

**STATEMENT PURSUANT TO PARAGRAPH 9(2)(C) OF THE FREEDOM OF INFORMATION ACT 1982**

The following is the official statement made pursuant to paragraph 9(2)(c) of the Freedom of Information Act 1982 as at 1 February 2010 for the Department of Innovation, Industry, Science and Research. This list is to be held in the Information Access Office for public inspection and purchase.

The documents specified in this statement are available to the public for inspection and purchase from the Department. Particular documents listed below may contain exempt material under other provisions of the *Freedom of Information Act* 1982 and therefore may only be available for inspection and/or purchase with deletions made to the exempt material.

Contact:  
 FOI Coordinator  
 Corporate Strategy Branch  
 Department of Innovation, Industry, Science and Research  
 GPO Box 9839  
 CANBERRA CITY ACT 2601

Tel: (02) 6213 7742

The documents, with the originating division in bold are set out below.

**AUSINDUSTRY**

Automotive Competitiveness and Investment Scheme
▪ ACIS Delegations and Authorisations
Building Entrepreneurship in Small Business Program (BESB)
▪ BESB Authorisations and Delegations
Business Enterprise Centres
▪ BEC Ministerial Guidelines
Certain Inputs to Manufacture
▪ Policy By-law delegations issued by Customs
▪ CIM Customer review rights
▪ Certain Inputs to Manufacture (Items 57 & 60) Policy & Administrative Guidelines Determination Models
▪ Fact Sheet Certain Inputs to Manufacture
▪ Certain Inputs to Manufacture application form
Climate Ready
▪ Climate Ready – Program Delegations
▪ Climate Ready – Program Guidelines
▪ Climate Ready – Board Delegations

<ul style="list-style-type: none"> <li>▪ Climate Ready – Program Directions</li> </ul>
Commercialising Emerging Technologies
<ul style="list-style-type: none"> <li>▪ COMET Board Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ COMET Departmental Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ COMET Program Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ COMET Program Guidelines No 1 of 2006</li> </ul>
Commercial Ready
<ul style="list-style-type: none"> <li>▪ Commercial Ready - Program Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercial Ready - Program Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercial Ready - Board Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercial Ready - Departmental Delegations</li> </ul>
Commercialisation Australia
<ul style="list-style-type: none"> <li>▪ Commercialisation Australia - Program Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercialisation Australia - Program Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercialisation Australia - Board Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercialisation Australia - Departmental Delegations</li> </ul>
Enhanced Project By-Law Scheme
<ul style="list-style-type: none"> <li>▪ EPBS Procedures Manual (6As)</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Example of an IR assessment</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Assessment Tips for CSMs</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Assessment Issues – Identification and Action</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Policy By-laws Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Customer review rights</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Policy and Administrative Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS CSM Guide to Post-benefit Customer Study</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS – Determination Models</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS – Procedures Manual (6As)</li> </ul>
<ul style="list-style-type: none"> <li>▪ EPBS Assessment Issues – Identification and Action</li> </ul>
Geelong Investment and Innovation Fund (GIIF)
<ul style="list-style-type: none"> <li>▪ GIIF Ministerial Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ GIIF Applicant Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Standard Operating Procedures</li> </ul>
Green Car Innovation Fund
<ul style="list-style-type: none"> <li>▪ Green Car Innovation Fund - Program Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ Green Car Innovation Fund - Program Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Green Car Innovation Fund - Board Delegations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Green Car Innovation Fund - Departmental Delegations</li> </ul>
Green Building Fund
<ul style="list-style-type: none"> <li>▪ Green Building Fund – Program Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ Green Building Fund – Appointment and Authorisation of Program Delegate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Green Building Fund - Departmental Authorisations by Program Delegate</li> </ul>
Industry Cooperative Innovation Program
<ul style="list-style-type: none"> <li>▪ ICIP Ministerial Directions</li> </ul>

<ul style="list-style-type: none"> <li>▪ ICIP Ministerial Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ ICIP Appointment of Delegate and Authorisation by the Minister</li> </ul>
<ul style="list-style-type: none"> <li>▪ ICIP Authorisations by Program Delegate</li> </ul>
Innovation Investment Follow-on Fund (IIFF)
<ul style="list-style-type: none"> <li>▪ IIFF Ministerial Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ IIFF Ministerial Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ IIFF Appointment of Delegate and Authorisation by the Minister</li> </ul>
Innovation Investment Fund (IIF)
<ul style="list-style-type: none"> <li>▪ IIF Ministerial Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ IIF Ministerial Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ IIF Appointment of Delegate and Authorisation by the Minister</li> </ul>
<ul style="list-style-type: none"> <li>▪ IIF Innovation Australia Delegations</li> </ul>
LPG Vehicle Scheme
<ul style="list-style-type: none"> <li>▪ LPG Vehicle Scheme Ministerial Guidelines</li> </ul>
North East Tasmania Innovation and Investment Fund
<ul style="list-style-type: none"> <li>▪ NETIIF Ministerial Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ NETIIF Appointment of Employees Authorised by the Program Delegate</li> </ul>
North West and Northern Innovation and Investment Fund
<ul style="list-style-type: none"> <li>▪ NWNTIIF Program Guidelines</li> </ul>
Pre-Seed Fund
<ul style="list-style-type: none"> <li>▪ PSF Ministerial Directions</li> </ul>
<ul style="list-style-type: none"> <li>▪ PSF Ministerial Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ PSF Innovation Australia Delegation</li> </ul>
R&D Start
<ul style="list-style-type: none"> <li>▪ R&amp;D Start Program – Directions and Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>▪ R&amp;D Start Program - Delegations</li> </ul>
R&D Tax Concession
<ul style="list-style-type: none"> <li>▪ Guide to the R&amp;D Tax Concession May 2009</li> </ul>
<ul style="list-style-type: none"> <li>▪ R&amp;D Tax Concession Delegations April 2007</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline- Research and Development Plans 2001</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline- Overseas Research and Development Activities May 2004</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline – Finance Scheme Guideline number 2- November 1995</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline – Registered Research Agencies April 1995</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline – Adequate Australian Content April 1995</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry Research and Development Board Guideline – Commercial Government Bodies April 1995</li> </ul>
Renewable Energy Development Initiative
<ul style="list-style-type: none"> <li>▪ REDI - Program Directions</li> </ul>

▪ REDI - Program Guidelines
▪ REDI - Board Delegations
▪ REDI - Departmental Delegations
Re-tooling for Climate Change
▪ Re-tooling for Climate Change - Program Guidelines
▪ Re-tooling for Climate Change - Program Directions
▪ Re-tooling for Climate Change – Appointment and Authorisation of Program Delegate
▪ Re-tooling for Climate Change - Board Delegations
▪ Re-tooling for Climate Change - Departmental Authorisations by Program Delegate
Small Business Advisory Service (SBAS)
▪ SBAS Ministerial Guidelines
▪ SBAS Authorisations and Delegations
Small Business OnLine
▪ SBO Ministerial Guidelines
▪ SBO Authorisations and Delegations
South Australia Innovation and Investment Fund (SAIIF)
▪ SAIIF Ministerial Guidelines
▪ SAIIF Applicant Guidelines
▪ Standard Operating Procedures
Space Concession Program
• 'Space Concession - Policy and Administrative Guide
Textile, Clothing and Footwear Expanded Overseas Assembly Provisions Scheme
▪ TCF EOAP Authorisations
Textile, Clothing and Footwear Corporatewear Register
▪ TCF Corporatewear: Delegations by the Industry Secretary
▪ TCF Corporatewear: Authorisation of Employees by Delegate
Textile, Clothing and Footwear Small Business Program
▪ TCF Small Business Program Determination 2005
▪ TCF Small Business Authorisations
TRADEX
▪ Tradex Delegations by Secretary
▪ Tradex SOP – Processing an Application for Tradex Order
▪ Tradex SOP – Complaint Handling
▪ Tradex SOP – Customer Enquiry
▪ Tradex SOP – Duty Payment and Penalty Payment
▪ Tradex SOP – Extension of Time to Reconcile or Export
▪ Tradex SOP – Identity Cards, Authorised Officers and Powers of Officers
▪ Tradex SOP – Issue of Infringement Notice and Penalty Payment
▪ Tradex SOP – Obsolete and Faulty Goods
▪ Tradex SOP – Reconsideration of a Decision
▪ Tradex SOP – Revocation of a Tradex Order
▪ Tradex SOP – Suspension of a Tradex Order
▪ Tradex Agreed Methods Fact Sheet

- |  |
|--|
| <ul style="list-style-type: none"> <li>▪ Tradex Procedures Manual</li> </ul> |
|--|

## MANUFACTURING DIVISION

<b>Space Activities Regulations</b>
<ul style="list-style-type: none"> <li>• The Maximum Probable Loss Methodology</li> <li>• Flight Safety Code</li> </ul>
<b>Automotive Supply Chain Development Program</b>
<ul style="list-style-type: none"> <li>• Automotive Supply Chain Development Program – Ministerial Guidelines</li> </ul>
<b>Australian Space Research Program</b>
<ul style="list-style-type: none"> <li>• Australian Space Research Program Guidelines</li> <li>• Australian Space Research Program Appointment and Authorisation by the Minister of the Program Delegate</li> </ul>

## RESEARCH DIVISION

<b>Research Funding and Policy Branch</b>
<ul style="list-style-type: none"> <li>• Higher Education Research Data Collection (HERDC) Specifications.</li> <li>• Australian Competitive Grants Register (ACGR)</li> <li>• Calculation methodology for Research Training Scheme (RTS) grant amounts.</li> <li>• Calculation methodology for Institutional Grant Scheme (IGS) grant amounts.</li> <li>• Calculation methodology for Research Infrastructure Block Grant (RIBG) amounts.</li> <li>• The Australian Competitive Grants Register (ACGR)</li> <li>• Research Training Scheme (RTS)</li> <li>• Institutional Grants Scheme (IGS) From 2010, the IGS will be replaced by the <a href="#">Joint Research Engagement (JRE)</a> initiative</li> <li>• Joint Research Engagement (JRE)</li> <li>• Research Infrastructure Block Grants (RIBG) Scheme</li> <li>• Australian Postgraduate Awards (APAs)</li> <li>• Commonwealth Training Scheme (CTS)</li> <li>• International Postgraduate Research Scholarships (IPRS)</li> <li>• Sustainable Research Excellence (SRE) in Universities</li> </ul>
<b>Cooperative Research Centres (CRC) Program</b>
<ul style="list-style-type: none"> <li>• CRC Program Guidelines</li> <li>• Selection Round Application Pack</li> <li>• CRC Committee Terms of Reference</li> <li>• CRC Committee Code of Conduct and Conflict of Interest Guidelines</li> <li>• Contract Variation Guidelines and Business Process Manual</li> <li>• 1st year Visit Guidelines and Business Process Manual</li> <li>• 3rd year Review Guidelines and Business Process Manual</li> <li>• Annual Report Guidelines and Business Process Manual</li> <li>• Quarterly Report Guidelines and Business Process Manual</li> </ul>

<ul style="list-style-type: none"> <li>• Wind up Guidelines and Business Process Manual</li> </ul>
<ul style="list-style-type: none"> <li>• CRC Indicia (Logo) Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Commercialisation and Utilisation Plan Guidelines (2002 Round CRCs only)</li> </ul>
<ul style="list-style-type: none"> <li>• STAR Awards Guidelines and Business Process Manual</li> </ul>

## SCIENCE AND INFRASTRUCTURE DIVISION

<p><b>Australian Scheme for Higher Education Repositories (ASHER)</b></p> <ul style="list-style-type: none"> <li>• Administrative information</li> </ul>
<p><b>Implementation Assistance Scheme (IAP)</b></p> <ul style="list-style-type: none"> <li>• Administrative information</li> </ul>
<p><b>National Collaboration Research Infrastructure Strategy (NCRIS)</b></p> <ul style="list-style-type: none"> <li>• NCRIS Strategic Roadmap (Feb 2006):</li> <li>• Strategic Roadmap for Australian Research Infrastructure (Sept 2008):</li> <li>• Investment Framework (April 2006)</li> </ul>

<p><b>International Science Linkages (ISL)</b></p> <ul style="list-style-type: none"> <li>• International Science Linkages (ISL) Guidelines – November 2009.</li> </ul>
<p><b>Australia-India Strategic Research Fund (AISRF)</b></p> <ul style="list-style-type: none"> <li>• Australia-India Strategic Research Fund (AISRF) Guidelines – 2009.</li> </ul>

## ENTERPRISE CONNECT

<ul style="list-style-type: none"> <li>• Enterprise Connect Client Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Enterprise Connect Discretionary Grant Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Enterprise Connect Client Service Charter</li> </ul>
<ul style="list-style-type: none"> <li>• Procedure for Handling Complaints</li> </ul>

## INDUSTRY AND SMALL BUSINESS POLICY DIVISION

<ul style="list-style-type: none"> <li>• Instrument of authorisation for response to referrals under <i>Environment Protection and Biodiversity Conservation Act (1999)</i></li> </ul>
<ul style="list-style-type: none"> <li>• Building Entrepreneurship in Small Business Program Ministerial Policy Guidelines – September 2005</li> </ul>