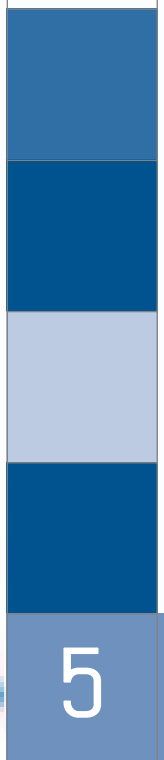




## General information

Information Resource Center



# General information

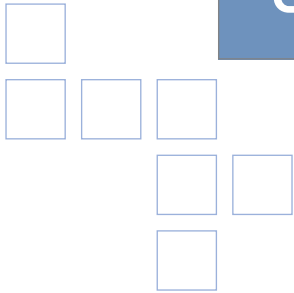
## Disclosure index

The 2004–2005 Annual Report of the Sustainable Energy Authority is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of the authorities' compliance with statutory disclosure requirements.

Legislation	Requirement	Page
<b>Charter and purpose</b>		
FRD 22	Manner of establishment and the relevant Ministers	Inside front cover
FRD 22	Objectives, functions, powers and duties	Inside front cover
FRD 22	Nature and range of services provided	16-99
<b>Management and structure</b>		
FRD 22	Organisational structure, names and functional areas of responsibility of senior officers	110-111
FRD 22	Names of board members and major committees— Organisation and Governance Committee and Audit Committee	102-107
<b>Financial and other information</b>		
FRD 22	Statement of workforce data for current and previous financial year	112-113
FRD 22	Merit and equity	117
FRD 15	Executive officer disclosures	140-141
FRD 22	5 year summary of the financial results	125
FRD 22	Significant changes in financial position during the year	125-126
FRD 22	Objectives and performance against objectives	Inside front cover
FRD 22	Major changes or factors affecting performance	6-7
FRD 22	Subsequent events which will affect operations in future years	144
FRD 22	Details of consultancies > \$100 000	126
FRD 22	Details of consultancies—total No. and cost < \$100 000	126
FRD 12	Disclosure of major contracts	The Authority did not enter into any contracts greater than \$10 million in value during the reporting period
FRD 22	Application and operation of <i>Freedom of Information Act 1982</i>	116
FRD 22	Application and operation of the <i>Whistleblowers Protection Act 2001</i>	118
FRD 22	Compliance with building and maintenance provisions of <i>Building Act 1993</i>	The Sustainable Energy Authority does not own or control any buildings
FRD 22	Statement on National Competition Policy	116
FRD 22	Occupational health and safety	116-117
FRD 10	Disclosure index	150
FRD 24	Reporting of office-based environmental impacts	118-119
FRD 22	Statement of availability of other information*	Inside back cover
<b>Financial Statements</b>		
Financial statements required under Part 7 of the FMA		
SD 4.2 (c)	Compliance with Australian accounting standards and other authoritative pronouncements	132-133
SD 4.2 (c)	Compliance with Ministerial Directions	132-133
SD 4.2 (c)	Rounding of amounts	126
SD 4.2 (c)	Accountable officer's declaration	145
SD 4.2 (c)	Model Financial Report	124-147
SD 4.2 (c)	Statement of financial performance	129
SD 4.2 (c)	Statement of financial position	130
SD 4.2 (c)	Statement of cash flows during the year	131
<b>Other disclosures in notes to the financial statements</b>		
FRD 11	Disclosure of ex-gratia payments	The Authority did not make any ex-gratia payments
FRD 21	Responsible person and executive officer disclosures	140-141
FRD 23	Superannuation liabilities and disclosure	138
<b>Other disclosures</b>		
Statement of community inclusiveness		120
Statement that declarations of private interest have been completed by relevant officers		106
Major external reviews		The Authority was not subject to any major external review
Major research and development activities		The Authority did not undertake any major research and development activities
Major promotional, public relations and marketing activities		92, 97
Changes in prices, fees, charges, rates and levies charged		The Authority did not make any changes in prices, fees, charges, rates or levies charged
Overseas travel undertaken including a summary of the objectives and outcomes		90-91
General statement on industrial relations within the entity and details of time lost through industrial accidents and disputes		116-117
Assessments and measures undertaken to improve the OHS of employees		116-117
Publications produced by the entity about itself and how these can be obtained		89

# Victorian Greenhouse Strategy measures initiative index

Victorian Greenhouse Strategy measure	Page
VGS 2.1 Renewable Energy Support Fund	24-27
VGS 2.2 Information and guidance to facilitate renewable energy development	20-22
VGS 2.3 Green Power accreditation and promotion	92, 97
VGS 2.5 Facilitating the use of cogeneration	40-51
VGS 3.1 Works approval and licensing	79-81
VGS 3.4 Support for uptake and leading-edge greenhouse gas abatement technologies	40-51
VGS 3.8 Improving energy management in large commercial buildings	56-59
VGS 5.1 Energy management in local government	94
VGS 5.3 Public lighting initiative	93
VGS 5.4 Local energy consumption database	94
VGS 6.8 Energy efficiency improvements for low income households	94-95



# General information

## Organisation index

Organisation	Initiative	Page
40 Albert Rd Commercial Pty Ltd	Commercial Office Building Energy Innovation Initiative	58
Active Reactor and City of Whitehorse	Sustainable Public Lighting Initiative	93
Agility	Sustainable Public Lighting Initiative	93
AGL	Business Energy Innovation Initiative	43
AGL	Green Power advertising campaign	97
AI Group	Business Energy Innovation Initiative	40
Alcoa World Alumina Australia	Business Energy Innovation Initiative	46
AlSCO Pty Limited	Business Energy Innovation Initiative	49, 51
Ampcor Flexibles Australasia	Business Energy Innovation Initiative	42
Australian Arrow Pty Ltd	Business Energy Innovation Initiative	45
Australian Greenhouse Office	MEPS and energy labelling	75
Australian Greenhouse Office	Solar Cities	92, 96
Babcock and Brown	Renewable Energy Support Fund	26
Ballarat City Council	Local Energy Efficiency Demonstration	94
Balharring Primary School	Sustainable Energy Innovation in Educational Facilities	66
Banyule City Council	Victorian Solar Innovation Initiative	63
Banyule City Council (on behalf of the Northern Alliance for Greenhouse Action)	Sustainable Public Lighting Initiative	93
Barwon Water	Renewable Energy Support Fund	26
Bayport Group	Sustainable Public Lighting Initiative	93
Bellarine Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Benalla Rural City Council	Local Energy Efficiency Demonstration	94
Bendigo Access Employment	Information partnerships	87
Bendigo Access Employment	Energy Task Force	94
Bendigo Access Employment—Pepper Green Farm	Victorian Solar Innovation Initiative	62
Bendigo Regional Institute of TAFE	FirstRate training	78
BEST Community Development	Energy Task Force	94
Bishop James Conference Centre	Victorian Solar Innovation Initiative	63
Blue Circle Southern Cement Ltd	Business Energy Innovation Initiative	46
BlueScope Steel Limited	Business Energy Innovation Initiative	47, 50
Bordo International	Commercial Office Building Energy Innovation Initiative	59
Boroondara City Council	Victorian Solar Innovation Initiative	63
Briar Hill Primary School	Sustainable Energy Innovation in Educational Facilities	66
Brighton Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Building Display Centre	Information partnerships	87
Business Council for Sustainable Energy	National Business of Energy Efficiency Conference	32
Camp Hill Primary School	Sustainable Energy Innovation in Educational Facilities	66
Carbon Partners	Renewable Energy Support Fund	26
Carter Holt Harvey	Business Energy Innovation Initiative	43
Castlemaine Junior Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Castlemaine North Primary School	Sustainable Energy Innovation in Educational Facilities	66
Central Gippsland Institute of TAFE	Sustainable Energy Innovation in Educational Facilities	66
Central Goldfields Shire Council	Local Energy Efficiency Demonstration	94
Central Victorian Greenhouse Alliance	Sustainable Public Lighting Initiative	93
Centre for Distributed Energy and Power	Business Energy Innovation Initiative	33
Centre for Education and Research in Environmental Strategies (CERES)	Victorian Solar Innovation Initiative	63
Chisholm Institute of TAFE	Sustainable Energy Innovation in Educational Facilities	66
City of Ballarat	Sustainable Public Lighting Initiative	93
City of Ballarat	Sustainable Public Lighting Initiative	93
City of Casey	Sustainable Public Lighting Initiative	93
City of Greater Bendigo	Business Energy Innovation Initiative	47
City of Hume—Selwyn Neighbourhood House	Victorian Solar Innovation Initiative	63
City of Melbourne	Sustainable Public Lighting Initiative	93
City of Port Phillip	Sustainable Public Lighting Initiative	93
City of Whitehorse	Sustainable Public Lighting Initiative	93
City of Whittlesea	Sustainable Public Lighting Initiative	93

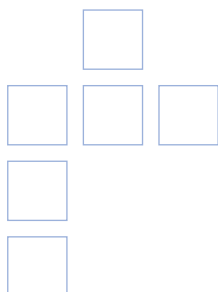
Organisation	Initiative	Page
Clifton Hill Primary School	Sustainable Energy Innovation in Educational Facilities	66
Close the Loop Ltd	Business Energy Innovation Initiative	45
Colac Adult Community Education	Energy Task Force	94
Collex Pty Ltd	Business Energy Innovation Initiative	47
CREATE Geelong	Information partnerships	87
CREATE Geelong	Energy Task Force	94
CRF Colac Otway Pty Ltd/Otway Fresh	Business Energy Innovation Initiative	44
Daylesford Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Deakin University	Commercial Office Building Energy Innovation Initiative	59
Deakin University	FirstRate training	78
Delfin Craigieburn	Sustainable Public Lighting Initiative	93
Delfin Lend Lease	Sustainable Public Lighting Initiative	93
Dennis Family Corporation Pty Ltd	Sustainable Public Lighting Initiative	93
Department of Energy Utilities and Sustainability	National Business of Energy Efficiency Conference	32
Department of Human Services	Energy Task Force	94
Department of Infrastructure	TravelSmart	94
Department of Victorian Communities— Community Jobs Program	Energy Task Force	94
Diamond Energy	Renewable Energy Support Fund	26, 34
DMG Industries Pty Ltd	Business Energy Innovation Initiative	48, 51
Drapac Property	Sustainable Public Lighting Initiative	93
Dromana Primary School	Sustainable Energy Innovation in Educational Facilities	66
Eaglehawk Primary School	Sustainable Energy Innovation in Educational Facilities	66
Echuca Secondary College	Sustainable Energy Innovation in Educational Facilities	66
E-laundry Drycleaning Pty Ltd	Business Energy Innovation Initiative	45
Elders Hycube (Boort)	Renewable Energy Support Fund	27
Environs Australia	Sustainable Public Lighting Initiative	93
Environs Australia Projects	Sustainable Public Lighting Initiative	93
Essendon Baptist Community Church	Victorian Solar Innovation Initiative	62
Footscray Primary School	Sustainable Energy Innovation in Educational Facilities	66
Frigrite Refrigeration Pty Ltd	Business Energy Innovation Initiative	48
Gannawarra Shire Council	Local Energy Efficiency Demonstration	94
Gardenvale Primary School	Sustainable Energy Innovation in Educational Facilities	66
Geelong East Primary School	Sustainable Energy Innovation in Educational Facilities	66
George Weston Foods Limited	Business Energy Innovation Initiative	43
Gippsland Water	Business Energy Innovation Initiative	42
Gordon Institute of TAFE	Sustainable Energy Innovation in Educational Facilities	66
Gordon Institute of TAFE	FirstRate training	78
Greater Bendigo City Council	Local Energy Efficiency Demonstration	94
Green Building Council of Australia	Green Star	77, 79
Greenhills Primary School	Sustainable Energy Innovation in Educational Facilities	66
Haig Street Primary	Sustainable Energy Innovation in Educational Facilities	66
Harcourt Valley Primary School	Sustainable Energy Innovation in Educational Facilities	66
Hastings Primary School	Sustainable Energy Innovation in Educational Facilities	66
Hepburn Shire Council	Local Energy Efficiency Demonstration	94
Hepburn Shire Council	Sustainable Public Lighting Initiative	93
Hobsons Bay Community Arts Centre	Victorian Solar Innovation Initiative	61
Holmesglen TAFE	Sustainable Energy Innovation in Educational Facilities	66
Holmesglen TAFE	FirstRate training	78
Horsham Rural City Council	Victorian Solar Innovation Initiative	60
Horsham Rural City Council	Local Energy Efficiency Demonstration	94
Horsham West Primary School	Victorian Solar Innovation Initiative	61
Hume City Council	Sustainable Public Lighting Initiative	93
Hunt Boilers	Business Energy Innovation Initiative	45
International Council for Local Environment Initiatives	Sustainable Public Lighting Initiative	93
Ivanhoe Girls Grammar School	Victorian Solar Innovation Initiative	61
Ivanhoe Primary School	Sustainable Energy Innovation in Educational Facilities	66
Julliard Group of Companies	Commercial Office Building Energy Innovation Initiative	58
Kangan Batman TAFE	Commercial Office Building Energy Innovation Initiative	59, 68
Kangan Batman TAFE	FirstRate training	78
Kangan Batman TAFE (Essendon)	Sustainable Energy Innovation in Educational Facilities	66

# General information

## Organisation index

Organisation	Initiative	Page
Kangaroo Flat Primary School	Sustainable Energy Innovation in Educational Facilities	66
Kildonan Child and Family Services	Energy Task Force	94
Kings Creek Hotel	Renewable Energy Support Fund	27
Lafarge Plasterboard Pty Ltd	Business Energy Innovation Initiative	44
Lakeside Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Lilydale Primary School	Sustainable Energy Innovation in Educational Facilities	66
Lumen Christi Primary School	Victorian Solar Innovation Initiative	63, 69
Macedon Ranges Shire Council	Local Energy Efficiency Demonstration	94
Macleod College	Sustainable Energy Innovation in Educational Facilities	66
Maldon Primary School	Sustainable Energy Innovation in Educational Facilities	66
Mallacoota P-12 College	Sustainable Energy Innovation in Educational Facilities	66
Manangatang P12 College	Sustainable Energy Innovation in Educational Facilities	66
Manchester Primary School	Sustainable Energy Innovation in Educational Facilities	66
Maribymong City Council	Business Energy Innovation Initiative	47
Maryborough Secondary College	Sustainable Energy Innovation in Educational Facilities	66
McGuire College	Sustainable Energy Innovation in Educational Facilities	66
Meadow Glen Primary School	Sustainable Energy Innovation in Educational Facilities	66
Melbourne City Council	Sustainable Public Lighting Initiative	93
Melbourne Water Corporation	Business Energy Innovation Initiative	44
Melton Shire Council	Sustainable Public Lighting Initiative	93
Metropolitan Fire Brigade	Commercial Office Building Energy Innovation Initiative	59
Midfield Meat International	Business Energy Innovation Initiative	42, 47
Mildura Rural City Council	Local Energy Efficiency Demonstration	94
Mildura West Primary School	Sustainable Energy Innovation in Educational Facilities	66
Mitchell Shire Council	Local Energy Efficiency Demonstration	94
Monash University	Commercial Office Building Energy Innovation Initiative	59
Montrose Primary School	Sustainable Energy Innovation in Educational Facilities	66
Mount Erin Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Murray Goulburn Cooperative Company Ltd	Business Energy Innovation Initiative	46
Murtoa College	Victorian Solar Innovation Initiative	60
Murtoa College	Sustainable Energy Innovation in Educational Facilities	66
Museum Victoria—Scienceworks	Victorian Solar Innovation Initiative	63
National Centre for Sustainability— Ballarat University	Information partnerships	87
National Centre for Sustainability— Ballarat University	FirstRate training	78
National Centre for Sustainability— Swinburne University of Technology	FirstRate training	78
Nissan Casting Pty Ltd	Business Energy Innovation Initiative	45
North East Water	Business Energy Innovation Initiative	44
Northern Melbourne Institute of TAFE	Sustainable Energy Innovation in Educational Facilities	66
Northern Melbourne Institute of TAFE	FirstRate training	78
Office of Commonwealth Games Coordination	Commonwealth Games training	78
Origin Energy	Energy Task Force	94
Origin Energy Electricity Ltd	Green Power advertising campaign	97
Padua College	Victorian Solar Innovation Initiative	61
Peet & Company Limited	Sustainable Public Lighting Initiative	93
Pioneer Homes Australia Pty Ltd (trading as Devine Homes)	Sustainable Public Lighting Initiative	93
Pioneer Road Services Pty Ltd	Business Energy Innovation Initiative	47
Princes Hill Secondary College	Victorian Solar Innovation Initiative	61
Princes Hill Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Property Council of Australia	Commercial Office Building Energy Innovation Initiative	56
Qenos	Energy Assessors training	81
Red Hill Consolidated School	Sustainable Energy Innovation in Educational Facilities	66
Research Primary School	Sustainable Energy Innovation in Educational Facilities	66
RMIT University	Sustainable Energy Innovation in Educational Facilities	66
RMIT University	FirstRate training	78
RMIT University— Eastern Gippsland Institute of TAFE	FirstRate training	78
Robert Bosch (Australia) Pty Ltd	Business Energy Innovation Initiative	47
Sandringham College	Sustainable Energy Innovation in Educational Facilities	66

Organisation	Initiative	Page
Sandringham East Primary School	Sustainable Energy Innovation in Educational Facilities	66
Shire of Hepburn	Sustainable Public Lighting Initiative	93
Somers Primary School	Sustainable Energy Innovation in Educational Facilities	66
Somers School Camp	Sustainable Energy Innovation in Educational Facilities	66
Somerville Rise Primary School	Sustainable Energy Innovation in Educational Facilities	66
South Gippsland Shire Council	Local Energy Efficiency Demonstration	94
Spotlight	Commercial Office Building Energy Innovation Initiative	58
St Albans Secondary College	Sustainable Energy Innovation in Educational Facilities	66
St Leonards College—Cornish Campus	Victorian Solar Innovation Initiative	63
Stawell Gold Mines Pty Ltd	Business Energy Innovation Initiative	42
Stockland Development Pty Limited	Sustainable Public Lighting Initiative	93
Strathfieldsaye Primary School	Sustainable Energy Innovation in Educational Facilities	66
Street Light Group of Councils	Sustainable Public Lighting Initiative	93
Street Light Group of Councils	Sustainable Public Lighting Initiative	93
Streeton Primary School	Sustainable Energy Innovation in Educational Facilities	66
Sunraysia Skills Centre	Energy Task Force	94
Surf Coast Shire Council	Local Energy Efficiency Demonstration	94
Swan Hill Uniting Church	Victorian Solar Innovation Initiative	62
Swinburne University of Technology	Sustainable Energy Innovation in Educational Facilities	66
The Australian Steel Company (Operations) Pty Ltd	Business Energy Innovation Initiative	43
The Factory	Energy Task Force	94
TMA Training	FirstRate training	78
Towong Shire Council	Local Energy Efficiency Demonstration	94
Try Youth Community Services	Energy Task Force	94
Victoria University of Technology	Sustainable Energy Innovation in Educational Facilities	66
Victoria University of Technology—(TAFE Division)	Sustainable Energy Innovation in Educational Facilities	66
Victorian Environment Protection Agency	Energy Assessors training	78, 80
Victorian Office of Gas Safety	MEPS and energy labelling	75
Victorian Urban Development Authority	Sustainable Public Lighting Initiative	93
VicUrban	Commercial Office Building Energy Innovation Initiative	59
Villawood Properties	Sustainable Public Lighting Initiative	93
VillaWorld	Business Energy Innovation Initiative	47
Wallan Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Walwa Bush Nursing Centre	Victorian Solar Innovation Initiative	61
Wangaratta Rural City Council	Local Energy Efficiency Demonstration	94
Wantirna Secondary College	Sustainable Energy Innovation in Educational Facilities	66
Wattleglen Primary School	Sustainable Energy Innovation in Educational Facilities	66
Westernport Secondary College	Sustainable Energy Innovation in Educational Facilities	66
William Angliss Institute of TAFE	Sustainable Energy Innovation in Educational Facilities	66
Winters Flat Primary School	Sustainable Energy Innovation in Educational Facilities	66
Wodonga City Council	Local Energy Efficiency Demonstration	94
Wyndham City Council	Sustainable Public Lighting Initiative	93
Yarram Secondary College	Sustainable Energy Innovation in Educational Facilities	66



# General information

## Subject index

Subject	Page
Accountable officers' declaration	145
Accounting policies	132-133
Accreditation	79
Audit	105
Auditor-General's report	146-147
Bioenergy resources	22
Board and committee attendances	105
Board committees	104-105
Board members	102-103
Board remuneration	106
Board—role of	102
Business Energy Innovation Initiative (BEI)	40-51
Business of Energy Efficiency Conference	32
Cogeneration	40
Commercial buildings	56-59
Commercial Office Building Energy Innovation Initiative (COBEI)	56-59
Community inclusiveness	120
Conflict of interest	106
Consultants	115, 126
Commonwealth Games	78
Contact information	160
Delegations	106
Directors' and officers' insurance	106
Disclosure index	150
Disclosures	106
Distributed energy	8
Diversity	112
Energy demand	8
Energy productivity	8
Energy raters	79
Energy Task Force	94, 95
Energy usage data	119
Environmental performance	119
Equity and merit	117
Ethics and values	109
Financial performance summary	125
Financial statements	128-147
Fines and penalties	126
Five Star Standard	74
Freedom of Information	116
Functions—statutory	Inside front cover
Gender diversity statistics	113
Geothermal resources	22
Gift register	109
Glossary	158-159
Graduate program	114
Green Power	92, 97
Green Star	77, 79
Greenhouse Challenge for Energy	20
Greenhouse pollution	8
GreenPlumbers	78
Government sustainable energy targets	31
Hydro resources	22

Subject	Page
Industrial relations	116
Information partnerships	87
Information products	88
Information services	88
International Energy Agency	32
Key performance indicators	2-3
Leadership team	109-111
Learning and development	114
Local Energy Efficiency Demonstration (LEED)	94
Melbourne Forum	65
Minimum Energy Performance Standards	75-77
National competition policy	116
National Business of Energy Efficiency Conference	32
National Framework for Energy Efficiency	21, 34-35
Occupational health and safety	116
Operations management	116
Organisational structure	110-111
Pecuniary interests	106
Performance management	114
Photovoltaics	30
Privacy	116
Public lighting	93
Publications	89
Rebates—high efficiency gas heaters	29
Rebates—photovoltaic	30
Rebates—solar hot water	28
Recruitment	114
Renewable energy	8
Renewable Energy Strategy	21
Renewable Energy Support Fund (RESF)	24-27
Revenue	134
Reward and recognition—staff awards	117
Solar hot water	28, 77
Solar resources	22
Staff assistance	121
Standards	74-77
<i>Sustainable Energy Authority Act 1990</i>	Inside front cover
Sustainable Energy Innovation in Educational Facilities (SEIEF)	64-67
Sustainable Public Lighting Initiative (SPLI)	93
Tidal resources	22
Training	78
TravelSmart	94
Victorian Solar Innovation Initiative (VSI)	60-63
Vision and objective	Inside front cover
Water sector	23
Wave resources	22
Website statistics	88
Whistleblowers' protection	118, 160
Wind energy support package	30
Wind resources	22
Workforce statistics	112

# General information

## Glossary

**Australian Greenhouse Office (AGO):** The Australian Greenhouse Office is the lead Federal agency on greenhouse matters—responsible for both coordination of domestic climate change policy and delivery of major new and existing Commonwealth greenhouse programs.

**Benchmarking:** Comparison, ranking or rating of different business processes, units or companies against standards.

**Bioenergy:** The conversion of biomass to energy. e.g. electricity, gas or biofuel.

**Biomass:** A natural resource derived from photosynthesis which is not fossilised. e.g. forest and mill residues, agricultural crops and wastes, wood and wood wastes, animal wastes, livestock operation residues, aquatic plants, fast-growing trees and plants, and municipal and industrial wastes.

**Carbon dioxide equivalent (CO<sub>2</sub>e):** Greenhouse pollution is commonly reported as carbon dioxide equivalents (CO<sub>2</sub>e).

**Clean energy:** Energy produced and used in a manner which creates no pollution, or has significantly reduced pollution levels.

**Cogeneration:** Cogeneration is a highly efficient way of simultaneously converting gas into a number of usable forms of energy. e.g. electricity and useful heat.

**Corporate governance:** Is the system or processes by which organisations are directed and controlled. This includes the policies and processes which ensure an organisation practices appropriate transparency and accountability.

**Demand management:** The management of energy consumption by load management—altering the time of use and the need for peak load infrastructure usually in accordance with a market price or other signal, and energy conservation activities—which attempt to reduce the level of demand.

**Energy efficiency:** Using less energy to achieve the same or greater levels of output.

**Energy intensity:** A measure of energy use on a unit area basis. Energy intensity has units of megajoules/m<sup>2</sup>.

**Energy management:** A program of well-planned actions aimed at reducing energy use, recurrent energy costs and greenhouse pollution.

**Energy rating (house):** An assessment of the energy efficiency of residential house or unit designs using a 5 or 6 star scale.

**Generation:** The production of electricity by converting another form of energy in a generating unit.

**Green Power:** The name given to an energy supply scheme available in parts of Australia, where you can specify that a certain portion of your energy must come from accredited renewable energy sources.

**Greenhouse coefficient:** Greenhouse pollution is calculated using a coefficient from the Australian Greenhouse Office\* for the full cycle emissions factors. The emission factors for electricity purchased/used/delivered is the electricity full fuel cycle emission factor 1.392 kg/kWh. Emissions from combustion of natural gas are the natural gas full fuel cycle emission factors: 63.6 kg/GJ for users of less than 100 000 GJ/yr and 63.4 kg/GJ for those using more than 100 000 GJ/y. The above figures are used in all calculations for this Report except those which have been supplied by others where they may have used a different figure more appropriate to their particular case.\*  
<http://www.greenhouse.gov.au/workbook/pubs/workbook.pdf>

**Greenhouse pollution:** Gaseous pollutants released into the atmosphere through human actions that amplify the greenhouse effect. The greenhouse effect is widely accepted as the cause of global climate change. Gases creating greenhouse pollution include water vapour, carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.

**Green Star:** A new environmental rating tool for new commercial buildings which has been produced by the Green Building Council of Australia.

**Innovation:** Innovation is the conversion of knowledge and ideas into a benefit, which may be for commercial use or for the public good; the benefit may be new or improved products, processes or services.

**Joule:** A unit of energy. See energy conversions inside the back cover for further information.

**Kilowatt-hour:** A unit of energy used often in relation to electricity. One kWh is kilowatt (1000 W) running continuously for one hour. 1 kWh = 3.6 MJ

**Minimum Energy Performance Standards (MEPS):** Enforceable minimum levels of energy efficiency in appliances and products.

**Natural ventilation:** A ventilation system which runs without the use of electrical energy or fossil fuels. It uses passive solar design principles to block the summer sun entry, and have windows placed to catch cooling breezes and therefore maximises cross ventilation in summer. Natural ventilation is the most desirable method for providing cooling, as it uses no energy, does not cause pollution, and can contribute to a healthy lifestyle.



# › General information

## Contact information

### Whistleblowers protection and procedures

Disclosures of improper conduct or detrimental action by the Sustainable Energy Authority or its employees may be made to the following officers:

#### The Protected Disclosure Coordinator

Bev Smith

Ground Floor, 215 Spring Street  
Melbourne Victoria 3000 Australia  
Telephone: 61 3 9655 3277  
Facsimile: 61 3 9655 3255  
E-mail: [bev.smith@seav.vic.gov.au](mailto:bev.smith@seav.vic.gov.au)

#### The Protected Disclosure Officers

Bev Smith

Ground Floor, 215 Spring Street  
Melbourne Victoria 3000 Australia  
Telephone: 61 3 9655 3277  
Facsimile: 61 3 9655 3255  
E-mail: [bev.smith@seav.vic.gov.au](mailto:bev.smith@seav.vic.gov.au)

Paul Murfitt

Ground Floor, 215 Spring Street  
Melbourne Victoria 3000 Australia  
Telephone: 61 3 9655 3267  
Facsimile: 61 3 9655 3255  
E-mail: [paul.murfitt@seav.vic.gov.au](mailto:paul.murfitt@seav.vic.gov.au)

All correspondence, phone calls and e-mails from internal or external whistleblowers will be referred to the protected disclosure coordinator.

Where a person is contemplating making a disclosure and concerned about approaching the protected disclosure coordinator or protected disclosure officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

### Alternative contact persons

A disclosure about an improper conduct or detrimental activity by the Sustainable Energy Authority or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria

Level 22, 459 Collins Street  
Melbourne Victoria 3000 Australia  
(DX210174)  
Telephone: 61 3 9613 6222  
Toll Free: 1800 806 314  
E-mail: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)

Ombudsman: Dr Barry Perry

Telephone: 61 3 9613 6202

A full copy of the Sustainable Energy Authority's procedures for whistleblowers protection, established in accordance with the *Whistleblowers Protection Act 2001* can be obtained by contacting the Authority on telephone 61 3 9655 3222 or from the Authority's website at [www.seav.vic.gov.au](http://www.seav.vic.gov.au)

### Copies of this Report

For further copies or information about this Annual Report contact:

Travis Neal

Sustainable Energy Authority Victoria  
Ground Floor, 215 Spring Street  
Melbourne Victoria 3000 Australia  
Telephone: 61 3 9655 3222  
Facsimile: 61 3 9655 3255  
E-mail: [info@seav.vic.gov.au](mailto:info@seav.vic.gov.au)  
Internet: [www.seav.vic.gov.au](http://www.seav.vic.gov.au)

### Freedom of Information access to documents

Access to Sustainable Energy Authority documents under the *Freedom of Information Act 1982 (Victoria)* is only available through a written request, as detailed in section 17 of the Act.

Applicants should write to:

Freedom of Information Officer

Sustainable Energy Authority Victoria  
Ground Floor, 215 Spring Street  
Melbourne Victoria 3000 Australia

All applicants must include the statutory \$20 application fee.

The Sustainable Energy Authority manages its freedom of information procedures and processes in accordance with the *Freedom of Information Act 1982 (Victoria)*. Copies of information on our Freedom of Information process and charges other than the application fee for the provision of access to requested material are available from the Sustainable Energy Authority on telephone 61 3 9655 3222 or from the Authority's website at [www.seav.vic.gov.au](http://www.seav.vic.gov.au)

### Information available on request

Further information on the following is available on request: Sustainable Energy Authority publications, a schedule of prices, fees and charges, research and development activities, overseas travel, major promotional, public relations and marketing activities, assessments and measures to improve the OHS of employees, and major sponsorships.

Please contact 1300 363 744 (Victoria only) and (03) 9655 3222 (within the rest of Australia) or visit the Authority's website at [www.seav.vic.gov.au](http://www.seav.vic.gov.au)

### Acknowledgments

We would like to acknowledge and thank all our partners who gave us kind permission to print their logos and photographs in this report.

Photography by: Michael Long Photography.

Printing: JP McLaren Press Pty Ltd using vegetable inks and CTP technology (chemistry-free plate system reducing overall water consumption).

Paperstock: Printed on Impress Silk. Australian made, from sustainable plantation.

## Energy conversions

Conversion units			Example:		
kilo-	'K'	= $10^3$	1 000 W = 1 kW	1 GW	= 1 000 MW = 1 000 000 kW
mega-	'M'	= $10^6$	1 000 kW = 1 MW	1 Wh	= 3600 J
giga-	'G'	= $10^9$	1 000 MW = 1 GW	1 kWh	= 3.6 MJ
tera-	'T'	= $10^{12}$	1 000 GW = 1 TW	1 hp (horsepower)	= 746 W
peta-	'P'	= $10^{15}$	1 000 TW = 1 PW	1 tonne	= 1000kg
exa-	'E'	= $10^{18}$	1 000 PW = 1 EW		

