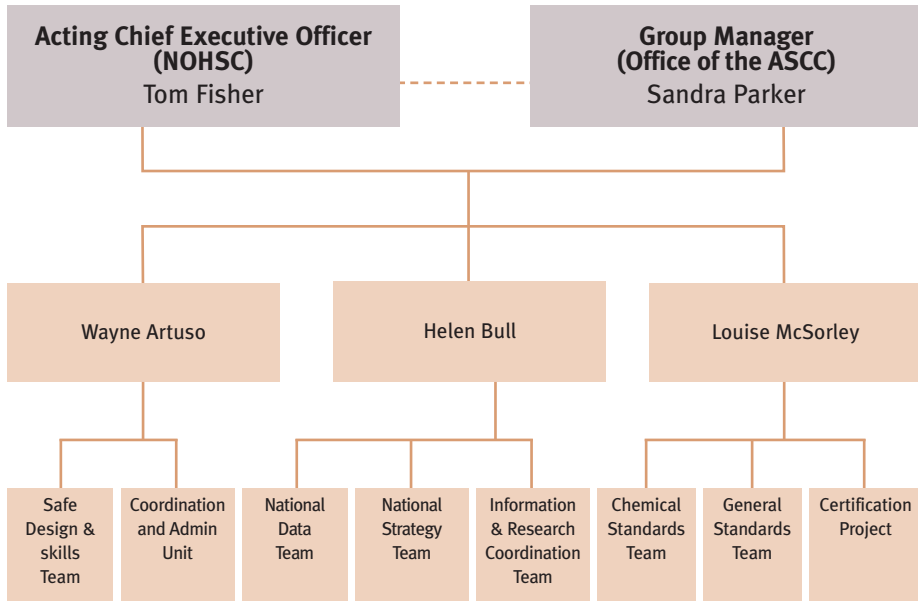


Figure 8—NOHSC Office structure as at 7 Feb 2005



The Leadership Group, consisting of the CEO, the Group Manager and the Assistant Secretaries, provided strategic leadership to the NOHSC office, focused on outcomes and oversaw the management of the NOHSC office, expenditure and staffing matters.



◀ *Leadership Group
Front Row (L to R) :
Louise McSorley,
Helen Bull*

*Back Row (L to R) :
Wayne Artuso,
Sandra Parker,
Tom Fisher.*

Senior Executive Group

The Leadership Group and Team Leaders formed the Senior Executive Group which developed NOHSC office policies, coordinated organisational activities and advised the Leadership Group on strategic and operational matters.

NOHSC Office committees

The NOHSC office had three committees, each with management and employee members: the Consultative Committee; the Occupational Health and Safety Committee; and the Workplace Equity and Diversity Committee. Each was provided for under the NOHSC Certified Agreement 2002–2005.

Section 2—Corporate

Financial performance

This section of the report outlines NOHSC's financial performance during 2004–05. The financial statements detailing the accounting information are at Appendix 5.

Table 6—Resource Summary

	Budget 2004–05 \$000's	Actual 2004–05 \$000's	Budget 2005–06 \$000's
Price of Outputs			
Output 1.1	1 605	1 620	–
Output 1.2	12 036	12 141	–
Output 1.3	1 583	1 596	–
Total Output 1	15 224	15 357	–
Revenue			
Revenue from Government	15,023	15,063	–
(appropriation) for outputs			
Revenue from other sources	201	294	–
Total for Outcome 1	15,224	15,357	–
Average staffing levels	98	90	–

During the 2004–05 financial year, NOHSC recorded a nil surplus. This was as a result of the arrangements put into place with effect from 7 February 2005 to implement the machinery of government change announced following the 2004 federal election. From that date NOHSC and DEWR entered into a Memorandum of Understanding (MOU), under which NOHSC agreed to transfer its remaining appropriation, other resources and assets to DEWR. DEWR in return agreed to provide services to support NOHSC in performing its functions, pending the establishment of the ASCC, which is to replace NOHSC. The total payment to DEWR was \$8.022 million. From 2005–06, the DEWR will receive an appropriation to provide services to support NOHSC.

The total income for 2004–05 was \$15.357 million, consisting of \$15.063 million in appropriations from Government and \$0.294 million in other NOHSC revenue. The other revenue was derived through a Service Level Agreement, for the provision of library services, with the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) and the Office of Chemical Safety within the DFA.

Occupational Health and Safety for NOHSC employees

Policy and commitment statement

Workplace health and safety are of primary importance to NOHSC and all activities of the NOHSC office were carried out in a manner that protected the health and safety of everyone, including employees, contractors and visitors.

OHS management

OHS was managed in accordance with the statutory provisions of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (OHS(CE)Act).

The NOHSC office maintained its active approach to OHS, by a range of activities relating to OHS obligations, staff consultation and decision-making, and employee health and well-being. Procedures are in place for the reporting of hazards and follow-up action.

All reported injuries and long-term absences were monitored by a rehabilitation case manager to ensure the earliest practicable return to work of injured staff. Rehabilitation plans and return to work programs ensure high levels of communication, awareness, and commitment to rehabilitation.

NOHSC's workers' compensation premium for 2004–05 of \$66 454 represented 0.80 per cent of payroll, compared with the average premium rate for the Australian Government sector of 1.67 per cent.

Contribution by employees

The OHS Committee, consisting of Health and Safety Representatives (HSRs) and management representatives, met at least quarterly to address regular standing agenda items, and to deal with other issues of concern or interest. There was a Designated Work Group (DWG) to ensure that employees are suitably engaged over matters that may affect OHS in the workplace. In line with the OHS(CE) Act, staff and unions participate in establishing the DWG and the selection of HSRs.

Training and staff induction

OHS training, focusing on the principles of OHS risk management, was conducted in the NOHSC office during the year. Appropriate training was provided for HSRs, first aid officers and fire wardens. The orientation program for new NOHSC employees explained the importance of OHS in the workplace, employee and employer responsibilities and the OHS policies.

OHS programs and employee initiatives

Activities during the past year relating to employment by NOHSC included:

- ▶ ongoing ergonomic and work station assessments by external occupational therapists
- ▶ continuation of the employee assistance program
- ▶ reimbursing employees for eyesight testing relating to use of screen-based equipment
- ▶ reimbursing employees up to \$200 for health and fitness equipment or activities
- ▶ subsidised participation in 'quit smoking' programs
- ▶ on-site health assessments and subsidised influenza vaccinations, and
- ▶ an on-site seminar on road safety.

Workplace OHS inspections were carried out on a quarterly basis and as required.

Contribution to improving OHS within the Australian Public Service (APS)

NOHSC employees attended the Commonwealth Safety Management Forum to maintain contact with other OHS professionals and to keep up to date with latest developments.

Statistical Indicators

NOHSC had the following indicators to measure OHS performance:

Table 7—OHS performance measures

	2004–05	2003–04	2002–03	2001–02
Accidents or dangerous occurrences that are required to be reported under section 68 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	2	3	2	nil
Investigations required under section 68 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	nil	nil	nil	nil
Notices issued under section 29 (provisional improvement notice), section 46 (prohibition notice) or section 47 (improvement notice) and directions given to the NOHSC Office under section 45 (power to direct that workplace etc. not be disturbed) of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	nil	nil	nil	nil
Convictions for health and safety offences	nil	nil	nil	nil
Scheduled internal OHS inspections	2	4	2	4
Hazards identified	2	2	2	12
Total reported OHS incidents	7	9	8	9
Incidents resulting in fatalities	nil	nil	nil	nil
Incidents resulting in lost time/total lost time	3/3 days	2/21 days	3/5 days	2/28 days
NOHSC workers' compensation premium	\$66 454	\$52 100 ⁵	\$41 480 ⁶	\$61 111
Workers' compensation cost	\$0	\$ 4 334	\$0	\$13 693

OHS incidents

A total of seven incidents were recorded in 2004–05, compared to nine in the previous financial year. Two were accidents notified under section 68 of the OHS(CE)Act. Three were offsite incidents—a tripping incident while away from the workplace and two traffic accidents. Two incidents were related to spider bites. The remaining incidents related to: a falling object from the top of a fridge; and a sore shoulder.

Action was taken promptly to eliminate or minimise the risk of further incidents.

Comcare took no action in respect of any incidents.

⁵ This figure is an estimate. Adjustment is made during 2004–05 based on actual staffing, salary expenditure and claims experience.

⁶ The reduction from 2001–02 is partly attributable to the transfer of the National Industrial Chemical Assessment and Notification Scheme, including staff, to the Health portfolio.

Property Management and Security

To ensure the safety of NOHSC employees, visitors and contractors on NOHSC premises, specific measures were taken. Existing security measures were examined and enhanced to introduce staff photographic passes and installation of surveillance cameras at all points of entry. Safety cards were issued to visitors to NOHSC premises. Contractors engaged to carry out on-site activities, such as refurbishments were required to show evidence of their compliance with the requirements of the *National Code of Practice for the Construction Industry*. As NOHSC is a tenant in a multi-tenanted building, the building owner administers the induction of contractors.

Advice from occupational therapists was sought when purchasing office equipment and safety features were taken into account in procurement decisions.

Environmental monitoring and health surveillance

Monitoring of the air conditioning plant for the NOHSC premises was conducted monthly for biological hazards such as legionella. No problems were detected. Indoor air quality testing was conducted on a six-monthly basis.

Procurement, assets and services

Purchasing

Procedures for contract management and procurement activity were reviewed and improved during the year to ensure compliance with the core policies and practices in the *Commonwealth Procurement Guidelines*. NOHSC employees were trained appropriately.

NOHSC established an OHS data panel and a research panel through standing offer arrangements. The panels have been used to provide NOHSC with expertise in epidemiological and statistical analysis, actuarial services, and analysis of the health, social and economic issues that arise from occupational injury and disease.

Where possible endorsed suppliers were used. Alternatively, NOHSC obtained quotes from suppliers listed in publicly available documents such as the Yellow Pages.

Asset management

All NOHSC assets were transferred to DEWR from 7 February 2005. NOHSC transferred an asset base of around 289 items with a book value of \$2.57 million. These items included building fit-outs, the NOHSC library, computers and office equipment.

Stocktakes were undertaken as part of the transfer process. This revealed no material discrepancies between the listed assets and the physical checks of the assets.

Property management

The profile of the NOHSC Office space as at 6 February 2005 was:

Net lettable area	2100.4 square metres
Rent	\$317 per square metre
No. of persons occupying premises at 6 February 2005	82
Usage ⁷	25.6 square metres per person.

Consultancy services

NOHSC consultancy proposals must satisfy the *Commonwealth Procurement Guidelines* criteria regarding value for money, open and effective competition, ethical and fair dealing and support for other Australian Government policies. Accountability for engaging consultants is supported by various reporting mechanisms, including this annual report. NOHSC publishes its procurement activities through the Gazette and Publishing System.

The selection of consultants entails: assessing the merits of each proposal; the tendered fees, charges and other costs; the relative capabilities of consultants; and the extent of understanding of the project demonstrated by the consultant's proposals. The CEO or delegate must approve the proposal before a consultant is engaged. The primary methods of engagement include public tender (advertised requests for tender), select tender and direct engagement from a range of known consultants. Where they exist, Australian Government pre-qualification lists are used to identify consultants for select tender purposes. NOHSC also draws on DEWR's existing contractual arrangements with consultants, where a tender process has already been undertaken. In a limited range of circumstances, only one consultant may be approached, for example, when the work builds on earlier work and continuity is important.

During 2004–05, 27 new consultancy contracts were entered into involving total actual expenditure of \$591 935. In addition, 38 ongoing consultancy contracts were active during the 2004–05 year, involving total actual expenditure of \$1 503 656. Total expenditure against all consultancy services in operation during 2004–05 was \$2 095 591. Details of consultancies valued over \$10 000 let in 2004–05 are in Table 11 at Appendix 4.

⁷ Including meeting rooms, reception, storage, work areas, circulation space, computer server rooms, tearooms, washrooms.

Indemnities and insurance premiums

In 2004–05, NOHSC held general liability insurance⁸ and directors and officers insurance⁹ with the Australian Government’s insurable risk managed fund, Comcover. These were general liability (\$100 million on any one claim); products liability (\$100 million in aggregate); professional indemnity (\$100 million in aggregate); and directors’ and officers’ liability (\$100 million in aggregate). The annual premium was \$19 229.

General liability and professional indemnity insurance cover is provided to NOHSC as an organisation. Directors’ and officers’ liability insurance covers those defined as directors and officers under the CAC Act and includes NOHSC members and senior management.

One claim was made in 2004–05 relating to a loss of property whilst travelling overseas on NOHSC business.

Competitive tendering and contracting

No competitive tendering, contracting or market testing was undertaken in 2004–05 in relation to the delivery of government activities performed by a Commonwealth agency.

Ecologically sustainable development and environmental performance

The Appropriations Acts do not specify any outcomes for NOHSC that contribute directly to ecologically sustainable development (ESD). Even so, NOHSC contributed at a strategic level to ESD through its focus on healthy and safe working environments and prevention of work-related death, injury and disease. In undertaking its work, NOHSC considers long-term and short-term economic, environmental, social and equity matters.

NOHSC responsibilities that are most directly relevant to environmental sustainability considerations concern its advisory standards on workplace hazardous substances, dangerous goods, and the control of major hazard facilities (MHFs). In 2004–05, work commenced on revising the workplace chemicals framework which will lead to a common standard and guidance material for workplace chemical safety. The new standard will utilise an internationally agreed system for classifying and labelling chemicals and providing information about their safe use. These changes will help to improve ESD and environmental performance through achieving international consistency in these areas.

The NOHSC office was accommodated in a multi-tenanted building. The main impact of the work of its employees on the environment is the consumption of energy, water and consumables. Measures were in place throughout the year to minimise that impact, including by the initiatives shown in Table 8.

⁸ General liability and professional indemnity insurance covers any claims arising from personal injury; damage to, or loss of, or inability to use personal property; advertising or publicity activities; and breach of duty.

⁹ Directors’ and officers’ liability insurance covers any claims arising from wrongful acts of a director or officer. Directors and officers are not insured against liabilities and costs disallowed by sections 27M and 27N of the CAC Act.

Table 8—Measures in place to enhance environmental performance

Utility/equipment	Measure implemented
Electricity	Timer controlled, energy efficient lighting and air conditioning systems. IT equipment with energy saving features.
Vehicles	Most vehicles leased by NOHSC meet or better the Vehicle Green Guide score of 10.5.
Water	On demand purified chilled and boiling water installed in kitchen areas. Monitoring of air and water safety in air conditioning units.
Photocopiers	Photocopiers able to use recycled paper.
Office Paper and Consumables	Default setting of printers to double-sided printing.
Waste and recycling	Recycling of waste paper and toner cartridges.

Provisions in relevant contractor agreements to send demolished materials to nominated recyclers.

Energy consumption data is provided to the Australian Greenhouse Office for inclusion in its annual energy report.

Appendix 3—Human Resources

Workforce data as at 6 February 2005

Table 9—Categories of employees

Classification ¹⁰	Salary Range \$	No. of Employees
SES Band 2	Australian workplace agreement	0
SES Band 1	Australian workplace agreement	3
Executive Level 2	Australian workplace agreement	9
Executive Level 1	69 099–74 412	27
APS Level 6	53 943–61 481	18
APS Level 5	49 565–52 557	8
APS Level 4	44 399–48 243	10
APS Level 3	39 839–43 016	3
APS Level 2 (Graduates)	35 720–38 807	4
APS Level 1	18 607–34 157	0

Staffing overview

All NOHSC staff were transferred to DEWR from 7 February 2005. NOHSC had 82 employees at 6 February 2005, including three Senior Executive Service (SES) staff. All employees were based in the NOHSC office in Canberra.



◀ All staff photo taken on 4 February 2005

¹⁰ The Chairman and Chief Executive Officer are statutory office holders and are not shown in this table

Certified Agreement and Australian Workplace Agreements

The NOHSC Certified Agreement 2002–2005 has a nominal expiry date of 30 June 2005.

At the time of transfer on 7 February 2005, 16 NOHSC Office staff were employed under AWAs.

Statutory office holder and senior executive service (SES) remuneration

NOHSC has two statutory officers, the Chairman and the CEO.

The Remuneration Tribunal sets the remuneration and conditions for the Chairman. This is currently provided under Determination No. 2003/03.

The CEO is a Principal Executive Officer (PEO). The Minister, within the parameters set by the Remuneration Tribunal, determines PEO remuneration and conditions.

Until 7 February 2005, the CEO determined SES remuneration and conditions in negotiation with individual employees. Factors taken into account included work value, skills, broad APS remuneration and market demand for the skills.

Training and development of staff

The NOHSC office had a Performance Management Program for identifying individual and corporate training and development needs. In conjunction with other analyses, it was used to inform the learning and development focus during 2004–05 of strengthening the skills of staff in relation to key business processes.

Training covered several areas including: financial management; records management; performance management; risk management; tendering and contracting; and project management. Training in workplace equity and diversity, OHS risk management and the APS Values and Code of Conduct was also conducted during the year.

Workplace diversity

The Workplace Equity and Diversity (WED) Committee was a sub-committee of the NOHSC office's Consultative Committee and included both staff and management representation. The Workplace Equity and Diversity Plan 2003–2005 provided the basis for the Committee's work during the year.

NOHSC had a Harassment Complaints Procedure and a network of Workplace Contact Officers in place to provide information and support to employees.

No Code of Conduct complaints were received in 2004–05.

Commonwealth Disability Strategy

NOHSC is committed to improving access to OHS information to all members of the community, including people with disabilities.

As an employer, NOHSC had employment policies, processes and agreements that aim to eliminate discrimination in all aspects of employment for people with a disability.

In particular, NOHSC:

- ▶ provided job applicants with access to all recruitment information via the NOHSC website and the facility to lodge their applications electronically
- ▶ ensured that employees involved in recruitment and selections are appropriately trained and implement the principles of reasonable adjustment, and
- ▶ ensured that all contractors and training providers comply with the *Disability Discrimination Act (Commonwealth) 1992*.

Workplace equity and diversity (WED)

The NOHSC office had a program of information and awareness sessions on equity and diversity. WED information was also provided to all employees via the NOHSC intranet and also to all new employees as part of the NOHSC orientation kit.

Table 10—Employees identifying themselves in workplace diversity groups

	Male	Female	Total
Indigenous people	0	0	0
People from diverse cultural and linguistic background	3	7	10
People with a disability	2	2	4

Appendix 4—Public accountability

Freedom of Information (FOI)

The following information is provided in accordance with section 8 of the *Freedom of Information Act 1982* (FOI Act). Information about the establishment, organisation and functions of NOHSC can be found in Appendix 1.

Privacy Act and current FOI requests

No claims of breaches of the Privacy Act were reported. No freedom of information requests were received during the year. Mandatory returns under the Privacy Act and FOI Act were provided on time.

Powers

NOHSC's powers and functions are set out in the NOHSC Act. NOHSC may:

- ▶ declare, by writing, national standards and codes of practice relating to OHS (the national standards and codes of practice are advisory instruments)
- ▶ constitute committees, as it considers necessary (committees, with the approval of NOHSC, may establish expert working groups)
- ▶ engage consultants and determine the terms and conditions of their engagement
- ▶ make grants of financial assistance for OHS research, education and training
- ▶ charge such fees for its services as it may determine
- ▶ require persons to furnish information or produce documents relating to a matter relevant to its functions and may retain such documents for as long as necessary (NOHSC may disseminate or publish such information, subject to advising the person who provided the information and considering any objections the person makes)
- ▶ direct that public inquiries be conducted on specific OHS matters, and
- ▶ subject to the NOHSC Act do all things necessary or convenient to be done for or in connection with the performance of its functions.

For the purpose of conducting an inquiry, NOHSC may: appoint a commissioner and advisers; determine the commissioner's terms and conditions of appointment; and terminate such appointment at any time. A commissioner so appointed has a number of powers, for example, a power to administer an oath or an affirmation, summons witnesses, inspect documents produced to the commissioner and retain possession of these documents as long as necessary. While inquiries will generally be held in public, a commissioner may direct that an inquiry or part of the inquiry take place in private and prohibit the publication of evidence.

NOHSC may delegate any of the above powers.

Categories of documents held by NOHSC

Until the transfer of records to DEWR on 7 February 2005, NOHSC held:

- ▶ reports, agendas, discussion and information papers, and minutes of meetings relating to, or the product of, NOHSC, its committees, subcommittees and working groups
- ▶ documents relating to the provision of advice and recommendations to the Minister and the Chairman of NOHSC and the development of policy in relation to the performance of NOHSC's functions
- ▶ documents relating to the organisation, operation and administration of the NOHSC office, including personnel records, financial records, documents relating to staffing, office procedures and instructions, financial and other delegations, and other handbooks, manuals or guidelines for administrative use, and
- ▶ documents from external sources making representations or seeking assistance, and related internal working documents and replies from the NOHSC office, and documents originating in the NOHSC office seeking information from, or providing advice to, external agencies or individuals.

Reference documents

NOHSC maintained a national reference library on OHS.

Publications

NOHSC has published a variety of brochures, newsletters, research papers, committee and working party reports, standards, technical reports, guidelines and training and educational material. Current publications are generally available on the NOHSC website.

Arrangements for outside participation

NOHSC consists of members nominated by the ACTU, the ACCI and Australian, state and territory governments. The Governor-General appoints the members.

NOHSC's committees include representatives of governments, the ACTU and the ACCI. Representatives of professional organisations and community groups, or other experts, may also be included on committees.

Before declaring a national standard or code of practice, NOHSC must, under section 38 of the NOHSC Act, invite persons to make representations in connection with the proposed national standard or code. NOHSC must consider any representations and may then alter the proposed national standard or code, if it sees fit.

Procedures and initial contact point

Requests for access to NOHSC documents should be made in writing and posted to:

The Team Leader
Administrative Law Team
Department of Employment and Workplace Relations
GPO Box 9879
CANBERRA ACT 2601

Social justice and equity

NOHSC has addressed social justice and equity issues by:

- ▶ using consultation to develop its OHS strategies, standards and codes of practice
- ▶ producing disaggregated data that enable the differing experiences of particular client groups to be identified
- ▶ considering the economic and social composition of the workforce and, where relevant, the experience of particular industry groups in analysing OHS issues and formulating recommendations for action
- ▶ taking into account small business considerations to ensure that, as far as possible, employers and employees in small businesses are not disadvantaged by OHS initiatives
- ▶ facilitating access, particularly by electronic means, to OHS data, information and resources for all interested persons
- ▶ assisting in managing the use of chemicals by making recommendations on the prevention of chemical-induced disease and injury to workers and the public, and the prevention of environmental damage, and
- ▶ integrating OHS into vocational education and training, including by examining youth and school-to-work transition programs.

Consultancies

In 2004–05, 22 new contracts valued at more than \$10 000 were let. The total value of these contracts is estimated to be \$787 059 and a total of \$547 308 was paid against these contracts during the year.

Details are provided in Table 11 below. (*indicates consultancy contracts let for a period greater than twelve months)

Table 11—Consultancy services

Consultant	Project	Reason	Process	Cost \$
Australian Bureau of Statistics	MOU – in relation to Consultancy Services for a topic of work-related injuries, on the 2005–06 Multi-Purpose Household Survey to be known as the 2005–06 Work related Injuries topic	3,4,7	Direct	139 783*
Catalyst Communications Pty Ltd	Regarding services for editing the NOHSC Learning Guides: The safe operation of a Forklift Truck, The safe operation of an Elevating Work Platform, The safe operation of Front-end Loaders and Excavators	3	Direct	12 705
Catalyst Communications Pty Ltd	Subediting of the draft National Standards and Codes of Practice for Construction, Manual Handling and Asbestos	3	Direct	43 560
Changedrivers	Consulting services for Facilitation of the Safe Design Plant Leadership Forum	5	Direct	15 400
Elmatom Pty Ltd	Profile Report on Work-Related Infectious and Parasitic Disease	3,7	Panel arrangement	13 200
Elmatom Pty Ltd	Overview report on work-related cardiovascular disease	3,7	Panel arrangement	13 200
Elmatom Pty Ltd	Data analysis and writing of the 2004 Australian Mesothelioma Report	3,7	Panel arrangement	13 200
Elmatom Pty Ltd	Type of Occurrence Classification System Edition Data Validation Logic	3,7	Panel arrangement	13 200
Ernst & Young Australia	Survey development, production, analysis and reporting services for an OHS costs and benefits survey of the National Standard for construction work	3,7	Panel arrangement	22 456
Haystac Public Affairs Pty Ltd	Implementing the National OHS Communications Strategy	3,7	Select tender	100 000
I&J Management Services	Analysis of National Coronial Information Systems data for common factors involved in fatalities resulting from falls from heights	3,7	Panel arrangement	15 345
I&J Management Services	Data to determine if any reduction in death and injury can be attributed to operation of NOHSC certification Standard 1006 (2001) and Guidelines 7019 (1992)	3,7	Panel arrangement	21 120
John Culvenor7	Consulting Services for activities of the Safe Design Team	3,7	Direct	20 000
Monash University Unit of Occupational Health and Environment	Preparation of overview reports—Occupational Respiratory Diseases Profile	1,2,3	Direct	14 100

Consultant	Project	Reason	Process	Cost \$
PALM Consulting Group	Review of NOHSC Project Management Methodology	3,5	Select Tender	14 190
Russell Lynch Consulting Pty Ltd	Provision of consultancy services for the review of the National Occupational Health and Safety Certification Standards	3,7	Public tender	100 998
Saville & Holdsworth	Executive capability program	5	Direct	65 656
Shaw Idea Pty Ltd	Consulting Services for Facilitation of the Evaluation Workshops Canberra and Sydney, 29 and 30 November 2004	5	Direct	16 500
Taylor Fry Consulting Actuaries	Auditing of Comparison of Assets and Liabilities known as B2 in Comparative Performance Monitoring Project	3,7	Engagement under Panel arrangements	15 000
Taylor Fry Consulting Actuaries	Auditing of standardised average premiums for Comparative Performance Monitoring Project	3,7	Engagement under Panel arrangements	50 000
University of Ballarat as represented by VIOSH Australia	Assist in development of a model and tools for the incorporation of OHS into the procurement practices of government	3,7	Engagement under Panel arrangements	32 446
Workplace Health and Safety Queensland	Evaluation proposal for national compliance campaign—Manual handling in the health and community services industry	8	Letter of offer of funding	35 000

Within NOHSC, consultancy services are commissioned for the following reasons:

1. need for rapid access to the latest technology and experience in its application
2. limitations on executive time
3. lack of in-house resources
4. need for an independent study
5. need for a change agent or facilitator
6. service contracts
7. expert or standing in field/area
8. sole supplier of service
9. research funding.

In a limited range of circumstances, only one consultant may be approached. The direct engagement method may be used because the consultancy service will be provided by:

- i a recognised and pre-eminent expert
- ii a consultant who had previously undertaken closely related work for NOHSC
- iii a consultant already engaged by NOHSC following a tender process
- iv a consultant known to have the requisite skills where the value of the project did not justify the expense or delay associated with seeking tenders.

Advertising and market research

NOHSC paid a total of \$97 168 to media advertising organisations during 2004–05. No payments were made to advertising agencies, market research, polling or direct mail organisations. Details of payments over \$1 500 are presented in the table below.

Table 12 — Organisations used for advertising, market research, polling, direct and media advertising from 1 July 2004 to 6 February 2005

Company	Description	Cost \$	Date
Advertising agencies		nil	
Market research organisations		nil	
Polling organisations		nil	
Direct mail		nil	
Media advertising organisations			
hma Blaze	Call for tender - Review of National Occupational Health & Safety Certification Standard and Guidelines	3 438	3 July 2004
hma Blaze	Call for tender—OHS Research Panel RFT0403	14 926	3 July 2004
hma Blaze	Call for tender (change of closing date)—Review of National Occupational Health & Safety Certification Standard and Guidelines	3 009	10 July 2004
hma Blaze	Public Notice—proposed amendments to Approved Criteria for classifying Hazardous Substances 3rd Edition	4 943	24 July 2004
Nationwide News	Advertorial for World Safety and Health Day	28 927	19 August 2004
hma Blaze	Public Notice—Comments on Proposed Amendments to National Workplace Exposure Standards	4 513	30 October 2004
hma Blaze	Advertisements for general recruitment— <i>various publications</i>	37 412	Various dates

Partnership arrangements

Environmental Risk Management Authority (ERMA) of New Zealand

This Memorandum of Understanding (MOU) establishes a cooperative relationship between NOHSC and ERMA in connection with hazardous substances used in the workplace. The agencies have agreed to actively maintain a cooperative relationship to complement aspects of each agency's roles and responsibilities in their respective countries.

State Administration of Work Safety (SAWS) in the Peoples' Republic of China

In 2002, a five-year MOU was signed between NOHSC and SAWS. The MOU expresses the mutual intention for the two organisations to cooperate on OHS matters of common interest, including initiatives to improve OHS.

European Agency for Safety and Health at Work (EASHW)

EASHW and NOHSC entered into an MOU in 2001 to co-host a website giving access to European and Australian OHS information.

International Occupational Safety and Health Information Centre (CIS)

NOHSC is the Australian National Centre in the CIS Centres Network, which is the product of the ongoing cooperation of the CIS Centre and its National and Collaborating Centres all over the world. CIS was established in 1959 to collect all relevant information about occupational safety and health published around the world, whatever the format and the language. It is assisted in its work by more than 120 national institutions worldwide.

As the Australian National Centre, NOHSC contributes to the CIS community in the following ways:

- ▶ making NOHSC publications available via the CIS bibliographic database
- ▶ providing an Australian access point to the ILO-CIS Bulletin via OHS information on the NOHSC website
- ▶ providing OHS information nationally through the Australian ILL network, the Australian OHS Libraries Consortium, and by circulating ILO/CIS regional newsletters to Australian OHS Libraries
- ▶ providing CIS with information regarding activities in Australia of interest to the international OHS information community, and
- ▶ providing CIS with focused Australian material on request.

Department of Employment and Workplace Relations

To facilitate the transfer of NOHSC staff and resources to DEWR, NOHSC agreed on a MOU with DEWR on 27 January 2005. In return for the transfer of NOHSC resources and staff, the MOU calls on DEWR to support the delivery of the NOHSC annual business plan and carry out all activities needed for the Commission to perform its functions under the NOHSC Act, exercise all powers necessary for those functions to be carried out, provide all administrative and corporate services, and provide all payments for the CEO and members of the Commission.



◀ *Signing of MOU with DEWR*

*(L to R) :
Tom Fisher,
Sandra Parker,
Finn Pratt.*

Australian National Training Authority

A Statement of Relationship creates a collaborative relationship between NOHSC and ANTA to assist each other in training employees to work safely through the VET system. The mechanism for such collaboration is primarily by the integration of OHS material into training package development and delivery.

Department of Health and Ageing

In 2002 an MOU was signed between DHA and NOHSC for the continued cooperation for the delivery of the NICNAS following the transfer of responsibility for the *Industrial Chemicals (Notification and Assessment) Act 1989* to the Health and Ageing portfolio.

Annual Report 2003–04

The following discrepancies in information included in the 2003–2004 annual report have been identified and the correct information provided in Table 13 below.

Table 13—Corrections to the NOHSC Annual Report 2003–04

Reference	Incorrect information	Correct information				
		Consultant	Project	Reason	Process	Cost \$
Table 11— Consultancy Services pp 66–68	Information not provided	The Australian National University	'Beyond Compliance— Safety, Health and Environmental Regulation in the Mining Sector, An Empirical Analysis	3.7	Direct	82 500*
* indicates consultancy contract let for a period greater than 12 months.						
Consultancy Services p58	The 2003–04 annual report states that 35 contracts for consultancy services were let and expenditure against all consultancy services in operation during 2003–04 totalled \$2 029 198. The number and total expenditure are incorrect.	The correct number of contracts let is 36. The correct amount of total expenditure is \$2 056 698.				
Consultancies p 66	The 2003–04 annual report states that 34 consultancy contracts valued at \$10 000 or more were let and that the total value of these contracts is estimated at \$4 545 220. The number and total value are incorrect.	The correct number of contracts let is 35. The correct total estimated value of the contracts is \$4 627 720.				

Appendix 5—Financial Statements



INDEPENDENT AUDIT REPORT

To the Minister for Employment and Workplace Relations

Scope

The financial statements and members' responsibility

The financial statements comprise:

- Statement by the Commission Members;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedule of Commitments; and
- Notes to and forming part of the Financial Statements

of the National Occupational Health and Safety Commission for the year ended 30 June 2005.

The members of the National Occupational Health and Safety Commission are responsible for preparing the financial statements that give a true and fair view of the financial position and performance of the National Occupational Health and Safety Commission, and that comply with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*, accounting standards and other mandatory financial reporting requirements in Australia. The members of the National Occupational Health and Safety Commission are also responsible for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit approach

I have conducted an independent audit of the financial statements in order to express an opinion on them to you. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management's internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

I have performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*, including accounting standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the National Occupational Health and Safety Commission's financial position, and of its performance as represented by the statements of financial performance and cash flows.

The audit opinion is formed on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the members.

Independence

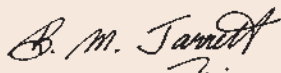
In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate Australian professional ethical pronouncements.

Audit Opinion

In my opinion, the financial statements of the National Occupational Health and Safety Commission:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*; and
- (b) give a true and fair view of the National Occupational Health and Safety Commission's financial position as at 30 June 2005 and of its performance and cash flows for the year then ended, in accordance with:
 - (i) the matters required by the Finance Minister's Orders; and
 - (ii) applicable accounting standards and other mandatory financial reporting requirements in Australia.

Australian National Audit Office



Brandon Jarrett
Executive Director

Delegate of the Auditor-General

Canberra
12 September 2005



Australian Government
**National Occupational
Health and Safety Commission**

STATEMENT BY NOHSC MEMBERS

In our opinion, the attached financial statements for the year ended 30 June 2005 have been prepared based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Authority will be able to pay its debts as and when they become due and payable.

A handwritten signature in black ink, appearing to read 'JK Ellis'.

J K Ellis
Chairman

12 September 2005

A handwritten signature in black ink, appearing to read 'Sandra Parker'.

S Parker
Acting Chief Executive Officer

12 September 2005

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 30 June 2005

	Notes	2005 \$'000	2004 \$'000
Revenues from ordinary activities			
Revenues from Government	4A	15,063	14,345
Goods and services	4B	65	1,250
Interest	4C	115	125
Other	4D,E	114	116
Revenues from ordinary activities		15,357	15,836
Expenses from ordinary activities			
Employees	5A	4,822	8,334
Suppliers	5B	10,145	6,180
Depreciation and amortisation	5C	377	608
Write-down of assets	5D	13	2
Expenses from ordinary activities		15,357	15,124
Net profit		-	712
Net credit to asset revaluation reserve	10A	-	121
Total Revenues, Expenses and Valuation Adjustments Recognised Directly in Equity		-	121
Total Changes in Equity other than those resulting from transactions with Australian Government as Owner		-	833

The above statement should be read in conjunction with the accompanying notes.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
STATEMENT OF FINANCIAL POSITION
as at 30 June 2005

	Notes	2005 \$'000	2004 \$'000
ASSETS			
Financial Assets			
Cash	6A	333	2,941
Receivables	6B	603	192
Total Financial Assets		936	3,133
Non-Financial Assets			
Infrastructure, plant and equipment	7A,B,C	-	1,951
Other non-financial assets	7D	-	178
Total Non-Financial Assets		-	2,129
Total Assets		936	5,262
LIABILITIES			
Provisions			
Employees	8A	-	2,283
Total Provisions		-	2,283
Payables			
Suppliers	9A	936	884
Other payables	9B	-	118
Total Payables		936	1,002
Total Liabilities		936	3,285
NET ASSETS		-	1,977
EQUITY			
Reserves	10A	-	895
Accumulated profits / (losses)	10A	-	1,082
Total parent entity interest		-	1,977
TOTAL EQUITY	10A	-	1,977
Current Assets		936	3,311
Non-current Assets		-	1,951
Current Liabilities		936	1,811
Non-current Liabilities		-	1,474

The above statement should be read in conjunction with the accompanying notes.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
STATEMENT OF CASH FLOWS
for the year ended 30 June 2005

	2005	2004
Notes	\$'000	\$'000
OPERATING ACTIVITIES		
Cash Received		
Appropriations	15,028	14,340
Goods and services	(3)	1,854
Interest	115	125
Other	112	115
GST received from ATO	-	459
Total Cash Received	15,252	16,893
Cash Used		
Employees	5,243	8,163
Suppliers	9,627	7,915
GST paid to ATO	1,443	-
Total Cash Used	16,313	16,078
Net Cash From or (Used By) Operating Activities	12A (1,061)	815
INVESTING ACTIVITIES		
Cash Received		
Proceeds from sales of property, plant and equipment	1	-
Total Cash Received	1	-
Cash Used		
Purchase of property, plant and equipment	79	142
Total Cash Used	79	142
Net Cash From or (Used By) Investing Activities	(78)	(142)
FINANCING ACTIVITIES		
Cash Used		
Restructuring contributions	1,469	283
Total Cash Used	1,469	283
Net Cash From or (Used By) Financing Activities	(1,469)	(283)
Net Increase or (Decrease) in Cash Held	(2,608)	390
Cash at the beginning of the reporting period	2,941	2,551
Cash at the End of the Reporting Period	6A 333	2,941

The above statement should be read in conjunction with the accompanying notes.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
SCHEDULE OF COMMITMENTS
as at 30 June 2005

	2005	2004
	\$'000	\$'000
BY TYPE		
Other Commitments		
Operating leases ¹	-	1,491
Other ²	-	4,752
Total Other Commitments	-	6,243
Commitments Receivable	-	(568)
Net Commitments by Type	-	5,675
BY MATURITY		
All net commitments		
One year or less	-	3,086
From one to five years	-	2,589
Over five years	-	-
Total net commitments	-	5,675
Operating lease commitments		
One year or less	-	891
From one to five years	-	600
Over five years	-	-
Total operating lease commitments	-	1,491

NB: Commitments are GST inclusive where relevant.

1 Operating leases included are effectively non-cancellable and comprise:

<i>Nature of lease</i>	<i>General description of leasing arrangement</i>
Leases for office equipment	Non-cancellable leases for photocopiers. Maintenance is covered by separate arrangements which are cancellable.
Leases for Sydney office accommodation	The lease for Sydney office accommodation expired in February 2005. The lease was not renewed.
Leases for Canberra office accommodation	Lease payments are subject to a 3 per cent rental increase on the first, second and fourth anniversary of commencement. The lease expires in April 2006. The Department of Employment and Workplace Relations (DEWR) is now responsible for future commitments in relation to these leases. Future commitments have been reported in the financial statements of DEWR.
Agreement for the provision of motor vehicles to senior executive officers	No contingent rentals exist. There are no renewal or purchase options available. DEWR is now responsible for future commitments in relation to these leases.

2 Other commitments include a range of contracts such as fees for provision of services.

The above statement should be read in conjunction with the accompanying notes.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2005

Note 1:	Summary of Significant Accounting Policies
Note 2:	Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006
Note 3:	Economic Dependency
Note 4:	Operating Revenues
Note 5:	Operating Expenses
Note 6:	Financial Assets
Note 7:	Non-Financial Assets
Note 8:	Provisions
Note 9:	Payables
Note 10:	Equity
Note 11:	Restructuring
Note 12:	Cash Flow Reconciliation
Note 13:	Contingent Liabilities and Assets
Note 14:	Remuneration of Commission Members
Note 15:	Remuneration of NOHSC Senior Executive Officers
Note 16:	Related Party Disclosures
Note 17:	Remuneration of Auditors
Note 18:	Average Staffing Levels
Note 19:	Financial Instruments
Note 20:	Appropriations
Note 21:	Reporting of Outcomes

Notes to and forming part of the Financial Statements

Note 1: Summary of Significant Accounting Policies

1.1 Basis of Accounting

The financial statements are required by clause 1(b) of Schedule 1 to the *Commonwealth Authorities and Companies Act 1997* and are a general purpose financial report.

The statements have been prepared in accordance with:

- Finance Minister's Orders (being the Commonwealth Authorities and Companies Orders (Financial Statements for reporting periods ending on or after 30 June 2005));
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board; and
- Urgent Issues Group Abstracts.

The Statements of Financial Performance and Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets, which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

Assets and liabilities are recognised in the Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by an accounting standard. Any liabilities and assets that are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies (other than unquantifiable or remote contingencies, which are reported at Note 13).

Revenues and expenses are recognised in the Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

Following a machinery of government change announced in October 2004, all staff of the NOHSC Office transferred to the Department of Employment and Workplace Relations (DEWR) with effect from 7 February, 2005. From that date NOHSC and DEWR entered into an MOU, under which NOHSC agreed to transfer its remaining appropriation, other resources and assets to DEWR. DEWR in return, agreed to provide services to support NOHSC in performing its functions, pending the establishment of the Australian Safety and Compensation Council, which the Government has announced is to replace NOHSC. DEWR agrees to meet the lawful liabilities of the Commission on and from the time of the funding transfer.

From 2005-06, DEWR will be directly appropriated to support the functions previously delivered by NOHSC. Legislation to repeal the NOHSC Act and abolish the Commission, is expected to be enacted by October 2005. (Refer Note 3 and 11).

1.2 Changes in Accounting Policy

The accounting policies used in the preparation of these financial statements are consistent with those used in 2003-04.

1.3 Revenue

The revenues described in this Note are revenues relating to the core operating activities of NOHSC.

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the relevant asset.

Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

Revenue from the rendering of a service is recognised by reference to the stage of completion of the contract to provide the service. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Notes to and forming part of the Financial Statements

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is judged to be less rather than more likely.

Revenues from Government – Output Appropriations

The full amount of the appropriation for departmental outputs for the year is recognised as revenue.

Resources Received Free of Charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

1.4 Transactions with the Government as Owner

Equity injections

Amounts appropriated by the Parliament as equity injections are recognised as ‘contributed equity’ in accordance with the Finance Minister’s Orders.

Restructuring of Administrative Arrangements

Net assets transferred from or relinquished to another Australian Government agency or authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity. (Refer Note 10).

1.5 Employee Benefits

Benefits

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for wages and salaries (including non-monetary benefits), annual leave and sick leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of the reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees’ remuneration, including NOHSC’s employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments in circumstances where NOHSC has formally identified positions as excess to requirements and a reliable estimate of the amount of the payments can be determined.

Superannuation

Employees of NOHSC are members of the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

Notes to and forming part of the Financial Statements

NOHSC makes employer contributions to the Australian Government at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of NOHSC's employees.

1.6 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the beginning of the lease term and a liability recognised at the same time and for the same amount. The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis which is representative of the pattern of benefits derived from the leased assets. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives taking the form of 'free' leasehold improvements and rent holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability.

1.7 Borrowing Costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amount of costs incurred in that period.

NOHSC has no borrowings or qualifying assets for which funds were specifically borrowed in 2004-05.

1.8 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount. Interest is credited to revenue as it accrues.

1.9 Appropriations Receivable

These receivables are recognised at the nominal amounts due.

1.10 Other Financial Liabilities

Trade creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.11 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognized in the transferor entity's accounts immediately prior to the restructuring.

Notes to and forming part of the Financial Statements

1.12 Property (Land, Buildings and Infrastructure), Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$1,000, or \$2,000 for leasehold improvements, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Revaluations

Basis

Land, buildings, plant and equipment are revalued with sufficient frequency such that the carrying amount of each asset class is not materially different, at reporting date, from its fair value.

<i>Asset class</i>	<i>Fair value measured at:</i>
Leasehold improvements	Lesser of depreciated replacement or reproduction cost
Plant and equipment	Market selling price

Frequency

Land, building, plant and equipment assets are subject to a formal revaluation every five years. Formal valuations are carried out by an independent qualified valuer. In between formal valuations, property, plant and equipment assets are assessed and revalued using current market rate for leasehold improvements, selling price for personal computers and other IT office equipment, and market price for all other IT equipment, plant and equipment.

Freehold land, buildings on freehold land and leasehold improvements subject to formal valuations are each revalued progressively on a geographical basis. In between formal valuations, these assets are revalued using an appropriate index reflecting movements in the value of similar assets.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to NOHSC using, in all cases, the straight-line method of depreciation. Leasehold improvements are depreciated on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2005	2004
Land and Buildings		
• Leasehold improvements	Term of lease	Term of lease
Plant and Equipment		
• Plant and equipment	3 to 10 years	3 to 10 years
• Library	50 years	50 years

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 5C.

1.13 Impairment of Non-Current Assets

Non-current assets carried at up-to-date fair value at the reporting date are not subject to impairment testing. Non-current assets carried at cost or fair value, which are not held to generate net cash inflows, have been assessed for indications of impairment. Where indications of impairment exist, the asset is written down to the higher of its net selling price and, if the entity would replace the asset's service potential, its depreciated replacement cost.

No adjustments were required during 2004-05.

Notes to and forming part of the Financial Statements

1.14 Taxation

NOHSC is exempt from all forms of taxation except fringe benefits tax (FBT) and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- except for receivables and payables.

1.15 Foreign Currency

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date. Associated currency gains and losses are not material.

1.16 Insurance

NOHSC has insured for risks through the Government's insurable risk managed fund, called 'Comecover'. Workers compensation is insured through the Government's Comcare.

1.17 Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

1.18 Rounding

Amounts have been rounded to the nearest \$1,000 except in relation to the following:

- remuneration of executives;
- remuneration of auditors; and
- appropriation note disclosures.

Notes to and forming part of the Financial Statements

Note 2: Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006

The Australian Accounting Standards Board (AASB) has issued replacement Australian Accounting Standards to apply from 2005-06. The new standards are the Australian Equivalents to International Financial Reporting Standards (AEIFRS). The International Financial Reporting Standards are issued by the International Accounting Standards Board. The new standards cannot be adopted early. The standards being replaced are to be withdrawn with effect from 2005-06, but continue to apply in the meantime, including reporting periods ending on 30 June 2005.

The purpose of issuing AEIFRS is to enable Australian reporting entities reporting under the *Corporations Act 2001* to be able to more readily access overseas capital markets by preparing their financial reports according to accounting standards more widely used overseas.

For-profit entities complying with AEIFRS will be able to make an explicit and unreserved statement of compliance with International Financial Reporting Standards (IFRS) as well as a statement that the financial report has been prepared in accordance with Australian Accounting Standards.

AEIFRS contain certain additional provisions that will apply to not-for-profit entities, including Australian Government agencies. Some of these provisions are in conflict with IFRS, and therefore the National Occupational Health and Safety Commission will only be able to assert that the financial report has been prepared in accordance with Australian Accounting Standards.

AAS 29 *Financial Reporting by Government Departments* will continue to apply under AEIFRS.

Accounting Standard AASB 1047 *Disclosing the impact of Adopting Australian Equivalents to International Financial Reporting Standards* requires that the financial statements for 2004-05 disclose:

- an explanation of how the transition to AEIFRS is being managed;
- narrative explanations of the key policy differences arising from the adoption of AEIFRS;
- any known or reliably estimable information about the impacts on the financial report had it been prepared using the Australian equivalents to IFRS; and
- if the impacts of the above are not known or reliably estimable, a statement to that effect.

Where an entity is not able to make a reliable estimate, or where quantitative information is not known, the entity should update the narrative disclosures of the key differences in accounting policies that are expected to arise from the adoption of AEIFRS.

The purpose of this Note is to make these disclosures.

Management of the transition to AEIFRS

NOHSC has taken the following steps for the preparation towards the implementation of AEIFRS:

- NOHSC's Audit Committee is tasked with oversight of the transition to and implementation of AEIFRS. The Chief Financial Officer is formally responsible for the project and reports regularly to the Audit Committee on progress against the formal plan approved by the Committee.

Notes to and forming part of the Financial Statements

- The plan requires the following key steps to be undertaken and sets deadlines for their achievement:
 - All major accounting policy differences between current AASB standards and the AEIFRS were identified by 30 June 2004.
 - No systems changes are necessary to be able to report under AEIFRS.
 - A transitional balance sheet as at 1 July 2004, under AEIFRS was assessed as being no different from the balance sheet prepared under AGAAP.
 - An AEIFRS compliant balance sheet as at 30 June 2005 was assessed during the preparation of the 2004-05 statutory financial reports with no required changes to the balance sheet under AGAAP.
 - The 2004-05 Balance Sheet under AEIFRS will be reported to the Department of Finance and Administration in line with their reporting deadlines.

Major changes in accounting policy

NOHSC believes that the first financial report prepared under AEIFRS (i.e. at the date of the repeal of the NOHSC Act or at 30 June 2006 whichever is earlier), will be prepared on the basis that NOHSC will be a first time adopter under AASB 1 First-time Adoption of *Australian Equivalents to International Financial Reporting Standards*. Changes in accounting policies under AEIFRS are applied retrospectively, i.e. as if the new policy had always applied except in relation to the exemptions available and prohibitions under AASB 1. This means that an AEIFRS compliant balance sheet has to be prepared as at 1 July 2004. This will enable the 2005-06 financial statements to report comparatives under AEIFRS.

A first time adopter of AEIFRS may elect to use exemptions under paragraphs 13 to 25E. When developing the accounting policies applicable to the preparation of the 1 July opening balance sheet, no exemptions were applied by NOHSC.

Management's review of the quantitative impacts of AEIFRS represents the best estimates of the impacts of the changes as at reporting date. The actual effects of the impacts of AEIFRS may differ from these estimates due to:

- continuing review of the impacts of AEIFRS on NOHSC's operations;
- potential amendments to the AEIFRS and AEIFRS Interpretations; and
- emerging interpretation as to the accepted practice in the application of AEIFRS and the AEIFRS Interpretations.

Financial Instruments

AEIFRS includes an option for entities not to restate comparative information in respect of financial instruments in the first AEIFRS report. It is expected that Finance Minister's Orders will require entities to use this option. Therefore, the amounts for financial instruments presented in NOHSC's 2004-05 primary financial statements are not expected to change as a result of the adoption of AEIFRS.

NOHSC will be required by AEIFRS to review the carrying amounts of financial instruments at 1 July 2005 to ensure they align with the accounting policies required by AEIFRS. It is expected that the carrying amounts of financial instruments held by NOHSC will not materially change as a result of this process.

Impacts of AGAAP to AEIFRS

There are no significant impacts in the adoption of AEIFRS from AGAAP.

Notes to and forming part of the Financial Statements

	2005 \$'000	2004 \$'000
Note 3: Economic Dependency		
NOHSC was established by the <i>National Occupational Health and Safety Act 1985</i> and is controlled by the Commonwealth of Australia.		
NOHSC is dependent on the Department of Employment and Workplace Relations (through appropriations from the Parliament of the Commonwealth) for its continued existence and ability to carry out its normal activities. It is anticipated legislation abolishing the Commission will be passed in 2005-06.		
Note 4: Operating Revenues		
<u>Note 4A: Revenues from Government</u>		
Appropriations for outputs	15,023	14,345
Resources received free of charge	40	-
Total revenues from government	15,063	14,345
<u>Note 4B: Sales of Goods and Services</u>		
Services - Government	-	1,133
Services - Non-Government	65	116
Royalties - Non-Government	-	1
Total sales of goods and services	65	1,250
Rendering of services to:		
Related entities	-	1,133
External entities	65	117
Total rendering of services	65	1,250
<u>Note 4C: Interest Revenue</u>		
Interest received	115	125
<u>Note 4D: Net Gains from Sale of Assets</u>		
Infrastructure, plant and equipment:		
Proceeds from disposal	1	1
Net book value of assets disposed	-	-
Net gain from disposal of infrastructure, plant and equipment	1	1
Total proceeds from disposals	1	1
Total value of assets disposed	-	-
Total net gain / (loss) from disposal of assets	1	1
<u>Note 4E: Other Revenue</u>		
Rent – sub-lease	112	108
Other	1	7
Total other revenue	113	115

Notes to and forming part of the Financial Statements

	2005 \$'000	2004 \$'000
Note 5: Operating Expenses		
<u>Note 5A: Employee Expenses</u>		
Wages and salaries	3,299	5,712
Superannuation	622	928
Leave and other entitlements	567	905
Separation and redundancies	89	204
Other employee expenses	179	533
Total employee benefits expense	4,756	8,282
Workers' compensation premiums	66	52
Total employee expenses	4,822	8,334
<u>Note 5B: Supplier Expenses</u>		
Goods from related entities	-	7
Goods from external entities	314	580
Services from related entities	6,088	771
Services from external entities	3,220	3,903
Operating lease rentals	523	919
Total supplier expenses	10,145	6,180
<u>Note 5C: Depreciation and Amortisation</u>		
<i>(i) Depreciation</i>		
Infrastructure, plant and equipment	152	226
Total Depreciation	152	226
<i>(ii) Amortisation</i>		
Leasehold improvements	225	382
Total Amortisation	225	382
Total depreciation and amortisation	377	608
The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:		
Infrastructure, plant and equipment	152	226
Leasehold improvements	225	382
Total depreciation and amortisation	377	608
<u>Note 5D: Write-down of Assets</u>		
Infrastructure, Plant and Equipment – write-down	13	2
Note 6: Financial Assets		
<u>Note 6A: Cash</u>		
Cash at bank	333	2,941
Total cash	333	2,941

All cash recognised is a current asset.

Notes to and forming part of the Financial Statements

	2005	2004
	\$'000	\$'000
Note 6B: Receivables		
Goods and services	-	90
Less: Provision for doubtful debts	-	-
	-	90
GST receivable from the Australian Taxation Office	603	97
Appropriations receivable	-	5
Total receivables (net)	603	192

All receivables are current assets.

Credit terms are net 30 days (2004: 30 days).

Appropriations receivable undrawn are appropriations controlled by NOHSC but held in the Official Public Account under the Government's just-in-time drawdown arrangements.

Receivables (gross) are aged as follows:	603	192
Current	603	156
Overdue by:		
Less than 30 days	-	36
30 to 60 days	-	-
60 to 90 days	-	-
More than 90 days	-	-
Total receivables (gross)	603	192

Note 7: Non-Financial Assets

Note 7A: Leasehold improvements

Leasehold improvements		
- Leasehold improvements (at cost)	-	92
- Accumulated amortisation	-	(29)
	-	63
- at 2004 valuation (fair value)	-	955
- Accumulated amortisation	-	(329)
	-	626
Total leasehold improvements	-	689
Total Land and Buildings (non-current)		

Notes to and forming part of the Financial Statements

	2005 \$'000	2004 \$'000
Note 7B: Infrastructure, Plant and Equipment		
Plant and equipment		
- plant and equipment (at cost)	-	50
- Accumulated amortisation	-	(14)
	-	36
- at 2004 valuation (fair value)	-	593
- Accumulated amortisation	-	(191)
		402
Infrastructure – Library		
- at 2004 valuation (fair value)	-	824
Total infrastructure, plant and equipment	-	1,262
Total Leasehold improvements, Infrastructure, Plant and Equipment (non-current)	-	1,951

The Library was revalued in 2003-04. Revaluations were conducted by an independent valuer – Australian Valuation Office.

Movement in Asset Revaluation Reserve

Increment for infrastructure, plant and equipment	-	121
Total infrastructure, plant and equipment	-	121

Notes to and forming part of the Financial Statements

Note 7C: Analysis of Property, Plant and Equipment

TABLE A - Reconciliation of the opening and closing balances of property, plant and equipment

Item	Leasehold Improvements	Other IP&E	TOTAL
	\$'000	\$'000	\$'000
As at 1 July 2004			
Gross book value	1,047	1,467	2,514
Accumulated depreciation / amortisation	(358)	(205)	(563)
Opening net book value	689	1,262	1,951
Additions:			
by purchase	56	23	79
by finance lease			
from acquisition of operations (including restructuring)			
Net revaluation increment / (decrement)			
Reclassifications			
Depreciation/amortisation expense	(225)	(152)	(377)
Recoverable amount write-downs		(13)	(13)
Other movements			
Disposals:			
From disposal of operations	(520)	(1,120)	(1,640)
Other disposals			
As at 30 June 2005			
Gross book value	-	-	-
Accumulated depreciation / amortisation	-	-	-
Closing net book value	-	-	-

TABLE B - Assets at valuation

Item	Leasehold Improvements	Other IP&E	TOTAL
	\$'000	\$'000	\$'000
As at 30 June 2005			
Gross value	-	-	-
Accumulated depreciation / amortisation	-	-	-
Net book value	-	-	-
As at 30 June 2004			
Gross value	955	1,417	2,372
Accumulated depreciation / amortisation	(329)	(191)	(520)
Net book value	626	1,226	1,852

Notes to and forming part of the Financial Statements

	2005 \$'000	2004 \$'000
<u>Note 7D: Other Non-Financial Assets</u>		
Prepayments	-	178

All other non-financial assets are current assets.

Note 8: Provisions

Note 8A: Employee Provisions

Wages and Salaries	-	343
Leave	-	1,922
Separations and redundancies	-	-
Aggregate employee entitlement liability	-	2,265
Workers' compensation	-	18
Aggregate employee benefit liability and related on-costs	-	2,283

Employee provisions are represented by:

Current	-	1,075
Non-current	-	1,208
Total employee provisions	-	2,283

Note 9: Payables

Note 9A: Supplier Payables

Trade creditors	936	884
-----------------	-----	-----

All supplier payables are current liabilities.

Settlement is usually made net 28 days.

Note 9B: Other Payables

Unearned Revenue	-	118
Total other payables	-	118

All other payables are current liabilities

Notes to and forming part of the Financial Statements

Note 10: Equity

Note 10A: Analysis of Equity

Item	Accumulated Results		Asset Revaluation Reserves		TOTAL EQUITY	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
Opening balance as at 1 July	1,082	752	895	774	1,977	1,526
Net surplus / deficit	-	712	-	-	-	712
Net revaluation increment / (decrement)	-	-	-	121	-	121
Transactions with owner:						
Distributions to owner:						
Returns of Capital						
Returns of contributed equity	-	-	-	-	-	-
Contributions by owner:						
Appropriations (equity injections)	-	-	-	-	-	-
Restructuring	(1,977)	(382)	-	-	(1,977)	(382)
Transfers to / (from) reserves	895		(895)			
Closing balance as at 30 June	-	1,082	-	895	-	1,977
Less: outside equity interests	-	-	-	-	-	-
Total equity attributable to the Australian Government	-	1,082	-	895	-	1,977

Note 11: Restructuring

2005

As a result of Administrative Arrangements Orders (AAO) announced in October 2004 all staff of the NOHSC Office transferred to the Department of Employment and Workplace Relations (DEWR) with effect from 7 February, 2005. From that date NOHSC and DEWR entered into an Memorandum of Understanding, under which NOHSC agreed to transfer its remaining appropriation, other resources and assets to DEWR. DEWR in return, agreed to provide services to support NOHSC in performing its functions, pending the establishment of the Australian Safety and Compensation Council (ASCC), which the Government has announced is to replace NOHSC. DEWR agrees to meet the lawful liabilities of the Commission on and from the time of the funding transfer.

For 2005-06, DEWR will be directly appropriated to support the functions previously delivered by NOHSC. Legislation to repeal the NOHSC Act and abolish the Commission, is expected to be enacted by October 2005.

The subsequent structural and financial changes to NOHSC are due to occur after balance date and as such have not been brought to account in the 2004-05 financial statements.

2004

As a result of a restructuring of administrative arrangements, NOHSC relinquished responsibility for the Ag Vet function on 2 April 2004. The function was assumed by the Department of Health and Ageing.

Notes to and forming part of the Financial Statements

	2005 \$'000	2004 \$'000
In respect of functions relinquished, the following assets and liabilities were transferred by NOHSC:		
Total assets relinquished	(4,506)	(499)
Total liabilities relinquished	2,529	117
<i>Net assets relinquished</i>	<u>(1,977)</u>	<u>(382)</u>
<i>Net contribution by Government as owner during the year</i>	<u>(1,977)</u>	<u>(382)</u>

Note 12: Cash Flow Reconciliation

Note 12A: Reconciliation of net surplus to net cash from operating activities:

Net surplus / (deficit)	-	712
Depreciation and amortisation	377	608
(Gain) / loss on disposal of assets	(1)	-
Write-down and impairment of assets	13	2
Make good	300	-
Other non-cash adjustments	(3)	-
Non cash expenses from restructuring	17	-

Changes in assets and liabilities (net of restructuring):

(Increase) / decrease in net receivables	(1,485)	432
(Increase) / decrease in prepayments	(142)	20
Increase / (decrease) in employee provisions	(411)	170
Increase / (decrease) in supplier payables	295	(1,135)
Increase / (decrease) in other liabilities	(21)	6
<i>Net cash from / (used by) operating activities</i>	<u>(1,061)</u>	<u>815</u>

As a result of restructuring of administrative arrangements certain assets and liabilities were relinquished. Note 11 refers.

At that date infrastructure, plant and equipment were relinquished with a net value of \$1,640,000 (2004: \$99,000).

Note 12B: Reconciliation of cash

Cash balances comprises:

Cash at bank	333	2,941
Balance of cash as at 30 June shown in the Statement of Cash Flows	<u>333</u>	<u>2,941</u>

Interest is earned on the daily balance at the prevailing daily rate and is paid at month end.

Note 13: Contingent Liabilities and Assets

There are no contingent liabilities or assets for 2004-05 (2003-04: Nil).

Notes to and forming part of the Financial Statements

Note 14: Remuneration of Commission Members

	2005	2004
The number of commission members included in these figures are shown below in the relevant remuneration bands		
\$ Nil - \$ 9,999	18	17
\$ 10,000 - \$ 19,999	-	-
\$ 40,000 - \$ 49,999	1	1
\$140,000 - \$149,999	1	-
\$210,000 - \$219,999	1	-
\$220,000 - \$229,999	-	1
Total number of Commission members	21	19

Aggregate amount of superannuation payments in connection with the retirement of commission members. \$nil \$nil

Other remuneration received or due and receivable by commission members \$404,808 \$299,422

Total remuneration received or due and receivable by commission members **\$404,808 \$299,422**

The only commission members who received remuneration from NOHSC are occupants of the positions of the Chairman, Chief Executive Officer and Acting Chief Executive Officer.

Note 15: Remuneration of NOHSC Senior Executive Officers

	2005	2004
The number of senior executive officers who received or were due to receive total remuneration of \$100,000 or more:		
\$110 000 to \$119 999	1	-
\$130 000 to \$139 999	1	1
\$150 000 to \$159 999	-	1
\$200 000 to \$209 999	-	1
\$210 000 to \$219 999	1	-
Total number of senior executive officers of NOHSC	3	3

The aggregate amount of total remuneration of senior executive officers shown above. \$599,634 \$489,580

Aggregate amount of superannuation payments in connection with retirement of senior executive officers. \$nil \$nil

The aggregate amount of separation and redundancy / termination benefit payments during the year to senior executive officers shown above. \$nil \$nil

Notes to and forming part of the Financial Statements

Note 16: Related Party Disclosures

Details of persons who were members of NOHSC at any time during the financial year and their related entities are as follows:

Office or entity represented	Member's name and appointment details	Related parties / interests
Chairman	Mr J Ellis (Appointed acting 3 Mar 2003) (Appointed 20 Mar 2003)	Chairman, Landcare Australia Limited Chairman, Future Directions International Director, GroPcp Limited Chancellor, Monash University Chairman, Pacifica Group Limited Chairman, Australia-Japan Foundation Director, ANZ Banking Group Limited
Chief Executive Officer	Mr R Stewart-Crompton (Appointed acting 27 Sep 2000) (Appointed 17 Dec 2000) (Term expired 16 Dec 2004)	CEO, NOHSC
	Mr I Fisher (Appointed acting 17 Dec 2004) (Resigned 3 Jun 2005)	Acting CEO NOHSC
Australian Trade Council of Unions	Mr P Tighe (Re-appointed 21 Feb 2004)	Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia Unions WA
	Ms S Mayman (Re-appointed 21 Feb 2004) (Resigned 19 Jan 2005)	
	Ms J Illiffe (Appointed 26 May 2005)	Australian Nursing Federation
	Mr R Marles (Re-appointed 21 Feb 2004)	ACTU
Australian Chamber of Commerce and Industry	Ms S Kidziak (Re-appointed 21 Feb 2004)	Australian Business Ltd
	Ms A Bellamy (Re-appointed 21 Feb 2004)	Chamber of Commerce and Industry WA
	Mr P Anderson (Re-appointed 21 Feb 2004)	ACCI
State / Territory Representatives		
NSW	Mr J Blackwell (Appointed 21 Feb 2004)	Workcover NSW CEO, Workcover NSW
Victoria	Mr J Merritt (Re-appointed 21 Feb 2004)	WorkSafe Victoria
Queensland	Mr P Henneken (Re-appointed 21 Feb 2004)	Queensland Department of Industrial Relations
South Australia	Ms M Patterson (Re-appointed 21 Feb 2004)	SA Department for Administrative and Information Services

Note 16: Related Party Disclosures (continued)

Western Australia	Mr B Bradley (Re-appointed 21 Feb 2004)	Worksafe Western Australia
Tasmania	Mr R Pearce (Re-appointed 21 Feb 2004)	Department of Infrastructure Energy and Resources Tasmania
Northern Territory	Mr M Crossin (Re-appointed 21 Feb 2004)	Department of Employment, Education and Training NT
Australian Capital Territory	Ms P Shakespeare (Re-appointed 21 Feb 2004)	ACT Chief Minister's Department

Commonwealth Representatives

Minister for Employment and Workplace Relations	Mr J Lloyd (Re-appointed 21 Feb 2004) (Resigned 30 Jul 2004)	Department of Employment and Workplace Relations
	Ms B Bennett (Appointed 16 Dec 2004) (Resigned 4 May 2005)	Department of Employment and Workplace Relations
	Mr J Kovacic (Appointed 26 May 2005)	Department of Employment and Workplace Relations

NOHSC Members and related party disclosures as at 30 June 2005

Transaction type	Members concerned	2005	2004
Commission expenses:		\$	\$
Services provided	J Ellis (Monash University)	300	-
Services provided	P Tighe, S Mayman, J Illiffe, R Marles (ACTU)	186,692	200,045
Services provided	S Kidziak, A Bellamy, P Anderson (ACCI)	331,884	200,000
Services provided	J Lloyd, B Bennett, J Kovacic (Department of Employment and Workplace Relations) Note: \$6.022m relates to the LAO transfer of funds (refer Note 11), with the residual being for MOU charges.	6,276,113	291,385
Services provided	P Shakespeare (ACT Chief Ministers Department)	867	779
Services provided	Mr M Crossin (Dept Employment Education & Training NT)	136	24
Services provided	S Kidziak (Australian Business Ltd)	-	2,945

The above transactions with member-related entities were made in accordance with NOHSC's normal approval process. In relation to separate contracts the members concerned took no part in the relevant discussions with NOHSC.

The aggregate remuneration of members is disclosed in Note 14.

Note 17: Remuneration of Auditors

	2005	2004
	\$	\$
Remuneration to the Auditor-General for auditing the financial statements for the reporting period.		
The fair value of services provided was:	<u>40,000</u>	<u>38,000</u>
No other services are provided by the Auditor-General.		

Notes to and forming part of the Financial Statements

Note 18: Average Staffing Levels

	2005	2004
The average staffing levels for NOHSC during the year were:	<u>90</u>	<u>95</u>

Note: The average staffing levels for 2005 were calculated up to the date of the approved Section 72 transfer under the *Public Service Act 1999*, with an effective date of 7 February 2005. As of this date, all NOHSC staff were transferred to the Department of Employment and Workplace Relations. (Refer Note 11).

Note 19: Financial Instruments

Note 19A: Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate Maturing In						Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
				1 Year or Less		1 to 5 Years		> 5 Years							
		2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 %	2004 %
Financial Assets															
Cash	7A	333	2,940	-	-	-	-	-	-	-	1	333	2,941	5.15	5.06
Appropriation receivable	7B	-	-	-	-	-	-	-	-	-	5	-	5	-	-
Receivables for goods and services (gross)	7B	-	-	-	-	-	-	-	-	-	90	-	90	-	-
GST receivable	7	-	-	-	-	-	-	-	-	603	97	603	97	-	-
Total		333	2,940	-	-	-	-	-	-	603	193	936	3,133		
Total Assets												936	5,262		
Financial Liabilities															
Trade creditors	10A	-	-	-	-	-	-	-	-	936	884	936	884	n/a	n/a
Other payables	10B	-	-	-	-	-	-	-	-	-	118	-	118	n/a	n/a
Total		-	-	-	-	-	-	-	-	936	1,002	936	1,002	n/a	n/a
Total Liabilities												936	3,284		
Liabilities not recognised	13	-	-	-	-	-	-	-	-	-	-	-	-	n/a	n/a
Total		-	-	-	-	-	-	-	-	-	-	-	-	n/a	n/a

Notes to and forming part of the Financial Statements

Note 19B: Net Fair Values of Financial Assets and Liabilities

	Notes	2005		2004	
		Total Carrying Amount \$'000	Aggregate Net Fair Value \$'000	Total Carrying Amount \$'000	Aggregate Net Fair Value \$'000
Departmental Financial Assets					
Cash	7A	333	333	2,941	2,941
Receivables (net)	7B	603	603	192	192
Total Financial Assets		936	936	3,133	3,133
Financial Liabilities (Recognised)					
Trade creditors	10A	936	936	884	884
ables	10B	-	-	118	118
Total Financial Liabilities (Recognised)		936	936	1,002	1,002
Financial Liabilities (Unrecognised)					
Total Financial Liabilities (Unrecognised)	13	-	-	-	-

Financial assets

The net fair values of cash and non-interest-bearing monetary financial assets approximate their carrying amounts.

Financial liabilities

The net fair value of trade creditors and other payables are short-term in nature, approximated by their carrying amounts.

Other provisions are not represented in schedules 19A or 19B as the carrying amounts equal the net fair value in the current and immediately preceding reporting period and are not readily traded in organised markets in a standard form.

Note 19C: Credit Risk Exposures

NOHSC's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position.

NOHSC has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Notes to and forming part of the Financial Statements

Note 20: Appropriations

Particulars	Departmental Outputs		Loans		Equity		Total	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
Year ended 30 June								
Balance carried forward from previous year	5	47	-	-	-	-	5	47
Appropriation Acts 1 and 3	15,023	14,345	-	-	-	-	15,023	14,345
Appropriation Acts 2 and 4	-	-	-	-	-	-	-	-
Available for payment of CRF	15,028	14,345	-	-	-	-	15,028	14,345
Cash payments made out of CRF	15,028	14,340	-	-	-	-	15,028	14,340
<i>Balance carried forward to next year</i>	-	5	-	-	-	-	-	5
Represented by:	-	-	-	-	-	-	-	-
Appropriations Receivable	-	5	-	-	-	-	-	5
Appropriation Payable to CRF	-	-	-	-	-	-	-	-

Note 21: Reporting of Outcomes

Note 21A: Outcomes of NOHSC

The objectives of NOHSC are:

- the development among members of the community of an awareness of issues relevant to occupational health and safety (OHS) matters and the facilitation of public debate and discussion on such issues;
- the provision, in the public interest, of a forum by which representatives of the Australian, State and Territory governments and of employers and employees may consult in, and participate in the development and formulation of, policies and strategies relating to OHS matters; and
- the provision of a national focus for activities relating to OHS matters.

NOHSC is structured to meet one outcome: Australian workplaces free from injury and disease. NOHSC's activities are identified under three output groups. Output 1.1 'Provide national leadership for the effective implementation and further development of the National OHS strategy'; Output 1.2 -- 'Improve the prevention of occupational death, injury and disease across Australia'; and Output 1.3 -- 'Provide a national forum for the cooperative improvement of OHS prevention efforts'.

Notes to and forming part of the Financial Statements

Note 21B: Net cost of outcome delivery

	Outcome 1		Total	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
Expenses				
Departmental	15,357	15,124	15,357	15,124
Total expenses	15,357	15,124	15,357	15,124
Costs recovered from provision of goods and services to the non-government sector				
Departmental	65	116	65	116
Total costs recovered	65	116	65	116
Other external revenues				
Departmental				
Sale of goods and services to related entities	-	1,133	-	1,133
Interest	115	125	115	125
Other	114	117	114	117
Total Departmental	229	1,375	229	1,375
Total other external revenues	229	1,375	229	1,375
Net cost/(contribution) of outcome	15,063	13,633	15,063	13,633

Note 21C: Departmental Revenues and Expenses by Output Groups and Outputs

	Outcome 1						Total	
	Output 1.1		Output 1.2		Output 1.3		2005 \$'000	2004 \$'000
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000		
Operating expenses								
Employees	508	865	3,812	6,773	502	696	4,822	8,334
Suppliers	1,070	530	8,021	4,658	1,054	992	10,145	6,180
Depreciation and amortisation	40	60	298	487	39	61	377	608
Value of assets disposed	2	-	10	2	1	-	13	2
Total operating expenses	1,620	1,455	12,141	11,920	1,596	1,749	15,357	15,124
Funded by:								
Revenues from Government	1,588	1,431	11,909	11,483	1,566	1,431	15,063	14,345
Sale of goods and services	7	19	51	1,211	7	20	65	1,250
Interest	12	12	91	101	12	12	115	125
Other	13	11	90	93	11	12	114	116
Total operating revenues	1,620	1,473	12,141	12,888	1,596	1,475	15,357	15,836

Abbreviations

ABCB	Australian Building Codes Board
ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACTU	Australian Council of Trade Unions
ANAO	Australian National Audit Office
ANTA	Australian National Training Authority
APS	Australian Public Service
ASCC	Australian Safety and Compensation Council
AWA	Australian workplace agreement
CIS	International Occupational Safety and Health Information Centre
CPM	Comparative Performance Monitoring
CRC	Cooperative Research Centre
DEWR	Department of Employment and Workplace Relations
DHA	Department of Health and Ageing
DWG	Designated Work Group
EASHW	European Agency for Safety and Health at Work
ERP	Engineering Resource Package
ESD	ecologically sustainable development
ERMA	Environmental Risk Management Authority New Zealand
FCP	Fraud Control Plan
FMO	Finance Minister's Orders
FOI	Freedom of Information
HSR	Health and Safety Representative
HWSA	Heads of Workplace Safety Authorities
ILO	International Labour Organisation
MHF	Major Hazard Facility
MIS	Management Information System
MOU	Memorandum of Understanding
MSD	Musculoskeletal Disorders
NDS	National Data Set for Compensation-based Statistics
NICNAS	National Industrial Chemicals Notification and Assessment Scheme

NOHSC	National Occupational Health and Safety Commission
OASCC	Office of the Australian Safety and Compensation Council
OHS	Occupational Health and Safety
PEO	Principal Executive Officer
PPIs	Positive Performance Indicators
SAWS	State Administration of Work Safety, People's Republic of China
SES	Senior Executive Service
TOOCS	Type of Occurrence Classification System
VET	Vocational Education and Training
WED	Workplace Equity and Diversity
WRMC	Workplace Relations Ministers' Council

Glossary of Terms

CAC Act	Commonwealth Authorities and Companies Act 1997
FOI Act	Freedom of Information Act 1982
Jurisdictions	Realms of governance in OHS, including New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, the Northern Territory, the Australian Capital Territory and Australian Government employment
NOHSC	National Occupational Health and Safety Commission
NOHSC Act	National Occupational Health and Safety Act 1985
National Strategy	National OHS Strategy 2002–2012, NOHSC’s National OHS Strategy approved by the Workplace Relations Ministers’ Council on 24 May 2002
National Code of Practice	A Code of Practice relating to OHS declared by NOHSC
National Standard	A standard relating to OHS declared by NOHSC
Preliminary data (p)	Due to the time taken to merge and analyse workers’ compensation data nationally, the data are one financial year behind the reporting period. Data for 2003–04 are preliminary (denoted by p) and expected to increase due to claims that will be accepted in the future but which were lodged in this year.

Compliance Index

Letter of Transmittaliii
Table of Contents1
Glossary105
Contact details including internet addressii, 66
Review by Agency Head2-4
Overview description of agency36-46
Role and functions36
Organisational structure37-45, 50-51
Outcome and output structure30-33
Review of performance in relation to outputs and contributions to outcomes29-33
Discussion and analysis of financial performance53-54
Summary resource table by outcome53
Statement of main corporate governance practices in place47-52
Certification of fraud measures in place48-49
Policy and practices in the establishment and maintenance of appropriate ethical standards49
Assessment of the effectiveness in managing and developing human resources to achieve agency objectives61-63
Statistics on staffing61
Certified Agreements and AWAs49, 52, 62
Assessment of purchasing against core policies and principles57
Number of consultancy services let and total expenditure on consultancy services58, 67-68
Competitive tendering and contracting outcomes58, 59
Report on Commonwealth Disability Strategy63
Financial Statements73-102
Occupational Health and Safety54-56
Freedom of Information64
Advertising and market research69
Ecologically sustainable development and environmental performance59-60

Figures and Tables

Figure 1	Compensated fatalities, incidence rate, Australia 1998–99 to 2003–04p	7
Figure 2	Compensated fatalities, incidence rates by industry, Australia 2003–04p	8
Figure 3	Compensated injury/disease claims, incidence rates, Australia 1998–99 to 2003–04p	10
Figure 4	Compensated injury/disease claims, incidence rates by industry 2003–04p	11
Figure 5	Current outcome and output groups	30
Figure 6	NOHSC 2004–05 committee structure	43
Figure 7	NOHSC Office structure as at 6 February 2005	50
Figure 8	NOHSC Office structure as at 7 February 2005	51
Table 1	Proportion of compensated injury/disease claims in the priority mechanisms, 1998–99 to 2003–04p per cent	12
Table 2	Status of adoption of NOHSC national standards into Regulation	25
Table 3	NOHSC Members	38–42
Table 4	NOHSC Members attendance at meetings 2004–05	45–46
Table 5	Areas assessed in NOHSC’s Audit Program 2004–05	48
Table 6	Resource summary	53
Table 7	OHS performance measures	56
Table 8	Measures in place to enhance environmental performance	60
Table 9	Categories of employees	61
Table 10	Employees identifying themselves in workplace diversity groups	63
Table 11	Consultancy services	67–68
Table 12	Organisations used for advertising, market research, polling, direct and media advertising from 1 July 2004 to 6 February 2005	69
Table 13	Corrections to the NOHSC Annual Report 2003–04	72

Index

6th Comparative Performance Monitoring report, 27; *see also* CPM report

A

accommodation, 57, 59
 accountability, 15, 47–52, 64–72
 Acumen Alliance Pty Ltd, 44, 48
Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment, iv, 20, 25
 advertising, 69
 advice and information, uptake of, 31–32
 agriculture, forestry and fisheries industry, 2, 6, 15, 20
 fatality incidence rate, 8
 aims and functions of the NOHSC, 36, 64
 Anderson, Peter, 38, 44
 Andrews, Kevin MP, 20, 26
 annual report, 2003–04, 72
 ANTA/NOHSC Statement of Relationship, 21, 71
 asbestos, iv, 2, 4, 20, 67
 asset management, 57
 Audit Committee, 44, 47–48
 audit, internal, 48
 Australian Building Codes board, 23
 Australian Chamber of Commerce and Industry, 15, 16, 22, 25, 37, 38, 39, 65
 Modern Workplace: Safer Workplace, 22
 Australian Council of Trade Unions, 15, 16, 22, 25, 37, 38, 42, 65
 Australian Greenhouse Office, 60
 Australian National Audit Office, 44, 73
 Australian National Training Authority, 71
 Australian National Training Authority Training Package Developer's Handbook, 21
 Australian Public Service, 55
 Australian Public Service Values and Code of Conduct, 62
 Australian Safety and Compensation Council, 3, 4, 26

establishment of, 27, 47, 53
 terms of reference and legislation for, 4
 Australian Workplace Agreements, 49, 62

B

body stressing, 12
 Bradley, Mr Brian, 41, 44, 45
 building and construction, 20–21
 business plan, 19–27, 31, 32, 44, 47

C

campaigns, 26
 national intervention, 15, 30
 Certificate IV in Occupational Health and Safety, 22
 certified agreement, 49, 52, 62
 Chairman, 2–3, 38, 44
 chemicals, 31, 54, 59, 71
 Chief Executive Officer, 4, 50, 51, 61, 62
 China, State Administration of Work Safety, 70
Code of Practice for Management and Protection of Hearing at Work, 20
Code of Practice for the Management and Control of Asbestos in Workplaces, 2, 4, 20
Code of Practice for the Safe Removal of Asbestos, 2, 20
 codes of practice for
 the construction industry, 2, 20, 57
 management and control of asbestos, 2, 4, 20
 management and protection of hearing, 20
 prevention of musculoskeletal disorders, 2, 20, 27
 Comcare, 23, 56
 committees, 32, 43–46, 65
Commonwealth Authorities and Companies Act 1997, iii, 36, 44
 Commonwealth Disability Strategy, 63
Commonwealth Fraud Control Guidelines 2002, 49

- Commonwealth Procurement Guidelines*, 57, 58
- Commonwealth Safety Management Forum, 55
- community awareness, 26
- Comparison of Occupational Health and Safety Arrangements in Australia and New Zealand*, 27
- compensated injury and disease claims, 6
- conferences, 21, 26, 31
- construction industry, 2, 6, 57
 - code of practice for induction training, 20
 - information and advice for, 21
 - national standard for, 2, 4
- consultancy services, 58, 67–68
- consultation, 32, 33, 54, 66
- Consultative Committee, 52, 62
- contact information, ii, 66
- contracts, 58, 59, 67–68
- Cooperative Research Centre Construction Innovation Conference, 21
- corporate governance, 47–52
- CPM report, iv, 24, 27, 31
- D**
- dangerous goods, 25, 32, 59
- data, 7, 9, 23–24, 26, 31, 57
- death, work-related, 6, 7–9
- demolition, 15
- Department of Education, Science and Training, 21
- Department of Employment and Workplace Relations, iv, 37, 58, 65, 66, 71
 - MOU with NOHSC, 53, 71
 - transfer of NOHSC staff, 4, 27, 48, 49, 57, 61, 71
- Department of Health and Ageing, 17, 54, 71
- design, safe, 22–23
 - regulatory framework for, 23
- disability strategy, 63
- documents, categories held, 65
- Draft National Codes of Practice for
 - Induction Training for Construction Work, iv, 20
 - the Prevention of Musculoskeletal Disorders from Manual Handling at Work, 2, 20
 - the Prevention of Falls in General Construction, 2, 20
- Driving and Your Health Campaign, 21
- E**
- Early, Mr Len PSM, 44
- ecologically sustainable development, 59–60
- education, 6, 8, 11, 21, 22
- Education and Skills Development Action Plan*, 21, 31
- electricity, gas and water industry, 6, 8, 11
- Ellis, Jerry, 2–3, 38, 44
- engineering resource package, 23
- environmental performance, 59–60
- Environmental Risk Management Authority, NZ, 69
- equity, workplace, 62–63, 66
- ethical behaviour, 49
- ethical standards, 49
- European Agency for Safety and Health at Work, 70
- Executive Committee, 44
- external scrutiny, 49
- F**
- falls, 2, 12, 15, 20, 67
- Fatal Occupational Injuries—How does Australia compare internationally?*, 24
- fatalities, 6, 7–9, 24
 - incidence rate, 7–8
- finance and insurance industry, 8, 11
- financial performance, 53–54
- financial statements, 53, 73–102
- Fisher, Tom, 20, 42, 45, 46, 50, 51, 52, 71
- fraud control, 48–49
- Fraud Control Plan, 48
- freedom of information, 64

G

government procurement practices, 23
governments, capacity to influence OHS outcomes, 23

H

Harassment Complaints Procedure, 62
hazardous substances, 15, 59
Heads of Workplace Safety Authorities, 15, 31
health and community services, 6, 8, 11, 20–21
hearing, protection of, 20
Henneken, Mr Peter, 40, 45
human resources, 61–63

I

income, 54
Industrial Chemicals (Notification and Assessment) Act 1989, 71
industries, priority, 2, 6, 20, 21, 26
Industry Skills Council, 21
Information Committee, 44, 45
injuries and disease, work-related, 6, 10–12, 17
insurance and indemnities, 59
internal audit, 48
International Occupational Safety and Health Information Centre, 70

L

Leadership Group, 52
legislation, 36
library, 65

M

major hazard facilities, 25, 59
manual handling, 20, 21, 27
manufacturing, 6, 8, 11, 15
market research, 69
meetings, attendance, 45–46
members of the NOHSC, 37, 38–42

Minister for Employment and Workplace Relations, 20, 26, 36
Modern Workplace: Safer Workplace, 22
musculoskeletal disorders, 2, 9, 12, 20, 27

N

National Code of Practice for the Construction Industry, 2, 6, 57
the Prevention of Musculoskeletal Disorders from Manual Handling at Work, 27
National Data Set of Compensation-based Statistics (NDS), 7, 9
national forum, 32–33
National Industrial Chemicals Notification and Assessment Scheme, 54, 71
National Injury Prevention Plan: 2004 Onwards, 17
National Injury Prevention Plan National Consultation Workshop, 17
National Intervention Campaign for Manual Handling in Health and Community Services, 21
National Occupational Disease Prevention Action Plan 2005–2012, 22, 31
National Occupational Health and Safety Commission Act 1985, 27, 65
National OHS Communication Plan, 26
National OHS Data Action Plan, 23–24, 31
National OHS Research Action Plan, 24, 31
National OHS Strategy 2002–2012, iv, 2, 4, 9, 12, 13–17, 19–27, 30–33
 first triennial review, 2, 16, 30, 47
 implementation of, 19–27, 30–31
 targets, 2, 9, 12, 14, 15, 31, 32
 uptake of, 16–17
National Safety Awards, 3, 26
national safety week, 3, 4, 26
National Standard for Construction Work, 2, 4, 20, 26
Manual Handling, 27
Noise, 20, 31
Plant, 20
National Training Packages, 21
National Transport Commission, 21

National Workers' Compensation and Occupational Health and Safety Frameworks, 27

New Zealand, 27

Environmental Risk Management Authority, 69

NOHSC, 36–46

aims and functions, 36

categories of documents held, 65

committees, 43–46, 65

data panel, 57

environmental monitoring and health surveillance, 57

Harassment and Complaints Procedure, 62

and the International Occupational Safety and Health Information Centre, 70

legislation, 36

members, 38–42

MOUs

with DEWR, 53

Department of Employment and Workplace Relations, 71

Department of Health and Ageing, 71

Environmental Risk Management Authority, NZ, 69

European Agency for Safety and Health at Work, 70

State Administration of Work Safety, China, 70

occupational health and safety policy, 54

OHS performance, 56

outside participation, 65

partnership arrangements, 69–71

powers and functions, 64

publications, 65

research panel, 57

Statement of Relationship with the Australian National Training Authority, 21, 71

structure, 37, 43–46, 50–52

NOHSC office, ii, 4, 27, 49–52

noise, occupational, 20, 31

Northern Territory, 32

O

occupational disease prevention, 22, 31–32

occupational health and safety, 5–12
cost of compliance and prevention, 24
improvements in, 6, 32–33
national data, 7, 9, 23–24, 26, 31

Occupational Health and Safety Committee, 44, 45, 52, 54

Occupational Health and Safety (Commonwealth Employment) Act 1991, 54, 56

Office of Chemical Safety, 54

OHS authorities, 15, 16–17, 30

OHS management, capacity for, 21–22

outcomes, 30, 31, 53

outputs, 30–33, 53

P

Parker, Sandra, 4, 37, 42, 51, 52, 71

partnership arrangements, 69

performance, 6, 27, 29–33

environmental, 59–60

financial, 53–54

OHS measures, 56

Performance Management Program, 62

planning, 47

plant, standard for, 20, 22

policies, 32

PPIs, guidance material on the use of, 21

Prevention Committee, 44, 45

prevention of occupational disease, 22

privacy, 64

procurement, 57–58

property and business services, 6, 8, 11

property management, 57, 58

Public Service Act 1999, 49

publications, 65

purchasing, 57

R

remuneration, 62

Remuneration Tribunal, 62

Report on the First Triennial Review of the National OHS Strategy 2002–2012, 16

research, coordination of, 24

resources, 53

risk areas, 20

risk management, 47–48

S

Safe and Sound: a discussion paper on safety leadership in government workplaces, 23, 27

Safe Design Action Plan, 22, 31

‘Safe Design of Plant in Australia—Future Directions’ workshop, 22

Safe Work Australia Week, 3, 4, 26

Safety and Health at Work, international day of, 20, 26

security, 57

Senior Executive Group, 52

senior officers, 26, 52

Service Level Agreement, 54

silica, exposure standards, 2, 20, 31

social justice, 66

staff

ethical standards, 49

Harassment Complaints Procedure, 62

induction, 49, 55

occupational health and safety, 54–56

OHS initiatives, 55

Performance Management Program, 62

remuneration, 62

statistics, 61

training, 55, 62

transfer to DEWR, 4, 27, 48, 49, 61, 71

Workplace Contact Officers, 62

workplace diversity, 62

stakeholder satisfaction, 33

standards for

atmospheric contaminants, 20

chemicals, 31, 59

the construction industry, 2, 4, 20, 21, 26, 57

manual handling, 20, 27

noise, 20, 31

plant, 20, 22

silica exposure, 2, 20, 31

standards and codes, national adoption of, 24–25

Strategic Plan 2002–2005, 47

structure of the organisation, 37–42

survey of members, 33

T

tenders, 58, 59, 69

The Role of Design Issues in Work-Related Injuries in Australia 1997–2002, 23

training, 20, 21, 22

transport and storage industry, 6, 8, 11, 20–21

V

values, 49

vision statement, 14

W

work-related injuries and diseases, economic cost of, 23–24

Workplace Contact Officers, 62

workplace diversity, 62

Workplace Equity and Diversity, 62–63

Workplace Equity and Diversity Committee, 52, 62

Workplace Equity and Diversity Plan 2003–2005, 62

Workplace Relations Ministers’ Council (WMRC), 12, 15, 23, 27

acceptance of reports and recommendations, 31