

Appendices



Appendix A: Advertising and Market Research

During 2008-09, the total expenditure for advertising and market research over the reporting threshold of \$10,900¹ (including GST) amounted to \$1,918,882. Of this sum, \$759,170 was administered expenditure relating to an *efficiently functioning Parliament (Outcome 3)*. This compares with \$1,589,913 in 2007-08, which included \$131,516 associated with the Telstra 3 sale and \$649,500 relating to Outcome 3.

Details of payments, as required under the Section 311A of the *Commonwealth Electoral Act 1918*, are contained in Table 15 below.

Table 15: Advertising and Market Research Expenditure

Organisation	Purpose	Expenditure Inc GST(\$)
Advertising Agencies		
Gavin Anderson & Company (Australia) Ltd	Communication advisory services for the Telstra 3 final instalment collection process.	32,581
Market Research Organisations		
Colmar Brunton Social Research Pty Limited	Provision of market research services in relation to stage two (design phase) of the Australian Government Online Service Point.	38,856
Roy Morgan Research Pty Ltd	Provision of business advisory services in relation to research and analysis for the measurement of e-government services.	186,451
Taylor Nelson Sofres Australia Pty Limited	Market research services for the Australian Government Online Service Point.	390,634
Media Advertising Organisations		
Australian Public Service Commission	Public Service Gazette 2008-09 Subscription.	36,989
Couch Creative Pty Limited	Graduate Program advertising and marketing.	51,485
HMA Blaze Pty Limited	Recruitment, tender and office relocation advertising (includes \$759,170 administered expenditure for an <i>efficiently functioning Parliament – Outcome 3</i>).	1,070,832
HMA Blaze Pty Limited	Advertising to invite communications consultants to apply for the communications multi-use list.	20,550
Fairfax Media Publications Pty Limited	On-line recruitment advertising.	20,790
Unimail Pty Limited	Graduate Program advertising and marketing.	69,714
Total expenditure for payments over \$10,900		1,918,882

¹ The reporting threshold in 2007-08 was \$10,500.

Appendix B: Freedom of Information

This statement is published to meet the requirements of section 8 of the *Freedom of Information Act 1982* (the FOI Act).

Organisation and Functions

Information about Finance, including the department's organisation and functions, can be found in earlier sections of this Annual Report. Information is also available on the department's internet site at www.finance.gov.au

Decision Making Powers

Finance is responsible for the following Acts, or parts of Acts. Where applicable, Ministers or Finance officers may exercise decision-making powers under these Acts:

- Aboriginal and Torres Strait Islander Act 2005*, Part 4B
- Aerospace Technologies of Australia Limited Sale Act 1994*
- AIDC Sale Act 1997*
- Airports (Transitional) Act 1996*
- Albury-Wodonga Development Act 1973*
- Annual Appropriation Acts
- Appropriation (Supplementary Measures) Act (No.1) 1999*
- Appropriation (Supplementary Measures) Act (No.2) 1999*
- Audit (Transitional and Miscellaneous) Amendment Act 1997*
- Australian Capital Territory (Planning and Land Management) Act 1988*, section 27, insofar as it relates to the declaration of land in the Australian Capital Territory to be National Land where the land is required for Commonwealth purposes other than for the special purposes of Canberra as the National Capital
- Australian Industry Development Corporation Act 1970*
- CFM Sale Act 1996*
- Commonwealth Authorities and Companies Act 1997*
- Commonwealth Authorities and Companies Amendment Act 2008*
- Commonwealth Electoral Act 1918*
- Commonwealth Electoral Legislation (Provision of Information) Act 2000*
- Commonwealth Funds Management Limited Act 1990*
- Commonwealth Vehicles (Registration and Exemption from Taxation) Act 1997*
- CSL Sale Act 1993*
- Federal Magistrates Act 1999* insofar as it relates to superannuation and death and disability¹
- Financial Management and Accountability Act 1997*
- Future Fund Act 2006*
- Governor-General Act 1974* insofar as it relates to superannuation²
- Judges' Pension Act 1968*³
- Lands Acquisition Act 1989*
- Lands Acquisition (Defence) Act 1968*⁴
- Lands Acquisition (Northern Territory Pastoral Leases) Act 1981*
- Lands Acquisition (Repeal and Consequential Provisions) Act 1989*

¹ The *Federal Magistrates Act 1999* insofar as it relates to superannuation and death and disability was transferred from the Attorney-General's Department on 1 July 2009.

² The *Governor-General Act 1974* insofar as it relates to superannuation was transferred from the Attorney-General's Department on 1 July 2009.

³ The *Judges' Pension Act 1968* was transferred from the Attorney-General's Department on 1 July 2009.

⁴ The *Lands Acquisition (Defence) Act 1968* was repealed by the *Lands Acquisition Legislation Amendment Act 2008* on 12 July 2008.

Loan (War Service Land Settlement) Acts
Medibank Private Sale Act 2006
Members of Parliament (Life Gold Pass) Act 2002
Members of Parliament (Staff) Act 1984
Ministers of State Act 1952
*Nation-building Funds Act 2008*⁵
Northern Territory (Commonwealth Lands) Act 1980
Northern Territory (Self-Government) Act 1978, sections 69 and 70
Papua New Guinea (Staffing Assistance) Act 1973, insofar as it relates to superannuation and retirement benefits
Papua New Guinea (Staffing Assistance) Termination Act 1976
Parliamentary Allowances Act 1952
Parliamentary Contributory Superannuation Act 1948
Parliamentary Entitlements Act 1990
Parliamentary Precincts Act 1988
Parliamentary Superannuation Act 2004
 Parliamentary Retiring Allowances (Increases) Acts
Public Accounts and Audit Committee Act 1951
Public Works Committee Act 1969
Qantas Sale Act 1992, except to the extent administered by the Treasurer or the Minister for Infrastructure, Transport, Regional Development and Local Government
Referendum (Machinery Provisions) Act 1984
Representation Act 1983
Salaries Adjustment Act 1956
Same-Sex Relationships (Equal Treatment in Commonwealth Laws – Superannuation) Act 2008, section 4⁶
 Superannuation Acts
Superannuation Benefits (Supervisory Mechanisms) Act 1990
Superannuation (Distribution of Surplus) Act 1974
 Superannuation (Pension Increases) Acts
Superannuation (Productivity Benefit) Act 1988
 Supply Acts
 Surplus Revenue Acts
Telstra Corporation Act 1991
Territory Authorities (Financial Provisions) Act 1978
Transferred Officers' Allowances Act 1948
Western Australia (South-West Region Water Supplies) Agreement Act 1965

⁵ The *Nation-building Funds Act 2008* commenced on 23 June 2009.

⁶ The *Same-Sex Relationships (Equal Treatment in Commonwealth Laws-Superannuation) Act 2008* commenced on 4 December 2008.

Accessing Documents held by Finance

To seek access to documents under the FOI Act, applicants should write to or email Finance (or the relevant portfolio agency) and include:

- as much detail as possible about the documents sought;
- an address in Australia to which the department can send notices;
- if possible, a telephone number and email address to allow officers processing the request to contact the applicant for any clarification; and
- a \$30 application fee.

In some circumstances, including financial hardship or the public interest, the department may remit the application fee. If the applicant is not satisfied with a decision made under the FOI Act, they may ask for an internal review of the decision. Requests for internal review must be in writing and enclose a \$40 application fee.

Applicants should send FOI-related requests to:

FOI Coordinator
 Department of Finance and Deregulation
 John Gorton Building, King Edward Terrace, Parkes ACT 2600
 Phone: 02 6215 1783
 Facsimile: 02 6215 2593
 Email: foi@finance.gov.au

For further information about fees, charges, document access arrangements and review rights, please contact the FOI Coordinator.

Categories of Documents

Finance has a wide variety of documents available on the department's website at www.finance.gov.au/publications. These documents include ministerial media releases and speeches, annual reports, budgetary documents, financial reporting documents, policy and guidance documents related to the department's responsibilities, published reviews, and documents detailing Parliamentarians' travel. The Finance website also provides listings of the department's file titles, contracts let and grants awarded.

Finance also holds documents that applicants can request under the FOI Act. These include documents relating to:

- **internal organisation and administration** including personnel records, organisation and staffing records, financial and expenditure records, agendas and meeting minutes, and internal operating documents such as training manuals, office procedures and instructions;
- **ministerial and parliamentary correspondence** including briefing papers prepared for ministers, Cabinet submissions, answers to parliamentary questions, and working files related to these documents;
- **the preparation of policy advice** in Finance's areas of responsibility including working files, briefing papers, correspondence, analysis, policy papers and reports;
- **administration and service delivery** in Finance's areas of responsibility including working files, briefing papers, correspondence, reports, rules, guidelines, procedures and determinations; and
- **other departmental files** including freedom of information request files, internal audit reviews and associated working papers.

More information about the classes of personal information held by the department is available from the Office of the Privacy Commissioner's website at www.privacy.gov.au/government/digest

External Participation and Consultation

Members of the public are able to make representations in writing to Finance portfolio Ministers about the range of policy and other matters dealt with by the department. The following arrangements are in place for external participation and consultation.

Australian Government Consultative Committee on Knowledge Capital

The Australian Government Consultative Committee on Knowledge Capital aims to develop mechanisms to measure knowledge capital and to have these mechanisms incorporated in government and international accounting standards. The committee's membership is drawn from the public, private and university sectors and includes senior representation from the accounting and actuarial professions. Finance is a member of the committee.

Government 2.0 Taskforce

On 22 June 2009, the Minister for Finance and Deregulation and the Special Minister of State launched the Government 2.0 Taskforce. The role of the taskforce is to advise and assist the Australian Government to adopt Web 2.0 and related technologies and ideas. The taskforce aims to promote a culture of innovation within the Australian Government, leading to greater information sharing and collaboration between Australian Government agencies, and between the Australian Government and the public. The taskforce includes members from both the public and private sectors. The Australian Government Chief Information Officer (CIO) is the Deputy Chair of the taskforce and Finance provides secretariat support.

Online and Communications Council

The Online and Communications Council is a Ministerial Council under the Council of Australian Governments. It is the peak ministerial forum across governments that considers and agrees on strategic approaches to information and communications issues of national importance. The Minister for Broadband, Communications and the Digital Economy chairs the Council and its members include the Minister for Finance and Deregulation (chair for e-government agenda items), senior ministers from state and territory governments and the President of the Australian Local Government Association. The Council meets annually.

Cross-Jurisdictional Chief Information Officers' Committee

The Cross-Jurisdictional Chief Information Officers' Committee reports to the Online and Communications Council and aims to address e-government issues that span jurisdictional boundaries. The Australian Government CIO chairs the committee. Membership includes the CIOs or equivalent of each state and territory government, and a representative from the Australian Local Government Association. The New Zealand Government's CIO equivalent officer has observer status on the committee.

Domain Consultative Committee

The Domain Consultative Committee ensures the 'gov.au' domain name is managed effectively by providing a forum for government domain providers to collaborate on common issues. Finance chairs the committee, which includes domain providers from the Australian Government and from each state and territory government with responsibility for assessing individual domain name applications within their jurisdiction.

Australian Procurement and Construction Ministerial Council

The Australian Procurement and Construction Ministerial Council is a council of Australian Government, state and territory, and New Zealand Government ministers responsible for procurement and construction. The Minister for Finance and Deregulation is a member of the Council.

Business Regulation and Competition Working Group

The Business Regulation and Competition Working Group reports to the Council of Australian Governments on scope to reduce regulatory barriers which inhibit competition and productivity. The Minister for Finance and Deregulation and the Minister Assisting the Finance Minister on Deregulation co-chair the working group. Membership comprises senior officials representing the central agencies of the Australian Government, each of the states and territories, and New Zealand.

Appendix C: Discretionary Grants and Grants in Aid

The Department of Finance and Deregulation does not administer any discretionary grant programs. The department paid the non-discretionary Grants in Aid listed below in 2008-09.

On 9 December 2008, the Minister for Finance and Deregulation announced several reforms to grant program expenditure reporting. As part of these reforms, from 1 January 2009 agencies have been required to publish grant details on their websites. Information on grants awarded by Finance since 1 January 2009 is also available at www.finance.gov.au/publications/grants/index.html

Table 16: Grants in Aid 2008-09

Name of Recipient	Purpose of Grant	Amount Paid (\$)
Australian Labor Party	To strengthen democracy internationally by supporting the activities of Australia's major political parties overseas. Grant funding may be used for activities including: providing training, education and advice; supporting democratic activities and programs overseas; providing support to conduct elections; and the involvement of Australia's political parties in international activities and visit programs.	375,000 ¹
The Liberal Party of Australia	To strengthen democracy internationally by supporting the activities of Australia's major political parties overseas. Grant funding may be used for activities including: providing training, education and advice; supporting democratic activities and programs overseas; providing support to conduct elections; and the involvement of Australia's political parties in international activities and visit programs.	375,000
The Chifley Research Centre Limited	For the general expenditure of the Centre to enable it to undertake research into social, economic and political policies, and encourage high quality public policy development.	189,559
The Menzies Research Centre Limited	For the general expenditure of the centre to enable it to undertake research, conduct public lectures and seminars on social and political issues, publish articles and maintain a website.	189,559
The Page Research Centre Limited	For the general expenditure of the centre to enable it to undertake research and publish articles on rural and regional policy issues, maintain a website, and establish a public archive and research centre.	94,780
The Green Institute Limited	For the general expenditure of the institute to enable it to undertake research, publish articles, provide education and training, and conduct forums on policies aimed at protecting the environment, biodiversity, bio-carbon and climate change.	50,000 ²

¹ In the context of the 2009-10 Federal Budget, the government decided to transfer funding for the Australian Political Parties for Democracy Program from Finance to AusAID, with effect from 1 July 2009. The level of funding for the program has been restored to an annual \$1 million each for the Australian Labor Party and the Liberal Party of Australia from 1 July 2009. The program will be re-focused to ensure that the \$1 million meets Official Development Assistance criteria for 2009-10 and forward years.

² On 13 May 2008, as part of the 2008-09 Budget, the government announced its decision that funding under the Grants in Aid program for the Don Chipp Foundation Ltd would cease from 1 July 2008, and that the program would instead provide \$50,000 to the Green Institute Limited, a research organisation established by the Australian Greens. This follows the Australian Greens obtaining minority party status within the meaning of the *Parliamentary Entitlements Act 1990* from 1 July 2008, and the terms of the remaining Australian Democrat senators ending on 30 June 2008.

Name of Recipient	Purpose of Grant	Amount Paid (\$)
Animals Australia Inc.	To assist in coordinating the views of animal rights and welfare groups, and to provide input into government agriculture, environment and science policies which impact on animal welfare.	30,039
Australian Institute of Policy and Science	To produce the publication <i>AQ – Journal of Contemporary Analysis</i> , which publishes articles on current political, social, economic, educational and scientific policy issues that have a bearing on Australian society. The journal is available in state, university and school libraries.	30,039
RSPCA Australia Incorporated	To produce policy and position papers, provide advice to government and non-government organisations, conduct scientific seminars, and educate the community through targeted education campaigns, website development and the periodical <i>Animal Welfare Science Update</i> .	30,039
The Royal Humane Society of Australasia	To provide and present bravery awards to recipients across Australia.	23,000
Total		1,387,015

Appendix D: Occupational Health and Safety

The following statement is provided in accordance with Section 74 of the *Occupational Health and Safety Act 1991* (OH&S Act).

Management Arrangements

Finance's OH&S Committee oversees the department's work practices to ensure they are safe and align with workplace safety guidelines. It ensures Finance staff receive suitable OH&S training and makes recommendations on OH&S matters to Finance's Executive Board. The committee includes both management and staff representatives from each of the department's business groups. In consultation with staff, the committee has developed Health and Safety Management Arrangements for the department.

Each Business Group in Finance has a Health and Safety Representative and a Deputy Health and Safety Representative who represent their group on OH&S issues. These representatives can exercise the powers, functions and rights prescribed in the OH&S Act.

During 2008-09, Finance reviewed its management of OH&S matters and updated the department's *Occupational Health and Safety and Rehabilitation Strategic Plan 2007-08 to 2009-10*. The revised plan sets out an agenda for improving OH&S outcomes by identifying workplace hazards, assessing and controlling risks to health and safety, and preventing workplace injuries.

Initiatives

Finance's key OH&S initiatives in 2008-09 included:

- establishing an in-house OH&S rehabilitation service from 30 June 2008 (the department had previously outsourced this service);
- reviewing Finance's OH&S management to incorporate new OH&S legislative requirements, including developing Health and Safety Management Arrangements which improve on the department's previous consultation and risk management approach;
- providing manager-specific OH&S training for managers at Executive Level 2 and above;
- providing revised OH&S information for new employees as part of their induction into the department;
- training Health and Safety Representatives to improve their ability to identify hazards, and assess and control OH&S risks;
- a structured hazard inspection program for all work areas;
- offering ergonomic workstation assessments to all employees;
- providing a confidential counselling service for employees through an Employee Assistance Program; and
- continuing the department's Health Promotion Program, including initiatives such as health awareness seminars, exercise classes, a walk-a-thon, influenza vaccinations and a health check program.

Finance works in partnership with Comcare, the Australian Government's Occupational Health and Safety agency. In 2008-09, the department continued to take part in Comcare's Psychological Injury Research Project, which aims to improve the prevention and management of psychological injuries within the workplace. Finance continued to engage in early intervention and managed compensation claims and non-compensable injury or illness cases intensively.

Health and Safety Outcomes

Finance has shown steady improvement in health and safety outcomes, reducing the number of workplace injuries sustained by the department's staff. As a result, Comcare reduced the 2008-09 agency workers' compensation premium rate paid by the department from the original estimate of 0.60 per cent to 0.57 per cent.

Statistics of Accidents or Dangerous Occurrences

During 2008-09, Finance reported 14 incidents to Comcare under Section 68 of the OH&S Act (Notification of Accidents and Dangerous Occurrences). These incidents involved twelve employees and two contractors. Thirteen of the reported incidents involved serious personal injuries and the remaining one involved a dangerous occurrence, as defined in the OH&S Act.

Investigations & Notices

Section 29 Notices (Provisional Improvement Notices)

No notices were issued under Section 29 of the OH&S Act.

Section 46 Notices (Power to Issue Prohibition Notices)

No notices were issued under Section 46 of the OH&S Act.

Section 47 Notices (Power to Issue Improvement Notices)

No notices were issued under Section 47 of the OH&S Act.

Investigations (Sections 29, 46, or 47)

No investigations were undertaken.

Appendix E: Staffing Overview

Staff profile (by headcount)

Table 17: Ongoing, non-ongoing and casual staff numbers, as at 30 June 2008 and 30 June 2009

Employment Type	APS Classification										
	SES 1-3		EL2		APS 6 - EL1		APS 1-5		Total		
Gender	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	
Ongoing	Female	21	20	101	112	274	309	311	326	707	767
	Male	68	76	133	142	256	288	193	221	650	727
	Subtotal	89	96	234	254	530	597	504	547	1,357	1,494
Non-ongoing	Female	1	1	1	1	3	1	20	16	25	19
	Male	6	5	3	1	4	9	8	9	21	24
	Subtotal	7	6	4	2	7	10	28	25	46	43
Casual	Female	-	-	-	-	-	-	39	34	39	34
	Male	-	-	-	-	1	-	158	140	159	140
	Subtotal	-	-	-	-	1	-	197	174	198	174
Total	96	102	238	256	538	607	729	746	1,601	1,711	

Table 18: Full-time, part-time and casual staff numbers, as at 30 June 2008 and 30 June 2009

Attendance Type	APS Classification										
	SES 1-3		EL2		APS 6 - EL1		APS 1-5		Total		
Gender	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	
Full-time	Female	21	20	87	96	237	266	292	299	637	681
	Male	73	80	133	139	254	288	197	223	657	730
	Subtotal	94	100	220	235	491	554	489	522	1,294	1,411
Part-time	Female	1	1	15	17	40	44	39	43	95	105
	Male	1	1	3	4	6	9	4	7	14	21
	Subtotal	2	2	18	21	46	53	43	50	109	126
Casual	Female	-	-	-	-	-	-	39	34	39	34
	Male	-	-	-	-	1	-	158	140	159	140
	Subtotal	-	-	-	-	1	-	197	174	198	174
Total	96	102	238	256	538	607	729	746	1,601	1,711	

Table 19: Location of staff, as at 30 June 2008 and 30 June 2009 (including ongoing, non-ongoing and casuals)

Location	Gender	APS Classification									
		SES 1-3		EL2		APS 6 - EL1		APS 1-5		Total	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
ACT ¹	Female	22	21	102	113	272	303	338	346	734	783
	Male	74	81	136	143	255	293	255	274	720	791
	Subtotal	96	102	238	256	527	596	593	620	1,454	1,574
NSW	Female	-	-	-	-	2	2	8	8	10	10
	Male	-	-	-	-	1	1	50	46	51	47
	Subtotal	-	-	-	-	3	3	58	54	61	57
NT	Female	-	-	-	-	1	1	-	-	1	1
	Male	-	-	-	-	-	-	-	-	0	0
	Subtotal	-	-	-	-	1	1	-	-	1	1
QLD	Female	-	-	-	-	-	-	8	5	8	5
	Male	-	-	-	-	1	1	10	9	11	10
	Subtotal	-	-	-	-	1	1	18	16	19	17
SA	Female	-	-	-	-	-	-	6	5	6	5
	Male	-	-	-	-	1	1	8	8	9	9
	Subtotal	-	-	-	-	1	1	14	13	15	14
TAS	Female	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	1	-	3	3	4	3
	Subtotal	-	-	-	-	1	-	3	3	4	3
VIC	Female	-	-	-	-	2	2	8	8	10	10
	Male	-	-	-	-	1	1	25	23	26	24
	Subtotal	-	-	-	-	3	3	33	31	36	34
WA	Female	-	-	-	-	-	2	2	2	2	4
	Male	-	-	-	-	1	-	8	7	9	7
	Subtotal	-	-	-	-	1	2	10	9	11	11
Total	96	102	238	256	538	607	729	746	1,601	1,711	

¹ Includes (at 30 June 2009) 20 overseas deployees to the Solomon Islands, Papua New Guinea, Nauru and Indonesia.

Collective Agreement, Australian Workplace Agreements and Public Service Act Determinations (by headcount)

Table 20: Number of Finance staff covered by a Collective Agreement, Public Service Act 1999 – s.24 (1) Determination, and Australian Workplace Agreements (AWAs)² – excluding casuals – at 30 June 2009.

APS Classification	Collective Agreement and/or s24(1) det	AWA	Total ³
SES Bands 1 to 3	21	91	112
EL 2 (non-SES)	228	28	256
APS 6 to EL 1 (non-SES)	540	67	607
APS 1 to 5 (non-SES)	509	53	562
	1,298	239	1,537

Table 21: Available salary ranges (excluding casuals), at 30 June 2009⁴

APS Classification	Minimum (\$)	Maximum (\$)
SES Bands 1 to 3	130,000	N/A ⁵
EL 2 (non-SES)	104,600	123,200
APS 6 to EL 1 (non-SES)	66,200	103,700
APS 1 to 5 (non-SES)	37,400	66,200

Table 22: Actual salary ranges (excluding casuals), at 30 June 2009⁴

APS Classification	Minimum (\$)	Maximum (\$)
SES Bands 1 to 3	130,000	280,000
EL 2 (non-SES)	104,600	123,200
APS 6 to EL 1 (non-SES)	66,200	104,500
APS 1 to 5 (non-SES)	37,400	70,500

Non-salary benefits

Finance staff have access to a range of salary sacrifice benefits including superannuation, leased motor vehicles, laptop computers, mobile telephones, airline lounge memberships and on site early childhood care services. Finance also contributes to child care costs by offering below market property rental to the early childhood care service provider. Finance meets relevant professional membership fees in accordance with the department's policy.

² Finance did not have any staff covered by a Common Law Agreement.

³ This total does not include 174 casual staff.

⁴ These figures reflect base salary only and exclude superannuation and other benefits.

⁵ The Secretary, in consultation with Finance's Remuneration Committee, determines the salaries of all SES staff.

Performance pay

Table 23: Staff performance bonus by classification 2008-09

APS Classification	Staff who received performance pay	Aggregated performance pay (\$)	Minimum performance pay (\$)	Maximum performance pay (\$)	Average payment (\$)
SES Bands 1 to 3	93	833,856	2,614	28,000	8,966
EL 2 (non-SES)	211	952,544	774	9,240	4,514
APS 6 to EL 1 (non-SES)	449	1,279,410	88	7,778	2,849
APS 1 to 5 (non-SES)	367	455,742	37	3,060	1,242
		3,521,552			

Staff turnover (by headcount)

Table 24: Voluntary turnover rate for ongoing staff as a percentage of all ongoing separations

Financial year	Number of ongoing staff ⁵	Voluntary ongoing separations	Total ongoing separations	Percentage of voluntary separations by total separations	Percentage of voluntary separations by ongoing staff
1999-00	800	135	337	40	17
2000-01	710	96	184	52	14
2001-02	648	78	131	60	12
2002-03	682	84	95	88	12
2003-04	793	126	128	98	16
2004-05	975	214	215	100	22
2005-06	1,095	214	214	100	20
2006-07	1,281	250	252	99	20
2007-08	1,330	239	240	99	18
2008-09	1,426	164	164	100	12

⁵ The number of staff is the average number of staff for the specified financial year.

Appendix F: Commonwealth Disability Strategy

During 2008-09, Finance continued to encourage an inclusive and diverse workplace in accordance with the requirements of the *Disability Discrimination Act 1992*. This appendix reports on the department's performance in implementing the Commonwealth Disability Strategy. For the purposes of the strategy, Finance's activities include the roles of "Employer", "Policy Adviser", "Regulator", "Purchaser" and "Provider". Finance reports on its Employer role through the Australian Public Service Commission's annual State of the Service agency survey.

Finance's role as a Policy Adviser requires the department to work primarily with Australian Government agencies rather than the wider community. The department recognises that it needs to consider the impact a new or revised policy will have on the lives of people with disabilities, and when advising on the policies brought forward by other agencies for government consideration, Finance considers these issues.

Finance's policy responsibilities include the Australian Government's procurement policy framework. The Commonwealth Procurement Guidelines articulate the government's expectations for all FMA Act agencies and their officials when performing duties related to procurement. Revised guidelines took effect on 1 December 2008, which included a new exemption from the mandatory procurement procedures for the procurement of property or services from businesses that primarily exist to support people with disabilities through the provision of their services.

Finance also publishes checklists and guides that promote better practice in using technology to deliver information and services to a diverse range of people, including people with disabilities. For example, the *Australian Government Web Publishing Guide* informs agencies about their legal obligations for online accessibility and provides practical guidance to help them meet or exceed these obligations. The guidelines mandate that government websites meet all the Priority 1 checkpoints, and recommend they also meet Priority 2 checkpoints of the *Web Content Accessibility Guidelines* Version 1 published by the World Wide Web Consortium. Meeting these checkpoints removes many barriers to accessing web documents for people with disabilities.

Finance's own websites, including 'finance.gov.au' and 'australia.gov.au', provide access to information in a manner that complies with the *Australian Government Web Publishing Guide*. Finance has implemented quality control processes to ensure access and equity principles are taken into consideration during the web publishing process.

Finance's role as a Regulator does not directly impact on the public and is limited to issues internal to the Australian Government. Information related to this role is accessible to people with disabilities from the Finance website.

Finance's role as a Purchaser includes delivering specific construction projects for the government. The buildings for which Finance managed the planning and construction during 2008-09 complied with all relevant state, territory and Commonwealth legislation, including the *Disability Discrimination Act 1992*.

Finance's role as a Provider includes supplying a range of support services to Ministers, Senators, Members and their staff, including electorate office facilities, motor vehicles and car-with-driver services. Finance makes adjustments in order to provide access to these services for clients with disabilities.

Appendix G: Ecologically Sustainable Development and Environmental Performance

The following information is provided in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act). It highlights how the outcomes and activities of Finance contribute to ecologically sustainable development.

Finance's Whole-of-Government Environmental Activities

Non-Defence Domestic Property Portfolio

Finance manages a diverse portfolio of non-Defence properties within Australia, including office buildings, law courts, special purpose facilities, heritage properties, vacant land, and contaminated sites. The department manages this portfolio in accordance with the legislative framework for environmental and heritage matters including the *National Environment Protection Council Act 1994* (NEPC Act) and the EPBC Act. Finance manages each property in accordance with the principles of ecologically sustainable development and considers potential environmental and heritage impacts when making management decisions. During 2008-09, Finance implemented a program to review heritage assessments and updated the heritage management plans of relevant properties within the portfolio to maintain compliance with the EPBC Act.

Finance is reviewing the energy consumption of each of the properties in its portfolio to ensure consistency with the Australian Government's *Energy Efficiency in Government Operations* (EEGO) policy. The department is progressively implementing the findings of these reviews to maximise the energy and environmental efficiency of each property.

In the event that a Finance property is contaminated, the department undertakes management and remediation in accordance with the NEPC Act and the *National Environment Protection (Assessment of Site Contamination) Measure 1999*, which is the recognised standard for assessing site contamination.

Finance is also managing the planning and construction process for several new Australian Government buildings and the construction or refurbishment of several existing buildings. The department is working to ensure these facilities meet the government's EEGO policy and applicable ecologically sustainable development guidelines. Finance is working to ensure that office buildings, in particular, achieve a minimum National Australian Built Environment Rating System (NABERS) energy rating of 4.5 stars.

Information and Communication Technology

As a result of the *Review of the Australian Government's Use of Information and Communication Technology* by Sir Peter Gershon, which was released on 16 October 2008, the government has developed initiatives to improve its ability to understand its ICT energy costs and environmental footprint.

In the first half of 2009 Finance, in conjunction with the Department of Environment, Water, Heritage and the Arts (DEWHA), developed a list of Green ICT Quick Wins based on best practice followed in Commonwealth departments and agencies and in the private sector. By implementing the Green ICT Quick Wins, agencies can quickly attain energy efficiency savings and build momentum for whole-of-government green initiatives. Finance published the list on its website on 30 June 2009, which includes replacing active screensavers with blank screens, automatically shutting down computers outside of work hours, and requiring prospective suppliers to indicate whether they are a signatory to the National Packaging Covenant.

Parliamentarians' Electorate Office Accommodation and Support

Finance is responsible for the provision of Parliamentarians' office accommodation and associated facilities within their electorate. Finance also provides office facilities for Ministers, other office holders and visiting Parliamentarians in each state capital.

Throughout 2008-09, Finance continued implementing a range of initiatives aimed at improving the energy efficiency of these offices, including replacing existing light bulbs with energy efficient types, installing dual flush toilets, installing flow restrictors on taps and showers, installing timers on boiling water units and providing carbon-neutral copy paper to Parliamentarians through the department's office requisites provider.

COMCAR

In line with government policy, COMCAR uses ethanol-blended fuel (E10) where practicable and in 2008-09 COMCAR's average usage was 87 per cent. Access to E10 fuel near COMCAR depots in Western Australia and Tasmania is limited and the department expects that overall usage will be even greater when E10 fuel becomes more widely available in those states.

Following the outcome of a trial of hybrid vehicles, which concluded on 6 June 2008, Finance added four hybrid vehicles to the ACT fleet for use on the Canberra parliamentary shuttle.

On 7 February 2008, Finance installed a 20,000-litre water tank in COMCAR's Melbourne depot to harvest rainwater from the large warehouse roof. The depot's in-house car-wash area uses the recycled water. This facility has provided sufficient water to meet the car washing requirements of the depot throughout 2008-09 and no mains water was used for car washing in that period.

Finance's Departmental Environmental Activities

Finance has operating procedures for the management of energy consumption, packaging, paper usage and general waste generation. These procedures guide the recycling of paper, cardboard, printer cartridges, plastics, metals, glass, batteries, mobile phones and fluorescent tubes. The procedures also provide for building fit-out materials and furniture to include recycled material where practical and cost effective.

On 14 November 2008, Finance began an environmental awareness program for staff, which is designed to promote awareness of the environmental measures that the department currently has in place and encourage staff to participate in these activities. For example, the program has encouraged staff to use double-sided printing where possible to reduce the volume of paper used (all Finance printers that are capable of printing double-sided do so by default). At the request of staff, an enhanced waste recycling trial has commenced at one departmental tenancy. The trial aims to improve staff recycling and waste disposal habits and increase the measurement accuracy for levels of waste and recycling. Should the trial prove successful, Finance will review the current arrangements in its other tenancies.

Finance was a registered participant in Global Earth Hour 2009 on 28 March 2009. Participation involved taking steps to minimise energy usage by turning off non-essential lights and computers, closing window blinds and unplugging non-essential appliances and equipment. Finance staff are encouraged to adopt these Earth Hour strategies as standard procedure over weekends and holiday periods.

Beginning on 11 June 2009 as part of Finance's contribution to the Green ICT Quick Wins program, the department began a progressive roll-out to alter the power saving settings on the department's laptops and desktops to reduce their electricity usage.

During 2008-09, Finance entered into voluntary Green Improvement Agreements for two of its tenancies. The objective of the agreements is to achieve a NABERS rating of 3.5 stars as a minimum by undertaking energy audits, developing energy management plans, and implementing engineering programs and tenant cultural change programs to improve building energy efficiency. The Green Improvement Agreements are similar to the

DEWHA Green Lease Schedules, which oblige the tenants of buildings to achieve certain energy targets, but they have the added advantage of being able to be implemented mid-lease. Currently these agreements cover buildings where Finance is a co-tenant with the National Capital Authority and the Department of the Treasury (Treasury Building), and DEWHA (the John Gorton Building).

Finance monitors its average energy consumption and reports the outcomes to the Department of Climate Change through the whole-of-government Online System for Comprehensive Activity Reporting program. During 2008-09, the department's total energy consumption was 4,504,550 kWh¹. The department increased its consumption of Greenpower by 0.74 per cent over 2007-08 levels. Greenpower now comprises approximately 7.25 per cent of total energy consumption.

Finance is a signatory to the National Packaging Covenant and under this arrangement reports annually to DEWHA on the volume of waste directed to recycling. Using the volume-modelling tool provided by DEWHA, Finance estimates that 17 per cent of the total volume of its waste will be recycled in 2008-09. This is the same percentage as in 2007-08.

Recycling of office waste paper, including the secure destruction of classified documents, is dealt with as a separate stream of recycling activity from that reported under the National Packaging Covenant. Under this arrangement, Finance records and monitors the total weight of recycled materials. For the period 1 July 2008 to 30 May 2009, Finance recycled a total of 58,088 kilograms of office waste paper. This total figure comprises 29,237 kilograms of general office waste paper, including newspapers and magazines, and 28,851 kilograms of classified documents.

¹ Not all energy invoices for June 2009 had been received by Finance at the time of reporting. Data for June 2009 is based on the yearly average across all months.

Appendix H:

Corrections to the 2007-08 Annual Report

This appendix itemises corrections to Finance's 2007-08 Annual Report.

There is one amendment to Chapter 10 – Purchasing and Asset Management:

- Information on the *contract value* of contracts and consultancies with a contract value over \$10,000 is available from the AusTender website, but not on expenditure as stated in Finance's 2007-08 Annual Report (page 94).

There is one amendment to Appendix G – Ecologically Sustainable Development and Environmental Performance:

- Page 127 incorrectly states that Finance recycled 28 per cent of total waste. This figure was prepared based on the recycling volume-modelling tool provided by the Department of Environment, Water, Heritage and the Arts (DEWHA). On 11 September 2009, DEWHA confirmed that Finance should update the figures using a revised version of this tool. The revised figure for 2007-08 is 17 per cent. This amended figure has been used as the basis for comparing Finance's performance in 2008-09 on page 118 of this report.

There is one amendment to the Report on the Operations of the Office of Evaluation and Audit (Indigenous Programs) for 2007-08:

- *Table 1: Performance information and level of achievement – 2007-08*, on page 259, incorrectly states that the Office's 2007-08 total revenue was \$5,138 million and the total expenditure was \$5,228 million. The correct figures should have been total revenue of \$5.138 million and total expenditure of \$5.288 million.

