



## Annual Report 1996-97

### Volume 2 - Supplementary Information

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## SECTION 1: PORTFOLIO LEGISLATION

### Legislation administered by the Portfolio Ministers

The Portfolio Ministers administered the following enactments or parts of enactments during 1996-97.

*Anglo-Australian Telescope Agreement Act 1970*

*Australian National Training Authority Act 1992*

*Australian National University Act 1991*

*Community Employment Act 1983*

*Defence Act 1903*, sections 61, 61A, 61B, 61C, 118A and 118B

*Defence (Re-establishment) Act 1965*, Parts I and II; and Part VII except to the extent that section 59 relates to Parts III, IV, V, VA and VI

*Education Research Act 1970*

*Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991*

*Education Services for Overseas Students (Registration Charges) Act 1997*

*Employment, Education and Training Act 1988*

*Employment Services Act 1994*

*Higher Education Funding Act 1988*

*Independent Schools (Loans Guarantee) Act 1969*

*Indigenous Education (Supplementary Assistance) Act 1989*

*Maritime College Act 1978*

*Mutual Recognition Act 1992, Part 3*

*Non-government Schools (Loans Guarantee) Act 1977*

*Overseas Students Charge Act 1979*

*Overseas Students Charge Collection Act 1979*

*Overseas Students (Instalment Payments) Charge Act 1989*

*Overseas Students (Refunds) Act 1990*

*Overseas Students Tuition Assurance Levy Act 1993*

*Re-establishment and Employment Act 1945, Divisions 1, 2 and 3 (excluding section 43 and section 44 as it relates to section 43) of Part II; Part III as it relates to industrial and professional training (other than rural training); Division I of Part XI insofar as it extends the foregoing; Division 2 of Part XI; and Part XII insofar as it applies or may be applied in relation to the foregoing.*

*States Grants (Advanced Education Assistance) Act 1976*

*States Grants (Education Assistance - Participation and Equity) Act 1983*

*States Grants (Primary and Secondary Education Assistance) Act 1992*

*States Grants (Schools Assistance) Act 1988*

*States Grants (Schools Assistance) Act 1984*

*States Grants (Schools Assistance) Act 1983*

*States Grants (Schools Assistance) Act 1982*

*States Grants (Schools Assistance) Act 1981*

*States Grants (Schools Assistance) Act 1980*

*States Grants (Schools Assistance) Act 1979*

*States Grants (Schools Assistance) Act 1978*

*States Grants (Schools Assistance) Act 1977*

*States Grants (Schools Assistance) Act 1976*

*States Grants (TAFE Assistance) Act 1989*

*States Grants (Technical and Further Education Assistance) Act 1992*

*States Grants (Tertiary Education Assistance) Act 1984*

*States Grants (Tertiary Education Assistance) Act 1981*

*States Grants (Tertiary Education Assistance) Act 1978*

*States Grants (Tertiary Education Assistance) Act 1977*

*Student and Youth Assistance Act 1973*, except to the extent administered by the Minister for Social Security (Youth Training Allowance)

*Training Guarantee (Suspension) Act 1994*

*University of Canberra Act 1989*

*Vocational Education and Training Funding Act 1992*

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## **Acts passed in 1996-97**

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The following Principal Acts, or Amending Acts, affecting legislation administered by the Portfolio were passed in 1996-97. The Act number and date of Royal Assent are in parenthesis for each entry. The date of commencement is the same unless indicated.

*Education Services for Overseas Students (Registration of Providers and Financial Regulation) Amendment Act (No. 1) 1996* (No. 41 of 1996); assent 9 October 1996.

*States Grants (Primary and Secondary Education Assistance) Amendment Act 1996* (No. 70 of 1996); assent 5 December 1996; commencement 1 January 1997.

*Higher Education Funding Amendment Act (No. 1) 1996* (No. 72 of 1996); assent 5 December 1996; items 20 to 26, 29 to 39, 42 to 50 and 52 of Schedule 1 commenced on 1 January 1997.

*Vocational Education and Training Funding Amendment Act 1996* (No. 73 of 1996); assent 5 December 1996.

*Higher Education Legislation Amendment Act 1996* (No. 74 of 1996); assent 12 December 1996; items 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 33 of Schedule 1 commenced on 1 January 1997, immediately after the commencement of the items in Schedule 1 to the *Higher Education Funding Amendment Act (No. 1) 1996* that also commenced on 1 January 1997; items 1, 2, 3, 12, 34 and 35 of Schedule 1 commence on 1 January 1998.

*Student and Youth Assistance Amendment (Waiting Period) Act 1997* (No. 6 of 1997); assent 4 March 1997.

*Education Services for Overseas Students (Registration Charges) Act 1997* (No. 18 of 1997); assent 27 March 1997; commencement is on the day on which the *Education Services for Overseas Students (Registration of Providers and Financial Regulations) Amendment Act (No. 1) 1997* commences.

*Education Services for Overseas Students (Registration of Providers and Financial Regulation) Amendment Act (No. 1) 1997* (No. 19 of 1997); assent 27 March 1997; commencement on the twenty-eighth day after the day on which it received Royal Assent.

*Education Legislation Amendment Act 1997* (No. 66 of 1997); assent 30 May 1997; Part 1 of Schedule 1 commences on a day to be fixed by Proclamation but if it does not commence within six months after the day on which the Act receives Royal Assent, it commences on the first day after the end of that period; parts 2, 3 and 4 of Schedule 1 commence immediately after the commencement of Part 1 of Schedule 1.

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## **Acts repealed in 1996-97**

There were no Acts repealed in 1996-97.

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## **Statutory Authorities**

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**Anglo-Australian Telescope Board**

The Anglo-Australian Telescope Board was established by the *Anglo-Australian Telescope Agreement Act 1970*. The Board is required by the Agreement which forms the Schedule to the Act to furnish annual reports to the contracting parties (the Commonwealth Government and the Government of the United Kingdom). The reporting year ends on 30 June and reports are due by the following 31 December. They are tabled in Parliament.

### **Australian National University**

The Australian National University was established by the *Australian National University Act 1991*. The University furnishes annual reports to the Minister. The reporting year ends on 31 December and reports are due by the following 30 June. They are tabled in Parliament.

### **Australian Maritime College**

The Australian Maritime College was established by the *Maritime College Act 1978*. The College furnishes annual reports to the Minister. The reporting year ends on 31 December and reports are due by the following 30 June. They are tabled in Parliament.

### **University of Canberra**

The University of Canberra was established by the *University of Canberra Act 1989*. The University furnishes annual reports to the Minister. The reporting year ends on 31 December and reports are due by the following 30 June. They are tabled in Parliament. Legislation has now been passed to transfer the University from the Commonwealth to the Australian Capital Territory (ACT) Government. The ACT Government will assume responsibility for the University at the beginning of the 1998 calendar year.

### **Australian National Training Authority**

The Australian National Training Authority (ANTA) was established by the *Australian National Training Authority Act 1992*. ANTA is required by the Act to furnish annual reports to the ANTA Ministerial Council (of Commonwealth, State and Territory ministers responsible for training). The reporting year ends on 31 December and reports are due by the following 30 June. They are tabled in Parliament.

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## SECTION 2: NON-STATUTORY BODIES

This section gives details of the following bodies:

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[Asia Education Foundation](#)

[Civics Education Group](#)

[Committee for University Teaching and Staff Development](#)

[Commonwealth Employment Service Advisory Committee](#)

[Enterprise Education Reference Group](#)

[National Advisory Committee for Capital Support to Non-government Centres under the Special Learning Needs Programme](#)

[National Office of Overseas Skills Recognition](#)

- [Australian Examining Council for Overseas Physiotherapists Inc](#)
- [Australian Pharmacy Council Inc](#)
- [Panel in Dietetics](#)
- [Panel in General Academic Qualifications](#)
- [Panel in Occupational Therapy](#)
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- [Panel in Teaching](#)
- [Panel in Technical Qualifications](#)
- [Panel in Veterinary Science](#)

[Non-government Schools Funding Review Committee.](#)

## **Anglo-Australian Telescope Board: Australian Time Assignment Committee**

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The Anglo-Australian Telescope Board (AATB) is an astronomical research agency established under an agreement between the United Kingdom and Australian governments. It operates facilities for British and Australian astronomers to undertake research for the advancement of scientific knowledge. Its facilities include the Anglo-Australian Telescope and the UK Schmidt Telescope at Siding Spring in north-west New South Wales. Telescope observing time is shared equally by the United Kingdom and Australia. The AATB Australian Time Assignment Committee (ATAC) has responsibility for allocating the Australian share of observing time on the Anglo-Australian telescope.

### **Objectives and functions**

ATAC meets twice a year, for two days. Time allocation is competitive and committee members rank applications for observing time in order of scientific merit. The AATB compiles the observing schedule for the six month period, taking into account allocations by the corresponding United Kingdom committee, Panel for the Assignment of Telescope Time.

### **Funding**

All expenses are met by the Department, including travel and accommodation for members and the secretariat, other sundries for the committee and a fee payable to the AATB for provision of the ATAC secretariat. ATAC expenditure in 1996-97 was \$13 110.

### **Membership (as at April 1997)**

Dr R Webster, (Chair) Senior Lecturer, University of Melbourne and Astronomy Society Australia

Dr J Hawthorn, Anglo-Australian Observatory

Dr W J Couch, Associate Professor, University of New South Wales

Dr C A Heisler, Mt Stromlo/Siding Spring Observatory

Dr Timothy Axelrod, Research Fellow, Australian National University

Dr T Bedding, Associate Lecturer, Sydney University

Dr Raymond Norris, CSIRO

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## **Asia Education Foundation**

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The Asia Education Foundation (AEF) was established to work with schools, education authorities, teacher education institutions, professional associations, philanthropic foundations and the corporate/private sector throughout Australia to promote and support studies of Asia across all curriculum areas. It is jointly managed by the Asialink Centre at the University of Melbourne and the Curriculum Corporation.

Currently, in its second triennium, the Foundation received core funding of \$1.1m in 1996-97. Asialink matches the Commonwealth's contribution to core funding.

## **Objectives and functions**

The objectives of the Foundation are:

- to promote and support studies of Asia across all curriculum areas in Australian schools;
- to develop appropriate Asia-related materials for Australian schoolchildren;
- to promote and support studies of Asia in teacher education programmes; and
- to educate the broader community about the importance of school students undertaking studies of Asia.

## **Programmes and activities**

The Foundation has established three key programmes which cover:

- curriculum and materials development;
- development of strategic partnerships and professional development activity; and
- developing and fostering a national network of schools.

The following is an overview of the Foundation's programmes.

### **Curriculum Development Programme**

This programme is providing a nationally agreed approach to learning about Asia, supported by quality materials for teachers and students. Under this programme national guidelines, *Studies of Asia: A Statement for Australian Schools*, have been developed to inform the infusion of studies of Asia across the curriculum in Australian schools. The national guidelines are supported by a series of teacher and student resource materials entitled *Access Asia*.

### **Schools Development Programme**

The Access Asia Schools (formerly Magnet Schools) Programme has developed a network of schools at primary and secondary level that will assist in the infusion of studies of Asia across the curriculum, while engaging the interest of their school communities and providing support for teachers and students. The programme has expanded its network to 900 schools, involving 25 000 staff and 300 000 students, across all States and Territories.

The Foundation has developed the AEF Schools Network Leaders professional development programme to support the Access Asia schools network in the States and Territories, and has secured partnerships with

the respective State/Territory departments of education to support AEF programmes at State/Territory levels.

## **Partnerships and Professional Development**

The Partnerships Programme has resulted in innovative and supportive partnerships with key stakeholders in Australia and Asia including corporations, government authorities and philanthropic trusts and foundations. The AEF strategic partnerships, which have increased significantly from 34 in 1995-96 to 110 in 1996-97, collaborate with the Foundation in developing innovative projects to advance studies of Asia in schools. Funding support from these partners was in excess of \$1.2m for the period.

Through the Professional Development Programme, the Foundation:

- implemented a comprehensive teacher education strategy which included delivery of the course *Including Studies of Asia in Curriculum* for 1 000 primary and secondary teachers in partnership with 12 universities; and
- launched on the Internet an innovative pre-service teacher education strategy, *Into Asia: Australian Teacher Practicums in Asia*.

Under the National Asian Languages and Studies in Australian Schools Collaborative Projects, the AEF has been contracted to develop teacher professional development modules which can be offered at graduate certificate level by universities.

The AEF also offers study tours for teachers to a range of destinations in the region through the Teacher In Country Fellowships to Asia Programme. The AEF is now sending over 100 teachers annually on study tours. During 1996-97, 110 educators participated in study tours to China, India, Indonesia, Vietnam, Laos, Thailand, Korea and Nepal. The tours provide teachers with the opportunity to gain contemporary in-country experience, develop contacts with other educators in the region and collect authentic teaching resources.

## **Board membership**

Members of the Advisory Board are nominated by the University of Melbourne (three members), the Curriculum Corporation (three members), DEETYA (one member) and the Asian Studies Association of Australia (one member). The members are appointed annually, and in 1996-97 were:

Professor Kwong Lee Dow (Chair), Institute of Education, University of Melbourne

Professor F Christie, Institute of Education, University of Melbourne

Professor D Holme, Department of Chinese, University of Melbourne

Mr F Peach, Department of Education, Queensland (to December 1996)

Ms C Vardon, Education Department, Western Australia (from January 1997)

Mr R Kimber, Directorate of School Education, Victoria

Mr B Wilson, Curriculum Corporation

Professor R Jeffrey, Asian Studies Association of Australia

Dr T Mercer, DEETYA (until September 1996)

Dr P Whitney DEETYA (from October 1996 to March 1997)

Ms M Johnston, DEETYA (from 19 May 1997).

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## **Civics Education Group**

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The Civics Education Group was set up by the Government in May 1997.

### **Objectives and functions**

The Group provides continuing advice to the Government on the civics and citizenship education programme, Discovering Democracy. It supervises the implementation of the programme in line with Government policy and, in particular, approves all materials. The Group reports to the Minister on a six-monthly basis.

### **Funding**

The Secretariat for the Group is provided by the Department. Members are paid a sitting fee.

### **Membership**

The membership of the Group is:

Dr J Hirst (Chair), Reader in History, La Trobe University

Dr K Boston, Director-General of School Education, New South Wales

Professor G Craven, Professor of Law, Notre Dame University, Western Australia

Professor S Macintyre, Professor of History, University of Melbourne

Ms S Pascoe, Coordinating Chairperson - Policy, Catholic Education Office, Melbourne.

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# Committee for University Teaching and Staff Development

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In July 1996 the Minister announced the establishment of the Committee for University Teaching and Staff Development (CUTS), to identify and promote good teaching, learning and staff development practices, and to encourage and foster innovation in these areas. The committee builds on the work of the former Committee for the Advancement of University Teaching and Commonwealth Staff Development Fund.

Before CUTS was formally established, an ad hoc selection committee for assessment of 1997 National Teaching Development Grants was set up (in August 1996) to deal with applications for the 1997 Grants. The results of this assessment were approved by the Minister in late 1996.

## Objectives and functions

In line with the Government's commitment to seeking continuing improvements in teaching for undergraduates and providing professional development opportunities for university staff, the Committee's principal tasks are to advise the Minister for Employment, Education, Training and Youth Affairs, under the provisions of the *Higher Education Funding Act 1988*, on the funding of:

- National Teaching Development Grants for innovative teaching enhancement projects for individual academics, as well as organisational units in universities; and
- grants for academic and administrative staff development projects.

CUTS met for the first time in January 1997 and, in line with its charter to develop an integrated approach to teaching enhancement and staff development, created three grant programmes as follows:

### **National Teaching Development Grants - individual.**

These grants are provided to individual academics and teams of academics.

### **National Teaching Development Grants - organisational.**

These grants are provided to academic organisational units such as departments, schools, faculties, or inter-institutional groups and cross-institutional networks within the same discipline. They aim to maximise the impact of effective educational innovation and practice through the development of processes and practices which enhance teaching and learning.

### **Staff Development Grants.**

These grants are provided to institutions, not individuals, and focus on:

- the enhancement of teaching and learning; and
- the development of academic and administrative staff in support of all university functions.

In February 1997 CUTS invited applications for its new programmes and, with the additional assistance of its expert panels, is presently assessing the applications. Recommendations will be forwarded to the

Minister late in 1997.

In February 1997 CUTS commissioned Dr Elizabeth Sommerlad to undertake an evaluation study of the 1994 Committee for the Advancement of University Teaching projects. The evaluation was undertaken to assist CUTS to make informed decisions on funding priorities. CUTS is presently deliberating on an evaluation plan for its programmes.

In April 1997 CUTS invited applications for National Teaching Fellowships. These will be announced late in 1997.

In July 1997 CUTS launched the project, *Reflecting on University Teaching - Academics' Stories*. The project, which began in June 1995, looks at academic reflection and discourse on the quality of teaching in higher education. It was designed to articulate the experience and insight of academics who are actively engaged in effective teaching practice.

## **Funding**

The Committee has been provided with a budget of \$20m over three years from the Higher Education Innovation Programme.

## **Membership**

CUTS members were appointed in the first instance for 12 months. All appointments expire on 31 December 1997. The 1997 CUTS membership is:

Professor I Moses (Chair), Deputy Vice-Chancellor (Academic), University of Canberra (from 1 July 1997 Vice-Chancellor, University of New England)

Associate Professor S Alexander, Director, Institute for Interactive Multimedia, University of Technology, Sydney

Professor P Candy, Deputy Vice-Chancellor (Scholarship), University of Ballarat

Associate Professor C Cresswell, Department of Mechanical Engineering, University of Adelaide (ex-member of the Committee for the Advancement of University Teaching)

Professor N Ellerton, Faculty of Education, Edith Cowan University

Professor G Hart, School of Nursing, Queensland University of Technology

Professor M Jackson, Department of Government, University of Sydney (ex-member of the Committee for the Advancement of University Teaching)

Professor R Johnstone, Pro-Vice-Chancellor (Academic Support), University of Sydney

Associate Professor P McTigue, Director, Multimedia Education Unit, University of Melbourne

Membership of the ad hoc selection committee for assessment of the 1997 National Teaching Development Grants was as follows:

Professor M Jackson (Chair), Department of Government and Public Administration, University of Sydney (member of CUTS and ex-member of the Committee for the Advancement of University Teaching)

Ms J Cowie, Department of Economics, University of Adelaide

Associate Professor C Cresswell, Department of Mechanical Engineering, University of Adelaide (member of CUTS and ex-member of the Committee for the Advancement of University Teaching)

Associate Professor J Dearn, Faculty of Applied Science, University of Canberra

Professor M Hayden, Director of Teaching and Learning, Southern Cross University

Professor C Latchem, Head, Teaching Learning Group, Curtin University of Technology

Dr C McNaught, Academic Development Unit, La Trobe University

Associate Professor L Moran, Director, Flexible Learning Centre, University of South Australia

Associate Professor E Reeders, Faculty of Social Sciences and Communications, Royal Melbourne Institute of Technology

Professor J Taylor, Director, Distance Education Centre, University of Southern Queensland

Professor F Trent, Dean of Education, Flinders University of South Australia.

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## **Commonwealth Employment Service Advisory Committee (CESAC)**

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The CES Advisory Committee was established in March 1989 to provide independent advice to the Secretary on improvements to CES programmes and services.

### **Objectives and functions**

CESAC brings a broader community perspective to the CES so that it can become more attuned to the existing and changing needs of the Australian labour market.

During 1996-97 CESAC's main activities were as follows:

- completion of a review, commenced in February 1996, of the impact of competitive tendering on the Special Intervention Programme, English as a second language and literacy providers; and

- an investigation of the need for a code of conduct for the employment services industry.

## **Funding**

The Department pays stationery needs and members' fares and travel allowance. The rate of travel allowance is determined by the Remuneration Tribunal.

## **Membership**

Members of CESAC are appointed by the Minister, and the Secretary of DEETYA is an ex officio member. Membership at 30 June 1997 was as follows:

Mr G Polites AC CMG MBE (Chair)

Mr W Black, General Manager, Hans Continental Smallgoods Pty Ltd

Ms M Gaynor, ACTU

Mr B Noakes, Executive Director, Australian Chamber of Commerce and Industry

Ms V Telfer, Senior Deputy National President, CPSU

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## **Enterprise Education Reference Group**

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### **Objectives and Functions**

The Enterprise Education Reference Group was established in 1995 to coordinate the proposal on enterprise education in schools, endorsed by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) in May 1995. In January 1997 the Reference Group endorsed a three year strategic plan for enterprise education in schools. It will provide a progress report to MCEETYA in November 1997.

### **Funding**

Secretariat support for the Reference Group is provided by the Department. Members, except Commonwealth and State/Territory officials, are paid sitting fees. The Reference Group is funded through the Commonwealth's Enterprise Education in Schools Programme. The Reference Group is not directly responsible for the distribution of funds to others, but is a steering committee which provides advice to the Commonwealth and oversees the development and implementation of Enterprise Education.

### **Membership**

The Reference Group currently has 12 members. Organisations were invited to nominate a representative early in 1995 by the Secretaries of DEETYA and the Department of Industry, Science and Tourism. The Reference Group is chaired by the Secretary of DEETYA. Current membership is as follows:

Mr S Sedgwick, DEETYA (Commonwealth representative)

Dr J Bailey, Carlton Consulting Group (Karpin Committee representative)

Mr S Balzary, Australian Chamber of Commerce and Industry (National Industry Education Forum small business representative)

Dr K Boston, Department of School Education, New South Wales (State/Territory Directors-General of Education representative)

Mr R Boyle, Department of Tourism, Small Business and Industry, Queensland (State/Territory Directors-General of Industry representative)

Mr M Fong, Department of Education, Northern Territory (State/Territory Directors-General of Education representative)

Mr John Goodman, Ernst and Young (Chair, Australian Student Traineeship Foundation)

Ms S Halliday, Business Council of Australia (National Industry Education Forum big business representative)

Mr R Hart, Department of State Development, Victoria (State/Territory Directors-General of Industry representative)

Mr A Hawke, Department of Transport and Regional Development (Commonwealth representative)

Mr P Moylan, (ACTU representative)

Mr R Higgins, Department of Industry, Science and Tourism, (Commonwealth representative)

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## **National Advisory Committee for Capital Support to Non-government Centres under the Special Learning Needs Programme**

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### **Objectives and functions**

The National Advisory Committee for Capital Support to Non-government Centres was established in 1991 to examine and assess all applications received for funding under the Special Learning Needs Programme.

Initially all applications received for funding under this programme are forwarded to a joint advisory committee in each State which assists in the assessment of applications, taking into account relevant State regional services and recent policy decisions. State committees rank applicants into an order of merit for funding priority. The National Advisory Committee then examines all applications, taking into account State and Territory advice on the implications for each capital application and ensuring a nationally equitable assessment. Recommendations for funding are then made to the Minister who approves the final projects.

## **Funding**

Membership of the Committee is honorary, and non-departmental members receive air travel and travelling allowance at Australian Public Service Senior Executive Service rates.

## **Membership**

When membership of the committee expired on 30 June 1996 the Minister approved the continuation of the committee, re-appointment of three previous members and appointment of one new member. Membership will expire on 30 June 1999. Membership of the committee also includes one ex officio departmental member. The committee generally meets once a year to make recommendations to the Minister or his delegate on the priority to be given to funding applications.

Membership is as follows:

Dr E Arthur, DEETYA (Chair)

Ms H Martin AM, President, Australian Association of Special Education, New South Wales

Dr D Power AM, Division of Education, Griffith University, Queensland

Mr J Race, ACROD on behalf of non-school organisations, New South Wales

Ms A Cuthbert, National Council of Australian Association of Special Education, Tasmania

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## **National Office of Overseas Skills Recognition - panels and councils**

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The National Office of Overseas Skills Recognition (NOOSR) was established in July 1989 to subsume, with a revised role, the functions and resources of the Council on Overseas Professional Qualifications. These functions included supporting a network of occupational panels and councils for specific professions and para-professions. Through these panels and councils, NOOSR provides expert advice on assessing overseas qualifications for prospective immigrants, immigration authorities, permanent residents of Australia, State and Territory registration or licensing authorities, professional or para-professional associations, employers and educational institutions. The NOOSR panels and councils are not required to

make an annual report.

At 30 June 1997 NOOSR had seven panels: dietetics, general academic qualifications, occupational therapy, social welfare, teaching, technical qualifications and veterinary science; and two councils: pharmacy and physiotherapy.

## **Objectives and functions**

The objectives of the panels and councils are to:

- develop fair, equitable, and non-discriminatory processes for examining and assessing skills and qualifications held by overseas-qualified professionals and para-professionals wanting to practise or further their studies in Australia; and
- provide expertise in maintaining and reviewing the assessment guidelines and examination processes.

NOOSR panels and councils met throughout 1996-97 to consider the assessment, examination and performance of candidates, reviews of procedures and related issues in their respective fields. The panels in General Academic Qualifications and Technical Qualifications were also engaged in producing NOOSR's *Country Education Profiles* series.

## **Funding**

NOOSR meets the operating costs of each of the panels and provides accommodation, a secretariat and some staffing for each of the councils. These costs are partly offset by fees for assessment or examinations.

## **Membership**

Members of NOOSR panels and councils are drawn from State and Territory registration boards, academic and professional associations and practitioners, universities, and colleges of technical and further education.

### **Australian Examining Council for Overseas Physiotherapists Inc**

Professor M Bullock (Chair)	Ms T Green
Miss P Cosh MBE (Deputy Chair)	Mrs E Marshall
Mr D Hotzberger (ex officio)	Ms L Steindl
Ms S De Ferranti	Ms J Woodhouse
Professor R Grant	Ms J Williams

### **Australian Pharmacy Council Inc**

Professor L Sansom (Chair)	Mr J Harvey
Mr F Payne	Mr G Holloway
Mrs S Alexander	Mr N Maximous

Mr R E Burns  
Mr W B Dollman  
Mrs S Forester

Professor B Reed  
Dr K Stewart  
Mr J Ware

### **Panel in Dietetics**

Dr F Cumming (Chair)

Dr S Ash

Ms M Rochier-Taks

Dr L Daniels

Dr P Williams

### **Panel in General Academic Qualifications**

Professor A Webber AM (Chair)

Dr I Abu-Duhou

Professor D Clyde

Professor A Delves

Professor K Fagg OAM

Professor P Ling

Professor C Pearson

Dr C Reynolds

Dr D Schak\*

Mrs Lynette Smith PSM

Professor J Smolicz\*

Professor B Spicer\*

Professor A Tay\*

Professor L West\*

\* term of appointment ended during 1996-97.

### **Panel in Occupational Therapy**

Mrs C Webster (acting Chair)

Mrs J Hummell (acting Deputy Chair)

Ms M Farrow

Ms L Oke

Mr D Kumar

Mrs J Trevan-Hawke

Ms S Wojner-Horton

### **Panel in Social Welfare**

Ms L Rodopoulos (Chair)

Mrs C Bunday

Mr I Murray

Ms M L Sinclair-Vogt

Professor N Smith

Mr D Wallace

Ms Q Tong

## **Panel in Teaching**

Professor O Watts (Chair)

Ms H Barnes

Mr T Burke

Ms W Hastings

Dr M Jansen

Mr D Laird

Ms T Lam

Ms J Swift

Ms M Walker

## **Panel in Technical Qualifications**

Mrs L Smith PSM (Chair)

Mr R Attwood\*

Professor K Fagg AM

Mr Thuan Hsien Geh

Ms W Lindgren

Professor P Ling

Mr K Lonie\*

Mr P Roberts

Dr R Wasson\*

Professor A Webber AM

Mr J White\*

\* term of appointment ended during 1996-97

## **Panel in Veterinary Science**

Professor I Caple (Chair)

Dr A Bryce (Deputy Chair)

Dr B Hilbert

Dr L Citer

Dr G McGilvray

Dr J Nicholls

Dr A Nicholson

Dr R Pascoe

Dr P Scanlon

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## **Non-government Schools Funding Review Committee**

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The Non-government Schools Funding Review Committee was established on 31 October 1985 by the Minister for Education. The Committee does not produce an annual report of its own.

### **Objectives and functions**

The Committee is an independent body to which non-government schools may apply for reviews of decisions taken on their eligibility for funding under the General Recurrent Grants Programme. The Committee makes recommendations to the Minister.

During 1995-96 the Non-government Schools Funding Review Committee received 51 applications for funding category reviews from non-government schools and systems. The Committee heard 26 cases. On

the recommendation of the Committee, the Minister decided to grant a higher level of funding to five schools.

## **Funding**

Members are paid sitting fees under Remuneration Tribunal Determination No 29 of 1994. The Committee is funded through the Department's central allocation to boards and committees vote. The secretariat and the operational resources for the Committee are provided by the Department. The Committee is not directly responsible for the distribution of funds to others, but is a review committee which makes recommendations to the Minister. An amount of \$39 442 was provided in 1996-97 for fares, travelling allowance, superannuation and sitting fees.

## **Membership**

All members are appointed by the Minister and are eligible for reappointment. Current members and terms are as listed below.

### **Appointed until 31 December 1997**

Ms D Mildern (Chair), retired public servant

Ms P Burton (Deputy Chair), barrister practising at the independent bar

Professor R Scott, Queensland University of Technology (Professor Scott resigned during the year)

Mr D Buckland, businessman.

### **Appointed until 31 December 1998**

Sister N Bunn, Member, Queensland Catholic Education Commission

Mr C Strong, retired headmaster.

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## SECTION 3: GOVERNMENT COMPANIES

This section contains information on companies and incorporated associations in the Employment, Education, Training and Youth Affairs Portfolio which operated during 1996-97 and which the Government controls or in which the Government has a substantial interest. The companies are:

[Australian Student Traineeship Foundation](#)

[Language Australia](#)

[National Centre for Vocational Education Research Ltd](#)

[National Employment and Training Taskforce](#)

[Open Learning Technology Corporation](#)

### **Australian Student Traineeship Foundation**

#### **Description**

The Australian Student Traineeship Foundation is an incorporated association registered in the Australian Capital Territory.

#### **Objectives and functions**

The Foundation promotes the broadening of senior school education to include opportunities for students in Years 11 and 12 to gain workplace experience before leaving school. Schools and employers are encouraged to develop best practice workplace learning partnerships so that students develop recognised academic skills and vocational competencies.

The Foundation also:

- disseminates information on joint school-industry programmes to identify and promote best practice;
- encourages and facilitates the integration of such programmes into the post-school entry level training system;
- assists in developing resource materials for programmes, and in particular those which will improve the quality of workplace learning;
- supports, monitors and evaluates the quality of programmes;
- facilitates networking and information sharing between programmes; and
- liaises with agencies in case managing students into employment.

## **Membership**

The board of the Foundation has representation from industry, school, and vocational education and training sectors. Its composition at 30 June 1996 was:

Mr J Goodman, Chairman and former Chief Executive of Baulderstone Hornibrook (Chair)

Ms K Dening, Managing Director of the Dening Group of Building and Property Investment Companies

Ms W Hoare, Programme Manager, Professional Vocational Services

Mr R Mewing, Director, Tempo Services Pty Ltd and Chairman, Jacon Industries Pty Ltd

Ms H Ridout, Director of the Metals Trades Industry Association

Mr M Holland, Personnel and Employee Relations Manager, General Motors Holden

Ms S Burrow, Federal President of the Australian Education Union (a nominee of the Australian Council of Trade Unions)

Mr G Spring, Director of School Education Victoria (a representative of the secondary school sector drawn from Government)

Mr B Carlon, Executive Director, Department of Vocational Education, Training and Employment (a representative of the vocational education and training sector drawn from Government).

## **Contact information**

The Foundation is located at Level 9, 76-80 Clarence St, Sydney, 2000, (02) 9299 5899. The Department's contact officer is Ms Lorraine White (02) 6240 9400.

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# Language Australia

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## Description

Language Australia, formerly the National Languages and Literacy Institute of Australia, was established in 1991. It is a company limited by guarantee with its national office located in Canberra.

## Objectives and functions

Language Australia undertakes research and development in the fields of literacy, plain English, Australian English and style, as well as in languages other than English. Its work involves collaboration with the Style Council at Macquarie University and the establishment and operation of two national research networks, one for Adult Literacy and the second for Child English as a Second Language and Literacy Research.

Language Australia also has a network of centres linked to its national office, which is based in Canberra. The centres are:

- Language Acquisition Research Centre at the University of Sydney, in association with the University of Western Sydney
- Language and Society Centre at Monash University
- Language and Technology Centre at the University of Queensland
- Centre for Deafness and Communication Studies at Griffith University
- Language Testing Research Centre at the University of Melbourne
- Language Testing and Curriculum Centre at Griffith University
- Dictionary Research Centre at Macquarie University
- Research Centre for Languages and Cultures Education in Schools at the University of South Australia
- Centre for Literacy, Culture and Language Pedagogy at the Curtin University of Technology
- Centre for Workplace Communication and Culture at the James Cook University of North Queensland
- Centre for Research and Development in Interpreting and Translating at Deakin University
- Centre for Professional Development in Language Education at the Edith Cowan University
- Centre for Research into Language Teaching Methodologies at the University of Southern Queensland
- Centre for Research and Development in Language and Literacy at the Curtin University of Technology.

Details of the work of Language Australia are contained in its annual report.

## Membership

Language Australia is governed by a board of directors approved by the Australian Securities Commission. There is also a council comprising nominees of Commonwealth, State and Territory education and training systems, the Aboriginal and Torres Strait Islander Commission and the Department of Immigration and Multicultural Affairs.

Membership of both the council and board changed during the course of 1996-97. At the end of June 1997 membership of the Board of Directors was as follows:

Mr G Spring (Chairman), Secretary, Department of Education, Victoria

Professor J Lo Bianco, Chief Executive, Language Australia

Dr R Watkins, General Manager, Planning, Department of Industrial Relations, Vocational Education and Training, Tasmania

Mr W Daniels, First Assistant Secretary, Schools Division, DEETYA

Ms G Shopen, Australian Catholic University, National Catholic Education Commission

Mr K Fotiadis, Principal Curriculum Officer, Department of Education and Children's Services, South Australia

Mr F Thomson, Executive Director, National Council of Independent Schools' Associations

Ms D Kerr, Executive Director, Department of Education, Western Australia

Dr J McMorrow, Acting Assistant Director-General, Department of Training and Education Co-ordination, New South Wales

Ms D Guest, Manager, Languages other than English and English as a Second Language Section, Directorate of School Education, Victoria

Mr D Edwards, Chief Executive, Victorian Chamber of Commerce and Industry

Professor D Power AM, Director, Language Australia Centre for Deafness and Communication Studies, Griffith University

Ms A Keski-Nummi, Assistant Secretary, Community Services, Department of Immigration and Multicultural Affairs

Mr L Coyne, Chair, Federation of Aboriginal and Torres Strait Islander Languages

Mr D Larkworthy, Senior Vice-President, Operations, American Express.

During 1996-97 the following people were also members of the board:

Ms F Hinton, Chief Executive, ACT Department of Education and Training

Mr R Verco, National General Manager of Operations and Programme Development, Telstra.

## **Funding**

In 1996-97 Language Australia received core grant funding of \$2.187m. This consisted of \$1.43m from the Schools Programme and \$0.25m from the Higher Education Programme of the Department, as well as \$0.5m from the Australian National Training Authority. It also received funding of \$236 000 from the Australian Research Council.

## **Contact Information**

Language Australia, Level 1 Northpoint Plaza, 8 Chandler St, PO Box 31, Belconnen ACT 2616, telephone (02) 6253 4622.

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## **National Centre for Vocational Education Research Ltd**

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### **Description**

The National Centre for Vocational Education Research is a national educational research and development organisation formed as a company limited by guarantee, its members being Commonwealth, State and Territory ministers responsible for vocational education and training.

### **Objectives and functions**

The Centre undertakes research and development projects that are of national significance to the vocational education and training sector and is responsible for collecting national vocational education and training statistics.

The Centre's top priority is the national statistics function which supports efforts to monitor and evaluate the outcomes and operations of the national vocational education and training system.

### **Membership**

The company is managed by a board of eight directors appointed for a term of three years. Membership of the board at 30 June 1997 was:

Mr P Kirby (Chair), retired public servant

Mr C Robinson, Managing Director, National Centre for Vocational Education Research

Ms D Bevan, Assistant Vice-President, Director of Employee Relations, McDonald's Australia Ltd

Mr P Harmsworth, Director, Office of Training and Further Education, Victoria

Mr I Hill, Chief Executive, Western Australian Department of Training

Mr K Peoples, Federal TAFE President, Australian Education Union

Ms A Raggatt, Director, Raggatt & Associates, Adelaide

Mr A Greer, First Assistant Secretary of the Vocational Education and Training Division in DEETYA

## **Funding**

The Commonwealth provided a core grant of \$534 000 for the operation of the Centre in 1995-96. This represents half the Centre's core income, with the other half being provided by States and Territories on a per capita basis.

## **Contact Information**

National Centre for Vocational Education Research Ltd, 252 Kensington Road, Leabrook, South Australia 5068, telephone (08) 332 7822, facsimile (08) 331 9211. The Department's contact officer is Mr Rod Manns, telephone (02) 6240 9345.

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## **National Employment and Training Taskforce (NETTFORCE)**

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### **Description**

NETTFORCE is an incorporated association registered in the Australian Capital Territory.

### **Objectives and functions**

NETTFORCE's objectives are to:

- obtain business and industry commitment to increasing the number of jobs available for unemployed people;

- obtain business and industry commitment to increasing entry level training places;
- promote speedy recognition of training under the National Framework for the Recognition of Training with the States and Territories;
- promote awareness of Commonwealth initiatives and gain commitment from business and industry; and
- provide interim approval (in accordance with the provisions of the National Training Wage Interim Award 1994 and other industrial arrangements) for National Training Wage training packages where there are delays or impediments, enabling employers to meet requirements under the training wage arrangements.

NETTFORCE is assisted by a number of bipartite industry training companies and is required to monitor their performance.

## **Membership**

Mr L Fox AO (Chair), Chairman Fox Holdings

Mr B Kelty, Secretary ACTU

Mr B Evans AM, Chief Executive, Metal Trades Industry Association

Hon J Kirner AM, Chair, Employment Services Regulatory Agency

Mr T Wright, Director and General Manager, the Regent, Sydney.

## **Funding**

The Commonwealth provides funding for the continued operation of the NETTFORCE secretariat, for industry training companies and for the secondment of training development and promotional officers from within the Department.

## **Contact information**

The NETTFORCE Secretariat is located at Level 6, 1 Bowen Crescent, Melbourne, 3004, (03) 9820 9244. The Department's contact officer is Mr Geoff Thompson (02) 6240 9894.

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## **Open Learning Technology Corporation**

### **Description**

The Open Learning Technology Corporation is a non-profit company owned by Commonwealth, State

and Territory ministers for education and training. It is limited by guarantee. The Corporation has been charged by ministers to manage the Education Network Australia(EdNA) Directory Service on the Internet. It is governed by a Board of Directors responsible to the ministers who are owners of the company. The Chief Executive Officer has responsibility for the operational management of the company and is appointed by the Board of Directors.

## **Funding**

Half of the recurrent funding for the Corporation's core services is provided by the Commonwealth with the remainder provided by States and Territories on a proportional basis by population.

## **Membership**

Commonwealth, State and Territory ministers of education and training are the members of the company. The Board includes one Commonwealth representative, currently Mr Bill Daniels, First Assistant Secretary, Schools Division.

## **Contact Information**

The contact for the Corporation is the Chief Executive Officer. Since early 1997 Mr Gerry White has acted in the position. He can be contacted at the Open Learning Technology Corporation, Mark Oliphant Building, Science Park Adelaide, Laffer Drive, Bedford Park, SA 5042, telephone (08) 8406 2200, facsimile (08) 8201 7810. The Corporation is on the Internet at <http://www.oltc.edu.au/>.

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## SECTION 4: STAFF TRAINING

This section provides information on structured training expenditure, staff participation and structured training programmes.

### **Expenditure**

The net structured training expenditure during 1996-97 (with subsidies or reimbursements deducted) was \$19.7m or 3.6% of total annual payroll (\$544m).

### **Number of staff**

The total number of staff who participated in structured training activities during 1996-97 was 10 163, of whom:

- 6 004 were women;
- 1 049 were of non-English speaking background;
- 510 were Indigenous; and
- 247 were people with disabilities.

The total number of staff in the Department as at 30 June 1997 was 10 389.

The total amount of training days by staff in structured training programmes during 1996-97 was 41 280.

### **Categories of structured training programmes**

The Department spent funds during 1996-97 on the following structured training programmes:

- Integrated Employment System;
- Initiatives of DEETPLAN - Aboriginal and Torres Strait Islander Recruitment and Career Development Plan;
- Remote Area Field Service CD-ROM training package;
- ASO5-6 Middle Management Development programmes including financial management training;

- Case management including Graduate Certificate in Case Management and client service and job seeker support panel packages;
- Computer aided learning packages for contracted case managers;
- Entry level programmes including ASO1-4 and Graduate Administrative Assistant;
- National trainer training programmes;
- Senior Management Development Programmes (including Mt Eliza and the Public Service and Merit Protection Commission modules); and
- Systems training (for example, mainframe and personal computer).

## **Work experience and unstructured training and development activities**

The Department had 11 external people undertake work experience for a total of 110 days.

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## SECTION 5: STAFF ON INTERCHANGE

### Departmental staff

	No.
The number of departmental staff who commenced a work placement with other employers in the Executive Development Scheme (EDS) or Senior Women in Management ( SWIM) scheme during 1996-97	8
The number of departmental staff who completed a work placement with other employers in the EDS or SWIM schemes during 1996-97	5
The total number of departmental staff participating in the schemes:	
who were women	7
identifying themselves as having a non-English speaking background	0
identifying themselves as Indigenous people	0
identifying themselves as people with disabilities	0
The total number of departmental staff participating in the schemes:	
whose APS employment was in Canberra	8
whose APS employment was outside Canberra	0

### Non-departmental staff

	<b>No.</b>
The total number of non-departmental staff placed in the Department through the EDS and SWIM schemes in 1996-97:	
who were women	1
identifying themselves as having a non-English speaking background	0
identifying themselves as Indigenous people	0
identifying themselves as people with disabilities	0
The total number of non-departmental staff participating in the schemes:	
whose APS employment was in Canberra	1
whose APS employment was outside Canberra	0

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## SECTION 6: CLAIMS AND LOSSES

This section provides information on specified categories of insurable or manageable claims and losses incurred by the Department. Details of claims and losses in the specified categories which individually cost the Department \$10 000 or more are set out below:

### \$10 000 to \$20 000

In this range, there were four claims during 1996-97 with costs to the Commonwealth:

<i>Claim</i>	<i>Amount</i>
Negligent misstatement as to entitlements of cadets	\$12 900
Alleged disability discrimination as a result of departmental practices	\$18 000
Alleged unfair dismissal from employment with an Area consultative committee	\$15 000
Compensation for personal injury caused by accident with Commonwealth motor vehicle	\$14 700

### \$20 000 to \$50 000

In this range, there were two claims during 1996-97 with costs to the Commonwealth:

<i>Claim</i>	<i>Amount</i>
Alleged disability discrimination as a result of departmental practices	\$35 000

Payment of legal fees as a result of settlement	\$21 000
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**\$50 000 and over**

In this range, there were two claims during 1996-97 with costs to the Commonwealth:

<i>Claim</i>	<i>Amount</i>
Damages for loss caused by the alleged negligent referral of a job seeker	\$58 300
Damages for personal injury caused by accident with Commonwealth motor vehicle and legal costs	\$123 300

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## SECTION 7: PURCHASING

### Gazettal of invitations and purchasing arrangements

Commonwealth Procurement Guideline No. 2, *Open and Effective Competition and Gazettal of Purchasing Information* requires departments to gazette all publicly available invitations to bid, and also to notify purchase arrangements with a value of not less than \$2 000 in the *Commonwealth Purchasing and Disposal Gazette*.

The Department detected 104 instances where the requirement to gazette invitations to bid and notify details of purchasing arrangements with a value of not less than \$2 000 was not met. The instances of non-gazettal are mainly attributed to restructuring, shortage of experienced staff, administrative oversights and system entry problems. The Department has now taken action to gazette the purchasing arrangements which were not notified.

There were also 448 instances where details of purchasing arrangements were not notified within six weeks. The number of late gazettals has decreased significantly from 1995-96 when there were 3016 instances.

### Remedial Action

In order to ensure that its purchasing notifications meet requirements, the Department has revised administrative practices and procedures, raised staff awareness and made sure that routine checks and reviews are utilised.

In the 1995-96 Annual Report the Department indicated that it intended to enhance its financial management information system to reduce the incidence of non-gazettal. However, all enhancements to the existing system were abandoned once a decision was made to introduce a new financial management system as part of the whole of government shared systems initiatives. The new system is expected to include automatic gazette notification processes.

## Information technology purchasing arrangements

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The Secretary has certified that information technology purchasing policies have been adhered to by the Department. The relevant internal guidelines are contained in the Secretary's Financial Management Instructions.

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## SECTION 8: PAYMENT OF ACCOUNTS

It is Commonwealth policy to pay its accounts on the due date. The due date is the date specified in the agreement with the supplier. Unless otherwise agreed with the supplier, the Commonwealth's standard terms are payment 30 days from acceptance of goods or services and the receipt of a correctly rendered invoice. Normally, claims should be endorsed with the due date for payment and be processed to ensure cheques are issued at least two days before the due date, thereby ensuring that, as far as possible, the claimant receives payment within the stipulated trading terms.

Taking account of the Commonwealth's standard terms of accounts payments 30 days from acceptance of goods and services and the receipt of a correctly rendered invoice, accounts processed by the Department in 1996-97 are as follows:

<i>Category</i>	<i>Number</i>
Payment before the due date	46 112
Payment on due date	891 760
Payment after due date <sup>(1)</sup>	36 104
Received during the year but not paid <sup>(2)</sup>	178
<b>Total accounts received by the Department during 1996-97</b>	<b>974 064</b>

Source: Department's primary financial management information system (FINEST).

### NOTES:

1. Of the payments after the due date, 34 254 accounts were paid within 30 days.
2. The definition of 'received during the year but not paid' includes:
  - o instances where the Department has received the invoice but not the goods;
  - o cases where there is a dispute between the Department and the creditor and payment (or a portion thereof) has been withheld; and
  - o instances where the due date for payment has not yet been reached.

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## SECTION 9: CONSULTANCIES

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This section provides information on consultancies used by the Department in 1996-97. Details have been grouped according to the Department's six programmes.

The Department engages individuals and companies to provide professional services when the required services are not available from the Department's own staffing resources at the time. These professional services fall into four distinct categories:

- consultants;
- contractors for services;
- specialists/professionals; or
- fee for service providers and brokers.

Consultants are normally engaged to:

- advise or recommend courses of action, usually in a written report;
- investigate and review a specific aspect of departmental operations;
- meet departmental objectives but produce independent solutions and recommendations on issues;
- define their own approach to work in consultation with departmental staff; and
- provide a service which is usually of a non-recurring nature.

Contractors undertake specified line tasks, possibly recurring, to meet workload peaks. Specialists/professionals are more limited in that they provide a specialised service within a short period of time. Fee for service providers/brokers are engaged to deliver labour market training or job related services.

The decision to engage a consultant is made by programme managers in accordance with guidelines contained in the *Secretary's Management and Finance Instruction 37: Engaging Consultants and Contractors for Services* (a Departmental management instruction) and *Commonwealth Procurement Guideline 13: Contracting for Consultancy Services* (available from the Commonwealth Government Bookshop).

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### Key to list of consultancies in 1996-97

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#### Code A: reason for use of consultancy services

- |    |   |
|----|---|
| IS | Need for independent study/evaluation.  |
| PA | There was a need for professional assistance to manage and facilitate change and its consequence. |

- RA** Rapid access to the latest technology and experience in its application was required.
- SS** Specialist skills were not otherwise available.

### Code B: reason for advertising or non-advertising of consultancy

- 1** Advertised as a public invitation in the *Commonwealth Purchasing and Disposals Gazette* in line with Finance Regulation 43A and *Commonwealth Procurement Guideline 2, Open & Effective Competition and Gazettal of Purchasing Information*.
- 2** Not advertised, and authorised officer confined the tender to known suppliers or particular market section.
- 3** Not advertised; the cost was of low value and effective competition already existed.
- 4** Not advertised; effective competition and value for money was obtained, for example, via a national supply agreement.
- 5** Not advertised; market intelligence and location were considered, for example, advertising in local newspaper for cleaning or small scale maintenance services in a relatively isolated country location. Exemption was obtained because:
- 6**
- advertising was impractical because sole supplier and/or supplier superior in terms of expertise, capacity and value for money; or
  - it was inexpedient to advertise.

### 1996-97 Departmental consultancies

#### Summary of consultancies used by the Department in 1996-97

The following table summarises by programme the number of consultancies undertaken for the Department in 1996-97 and the total expenditure on them. Corresponding figures for 1995-96 (from *Annual Report 1995-96*) are included for comparison.

#### Consultancies: summary of usage by Department

Programme	1996-97		1995-96	
	Number	Cost (\$'000)	Number	Cost (\$'000)
1	7	839	15	609
2	16	582	30	1 125
3	5	219	4	37
4	20	1 660*	13	230
5	3	38	12	172
6	58	1 874*	78	3 443
<b>Total</b>	<b>109</b>	<b>5 212*</b>	<b>152</b>	<b>5 616</b>

Source: departmental records

\* Supplementary information, amended as at 15 May 1998.

## Details of consultancies in 1996-97

### Programme 1

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		
<b>Australian Centre for Equity through Education</b>	Prepare a report on the appropriate directions for education providers and communities to consider in improving education outcomes for Indigenous students to ensure Commonwealth programmes support such directions for improvement	59 225	SS	1
<b>Australian Council for Educational Research</b>	Conduct 1996 sample study on the social objectives of schooling	90 000	SS	1
<b>Australian Council for Educational Research</b>	National school English literacy survey and analysis of results	544 584	SS	6
<b>Australian Council for Educational Research</b>	Benchmarking the results of the national school English literacy survey	28 000	SS	6
<b>Australian Council for Educational Research</b>	Key competencies assessment and reporting project	23 835	SS	6
<b>Australian Council for Educational Research</b>	School-based assessment and reporting key competencies	65 500	SS	6
<b>Centre for Labour Market Research</b>	Impact of financial incentives on recruitment of entry level trainees by employers	28 000	SS	1
	<b>Subtotal Programme 1</b>	<b>839 144</b>		

### Programme 2

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		
<b>Australian Government Actuary</b>	Actuarial examination of HECS doubtful debt and development of a HECS ready reckoner	20 994	SS	1
<b>Bruce Young</b>	Evaluation of higher education institutions in Ethiopia, Eritrea and Kenya	3 000	SS	1
<b>Centre for Continuing Education, Australian National University</b>	Evaluation of the small grants scheme	69 000	IS	2
<b>Indian Ocean Centre</b>	Report on teacher education institutions in Zimbabwe	2 742	SS	2
<b>Julia Hoffman</b>	Computer aided trial testing for the national veterinary and diatetics exams for NOOSR	7 275	SS	1
<b>Kevin Fagg</b>	Evaluation of higher education institutions in Ethiopia, Eritrea and Kenya	3 000	SS	1
<b>Keys Young Pty Ltd</b>	Evaluation of NOOSR bridging courses for the overseas trained programme	14 715	IS	1

<b>KPMG Management Consulting</b>	Advise universities on quality assurance for Composite Index publications data for Research Quantum. The contract was for the purposes of an audit of the 1995 Composite Index research publications data submitted by universities	71 791	<b>SS</b>	<b>6</b>
<b>KPMG Management Consulting</b>	Consultancy services to advise on an appropriate methodology of implementing research grant funding adjustments and penalties	4 650	<b>IS</b>	<b>1</b>
<b>Michael Harrison</b>	Development of procedures handbook for veterinary science clinical examiners	5 000	<b>SS</b>	<b>1</b>
<b>Network Sound and Vision Pty Ltd</b>	Additional work on pre-production stage of a three phase communication launch	7 296	<b>SS</b>	<b>1</b>
<b>Network Sound and Vision Pty Ltd</b>	Advice and development work on pre-production stages of research grants communication project	107 761	<b>SS</b>	<b>1</b>
<b>Network Sound and Vision Pty Ltd</b>	Pre-production and production stages of a three phase communication launch	18 100	<b>SS</b>	<b>1</b>
<b>Royal Melbourne Institute of Technology</b>	Liaison on the development of an electronic grants management system	12 654	<b>SS</b>	<b>1</b>
<b>Softerm Australia</b>	Modifications to DEETYAPAC software	106 850	<b>SS</b>	<b>1</b>
<b>Unisys Australia Ltd</b>	Change management, business re-engineering and scoping services	127 215	<b>IS</b>	<b>1</b>
	<b>Subtotal Programme 2</b>	<b>582 043</b>		

### Programme 3

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		
<b>Allen Consulting Group Pty Ltd</b>	Review of the impact of entry level training incentives on employers	126 220	<b>IS</b>	<b>6</b>
<b>Australian Council for Education Research</b>	Preparation of a country background report on Australia for the OECD Thematic Review of the Transition from Initial Education to Working Life	27 400	<b>SS</b>	<b>2</b>
<b>Corr Solutions</b>	The identification of opportunities for New Apprenticeships	29 970	<b>SS</b>	<b>2</b>
<b>Peter Kearns and Associates</b>	National consultations on Australia/New Zealand mutual recognition of vocational education and training qualifications	20 000	<b>SS</b>	<b>4</b>
<b>Russell Reynolds</b>	Executive search for the chair of board of Open Learning Technology Corporation Ltd	15 000	<b>IS</b>	<b>3</b>
	<b>Subtotal Programme 3</b>	<b>218 590</b>		

### Programme 4

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		
<b>Australian Bureau of Statistics</b>	1996 Training Expenditure Survey and 1997 Training Practices Survey	929 925*	<b>SS</b>	<b>2</b>

<b>Australian Bureau of Statistics</b>	1997 Survey of Education and Training - DEETYA contribution	200 000	SS	2
<b>Blake Dawson Waldron</b>	Assist DEETYA with tender process for employment services	225 000	SS	4
<b>Caera</b>	Consultancy services for new business opportunities arising from major mining and related development	9 000	IS	6
<b>Change Plus Counselling and Assessment Centre</b>	Facilitation of Pathfinder	18 000	PA	1
<b>Department of Immigration and Multicultural Affairs</b>	Department of Immigration and Multicultural Affairs survey	50 000	SS	2
<b>Gibson Associates</b>	Analysis of casual labour market and potential for future labour use requirements for Moorooka CES	24 720	IS	2
<b>Hardie Design</b>	Design and testing of labour market programme forms	5 600	SS	1
<b>Interlock</b>	Employee assistance programme	15 306	SS	1
<b>John E Gumbley</b>	Deliver a strategic approach for the Mt Isa CES to implement an out-of-area job seeker referral process	15 000	SS	6
<b>KPMG Management Consulting</b>	Job brokerage benchmarking consultancy	79 696	SS	4
<b>Lorraine Brophy &amp; Associates</b>	To provide consultancy services for a CESPLUS bid	2 635	SS	6
<b>Mark Carew and Associates</b>	Analysis of casual labour market and potential for future labour use requirements for Logan CES	5 150	IS	2
<b>Melbourne Institute of Applied Economics</b>	Assess the importance of various characteristics on the probability of becoming unemployed for young people aged 15-19, using a statistical multivariate approach	8 000	SS	6
<b>National Key Centre in Industrial Relations</b>	Evaluation of pilots in Australian vocational training systems enterprise and small business stream	44 847	SS	1
<b>Occupational Services of Australia</b>	Employee assistance programme	3 120	SS	6
<b>Quantitative Evaluation and Design Pty Ltd</b>	Analyse the Youth Longitudinal surveys to describe the employment and unemployment patterns of school leavers up to five years after leaving school - Stage 1	2 640	SS	6
<b>Quantitative Evaluation and Design Pty Ltd</b>	Analyse youth longitudinal surveys to describe the employment and unemployment patterns of school leavers up to five years after leaving school - Stage 2	4 400	SS	6
<b>Susan Munter Communications Pty Ltd</b>	<i>Women and Work</i> newsletter	13 400	SS	1
<b>University of Western Sydney, Nepean</b>	<i>Pregnant Futures</i> - profiling pregnant youth in Sydney's West	3 450	SS	2
	<b>Subtotal programme 4</b>	<b>1 659 889*</b>		

\*Supplementary information, amended as at 15 May 1998.

#### Programme 5

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		

<b>Denis Ives and Associates</b>	AUSTUDY review project	20 000	<b>IS</b>	<b>6</b>
<b>Dwyer Terence</b>	Specialist services on complex AUSTUDY asset and income cases	10 900	<b>SS</b>	<b>2</b>
<b>Ernst and Young</b>	Specialist services on complex AUSTUDY asset and income cases	7 270	<b>SS</b>	<b>2</b>
	<b>Subtotal programme 5</b>	<b>38 170</b>		

## Programme 6

<i>Consultant</i>	<i>Description</i>	<i>Amount Paid</i>	<i>Code A</i>	<i>Code B</i>
		(\$)		
<b>Acumen Pty Ltd</b>	Conduct a business planning workshop	9 000	<b>SS</b>	<b>1</b>
<b>Affirmative Action in Training</b>	<i>Women in Vocational Training and Education: Equity by the Year 2000?</i> The aim of the project was to monitor the implementation of training reforms and critically evaluate the extent to which women's entry into non-traditional vocational training and employment was facilitated by the new training structures coming into being through the National Training Reform Agenda and <i>Working Nation</i> initiatives	12 451	<b>SS</b>	<b>1</b>
<b>AGB McNair</b>	Public Employment Placement Enterprise (PEPE) market research	87 500	<b>IS</b>	<b>6</b>
<b>Allen Consulting Group Pty Ltd</b>	Review of the Australian International Education Foundation	105 324	<b>IS</b>	<b>2</b>
<b>Ashfield Consulting Pty Ltd</b>	Deliver analysis, impact statement and development criteria on the office requisites and paper industry	44 062	<b>SS</b>	<b>1</b>
<b>Asian Relations Trade and Industry of NT</b>	Tertiary and vocational education and training reforms project	20 000	<b>SS</b>	<b>6</b>
<b>Asia-Pacific Research Institute</b>	Forecasting and strengthening the labour market	127 980	<b>SS</b>	<b>6</b>
<b>Asia-Pacific Research Institute</b>	National lead institute for the business management network of the Asia Pacific Economic Cooperation (APEC) human resource development working group	2 000	<b>SS</b>	<b>1</b>
<b>Asia-Pacific Research Institute</b>	National lead institute for the business management network for economic development management of the APEC human resource development working group	2 000	<b>SS</b>	<b>6</b>
<b>Australian Quality Council</b>	Review of PEPE establishment in the context of the Australian Quality Council standards	3 000	<b>IS</b>	<b>3</b>
<b>Brewster Education and Training Services</b>	Implementation of the second technical and vocational education and training system in the Philippines - Asian Development Bank	72 900	<b>SS</b>	<b>6</b>
<b>Brewster Education and Training Services</b>	Schools industry training project -Indonesia	28 681	<b>SS</b>	<b>6</b>
<b>Caera</b>	Identify and undertake preliminary analysis of businesses that would be consistent with the ideal recruitment service	6 180	<b>IS</b>	<b>6</b>
<b>Cavell and Associates Pty Ltd</b>	Personal success training 1997	8 850	<b>PA</b>	<b>6</b>

<b>Centre for Applied Economic Research</b>	New business opportunities in the NT recruitment labour hire	5 259	<b>IS</b>	<b>3</b>
<b>Coopers &amp; Lybrand (ACT) Pty Ltd</b>	Development of costing framework and planning model for PEPE	56 500	<b>PA</b>	<b>2</b>
<b>Coopers and Lybrand</b>	PEPE business planning	197 500	<b>PA</b>	<b>1</b>
<b>Corrs Chambers Westgarth</b>	Seminars on the <i>Workplace Relations Act 1996</i>	21 001	<b>SS</b>	<b>2</b>
<b>Deakin University</b>	Develop and deliver professional education programme for DEETYA	36 000	<b>PA</b>	<b>6</b>
<b>Devitt John</b>	Implementation of the second technical and vocational education and training system in the Philippines - Asian Development Bank	35 951	<b>SS</b>	<b>6</b>
<b>Devitt John</b>	Tertiary and vocational education and training reforms project	9 845	<b>SS</b>	<b>6</b>
<b>Dennis Ives &amp; Associates</b>	Oversee the identification of DEETYA Network staff to transfer to the Commonwealth Service Delivery Agency (CSDA)	11 000	<b>PA</b>	<b>6</b>
<b>Donald Swan</b>	Consultancy fees for executive chair PEPE Ltd	30 000	<b>PA</b>	<b>1</b>
<b>Due Diligence Consultants</b>	Employment services tender - financial viability	3 638*	<b>SS</b>	<b>6</b>
<b>Due Diligence Consultants</b>	Employment services tender - financial viability	21 374*	<b>SS</b>	<b>6</b>
<b>Egon Zehnder International</b>	Executive search for executive chair and board for PEPE	169 031	<b>SS</b>	<b>2</b>
<b>Enterprise Design Associates</b>	Authoring a compendium of effective practices in the VET sector in international education and training	19 043	<b>SS</b>	<b>2</b>
<b>Ernst and Young</b>	Pre-implementation review of Integrated Employment System 5	29 280	<b>SS</b>	<b>1</b>
<b>Forum Corporation Pty Ltd</b>	To provide and conduct a change management workshop for the Area management group, North Queensland	8 732	<b>PA</b>	<b>6</b>
<b>Gil Sawford</b>	Career workshop	2 400	<b>PA</b>	<b>5</b>
<b>Gil Sawford</b>	Career workshop, Gaining from Change	5 000	<b>PA</b>	<b>6</b>
<b>Gkl Consulting</b>	Implementation of the Turkey Labour Adjustment Project	25 050	<b>SS</b>	<b>6</b>
<b>Henalarn Pty Ltd</b>	Review and finalise selection of HRMS/FMS vendor	5 000	<b>PA</b>	<b>2</b>
<b>Institution of Engineers Australia</b>	APEC human resource	65 000	<b>SS</b>	<b>6</b>
<b>James Cook University of North Queensland</b>	Undertake preliminary analysis of the market and possible business opportunities for PEPE in Northern Australia and provide training services	6 180	<b>IS</b>	<b>6</b>
<b>James Cook University of North Queensland</b>	Investigate market opportunities available to the PEPE for new business opportunities arising from major mining and related development	9 000	<b>IS</b>	<b>6</b>
<b>John Nathan and Associates</b>	Implementation of the Second Technical and Vocational Education Project in the Philippines	33 450	<b>SS</b>	<b>6</b>
<b>Kenbardi Enterprises</b>	Co-ordinating and editing support services on the final report	3 230	<b>SS</b>	<b>6</b>
<b>Keys Young Pty Ltd</b>	Employment strategies for severely disadvantaged	25 000	<b>IS</b>	<b>1</b>

<b>Keyword Group</b>	Change management training for all staff within Area Hunter Northern	18 350	<b>PA</b>	<b>6</b>
<b>KPMG Management Consulting</b>	Consultancy services to develop Excel spreadsheets	18 000	<b>SS</b>	<b>2</b>
<b>Lyncroft Consulting</b>	Professional services in the assessment and selection CES managers	3 000	<b>IS</b>	<b>2</b>
<b>Monsoon Consulting</b>	To assist in the preparation and completion of tender submission documents for northern Queensland region public employment enterprise	5 826	<b>SS</b>	<b>6</b>
<b>Morgan &amp; Banks Ltd</b>	Develop and deliver workshops: Managing Career and Organisational Change (1) for managers (2) for staff	32 872	<b>PA</b>	<b>4</b>
<b>Mountaincraft Pty Ltd</b>	Supervisor leadership development programme 1997	24 350	<b>PA</b>	<b>6</b>
<b>National Institute of Labour Studies</b>	Barriers to women's participation in the labour market	16 134	<b>SS</b>	<b>1</b>
<b>Price Waterhouse Urwick</b>	PEPE - IT support consultancy	54 850	<b>SS</b>	<b>2</b>
<b>Reengineering Australia Pty Ltd</b>	Review of DEETYA International Services	63 000	<b>IS</b>	<b>6</b>
<b>Rim International Pty Ltd</b>	Develop and implement industrial relations framework	19 000	<b>PA</b>	<b>2</b>
<b>Strategic Growth Pty Ltd</b>	Developing client service standards in all Australian Education Centres in overseas countries	8 163	<b>PA</b>	<b>1</b>
<b>Transport Storage and Distribution Training</b>	Women's participation and access to courier operations	21 620	<b>SS</b>	<b>1</b>
<b>University of South Australia</b>	Job compact and women's re-entry into the labour force	17 737	<b>SS</b>	<b>1</b>
<b>Value Creation Group Pty Ltd</b>	Facilitation of Senior Executive Service meeting	9 329	<b>SS</b>	<b>3</b>
<b>Victoria University of Technology</b>	Staff training and development evaluation	21 039	<b>IS</b>	<b>3</b>
<b>Walter and Turnbull</b>	Risk assessment of the PEPE implementation	16 050	<b>IS</b>	<b>2</b>
<b>Whizzbang Art</b>	Development of corporate name and image for PEPE	11 000	<b>SS</b>	<b>3</b>
<b>Worthington di Marzio</b>	Creative concept testing benchmark and tracking research to aid in the development and evaluation of a public information programme about New Apprenticeships and national qualifications	144 859	<b>IS</b>	<b>4</b>
<b>Worthington di Marzio</b>	Research-based input into development of marketing campaign about New Apprenticeships and national qualifications	2 326	<b>IS</b>	<b>4</b>
	<b>Subtotal programme 6</b>	<b>1 873 897*</b>		

\* Supplementary information, amended as at 15 May 1998.

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## SECTION 10: PROPERTY USAGE

### Summary

The Department held some 350 000 square metres of office accommodation in 362 buildings throughout Australia as at 30 June 1997. Of the total office floor space occupied, 15 per cent was in Canberra, 47 per cent in State capital cities and 38 per cent in regional centres. Total property operating expenditure for the year was \$112.5m. Rental costs (including outgoings) were \$103.2m (\$296 per square metre) and the average space provision was 31 square metres per staff member, based on an average staffing level (ASL) of 11 153 during 1996-97.

As from 1 July 1997 the Department's leased floor space reduced to 309 600 square metres (350 buildings) as a result of property transfers to Centrelink and the surrender of excess space in Commonwealth-owned buildings. Similarly, the Department's staffing level dropped to 8 056 ASL on 1 July 1997 with the transfer of staff to Centrelink, resulting in a floor space to ASL ratio of 38 square metres per ASL.

The Department is reducing its property lease commitments as opportunities arise. However, until the tendering for employment services is completed in early 1998 and the Public Employment Placement Enterprise assumes responsibility for the office space it requires to meet its business needs, the Department is required to continue to provide services through the existing Commonwealth Employment Service network.

### Dead rent

The total value of dead rent paid by the Department in 1996-97 was \$686 426 for the seven properties listed below:

- **50 Pirie Street, Adelaide SA.** This office was closed as a result of a rationalisation of the Department's services in the Adelaide City area. The staff and functions previously located at 50 Pirie Street were relocated to existing departmental office space at 115 Grenfell Street, Adelaide. The site comprises two leases that have a combined floor space of 1 012 square metres and has been vacant since 11 October 1996. Negotiations are continuing to either buy out the remaining terms of the leases or sublet the premises. As at 30 June 1997, \$145 184 had been paid in dead rent.

- **1 Boolwey Street, Bowral NSW.** Work commenced on the construction of a purpose-built CES office in 1995 and construction was completed in July 1996. With subsequent changes to the Department's servicing role, a decision was taken to delay the fit out until future servicing requirements became clearer. Negotiations were started for Centrelink to take over the premises. Agreement was reached and the building transferred to Centrelink from 1 July 1997. The building was vacant for the period from 12 July 1996 to 30 June 1997 and during that time dead rent of \$103 086 was accrued.
- **1 May Road, Lalor Vic.** This office accommodated the Lalor Youth Access Centre (YAC) from 1994 through until June 1996. With the rationalisation of the Department's services the YAC was consolidated with the Epping CES Office. Efforts to sublet the site proved unsuccessful and it is now likely that the property will be surrendered when the lease expires in 1997. The building was vacant during the 1996-97 financial year and the dead rent paid was \$17 093.
- **11-17 Leveson Street, North Melbourne.** This office was one of the 26 CES offices closed as part of the rationalisation of the Department announced by the Government in June 1996. The office closed on 30 August 1996 and efforts to sublet the site proved unsuccessful. The site will be surrendered when the lease expires in 1997. The dead rent paid on this site during 1996-97 was \$78 714.
- **4-6 Bond Street, Ringwood Vic.** Work commenced on this colocated (with the Department of Social Security) purpose-built office in 1995 and construction was completed in July 1996. The original plan had been to relocate the Ringwood CES Office from its existing premises at Maroondah Highway, Ringwood, to Bond Street, Ringwood. The plan was abandoned when the changes to the Department's structure and servicing role were announced in 1996. The Department is currently seeking sub-lessees for the premises. The total dead rent paid on this property during 1996-97 was \$188 547.
- **278-280 Coventry Street, South Melbourne.** This office was one of the 26 CES offices closed as part of the rationalisation of the Department announced by the Government in June 1996. The office closed on 2 August 1996 and efforts to sublet the site proved unsuccessful. The site was surrendered when the lease expired on 30 June 1997. The dead rent paid on this site during 1996-97 was \$103 583.
- **129 Timor Street, Warrnambool Vic.** This office was purpose-built for the Department to allow for the consolidation of CES services in Warrnambool. It was completed in August 1996 but the fitting out of the building was delayed for some time, as a result of the rationalisation of the Department's services during 1996. The building was occupied on 31 May 1997. The dead rent paid at this site during 1996-97 was \$50 219.

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## Staff housing

As at 30 June 1997 the Department owned 91 houses with an estimated value of \$10.8m and leased four additional houses. During 1996-97 the Department sold seven houses and leased one additional house.

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## Capital works

The Department had no capital works projects with costs in excess of \$6m constructed or under construction in 1996-97.

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## Office space usage by programme

The following table sets out office usage on a programme basis:

Office usage by sub-programme 1996-97

<i>Programme</i>	<i>ASL</i>	<i>Square metres</i>	<i>Cost (\$m)</i>
1.1 General assistance	111	3 500	2.1
1.2 Targeted assistance	38	1 200	0.7
2.1 Higher education system	92	2 900	1.8
2.2 Targeted research and scientific development	40	1 200	0.8
2.3 Recognition of overseas skills	32	1 000	0.6
3.1 Training reform	112	3 500	2.2
3.2 Australian National Training Authority	8	200	0.2
4.1 Job seeker registration, assessment and referral	2 207	69 200	42.7
4.2 Employment participation	1 365	42 800	26.4
4.3 Employer and industry servicing	1 481	46 500	28.7
4.4 Case management services	1 657	52 000	32.0
4.5 Aboriginal employment and training assistance	85	2 700	1.6
4.6 Case management processes	0	0	0.0
5.1 Education assistance and income support	979	30 700	18.9
5.2 Youth policy and support	242	7 600	4.7
5.3 Aboriginal education	333	10 400	6.4
6.1 Executive management	515	16 200	10.0
6.2 Corporate infrastructure and management	1 756	55 100	34.0
6.3 International participation and services	100	3 100	1.9
<b>Total</b>	<b>11 153</b>	<b>350 000</b>	<b>215.7</b>

Space usage has been estimated on a pro rata basis relative to attributed ASL, in accordance with the Department's *Cost Attribution Guide* and *End of Year Guidelines* (primarily based on information contained in NOMAD - the Department's primary human resource management system).

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## SECTION 11: REPORTS BY AUDITOR-GENERAL

The following information summarises the findings of Auditor-General reports tabled in Parliament in 1996-97 that relate to programmes administered by the Department. Detailed information on the Department's response is included in the Ministers' Biannual Reports to the Minister for Finance, copies of which are made available to the Australian National Audit Office (ANAO) and the Joint Committee of Public Accounts.

### Details of reports tabled in Parliament during 1996-97 that affect the Department

#### AUDIT REPORT NO. 6 OF 1996-97, COMMONWEALTH GUARANTEES, INDEMNITIES AND LETTERS OF COMFORT (tabled 12 September 1996)

The audit examined Commonwealth guarantees, indemnities and letters of comfort in relation to:

- the potential size of the Commonwealth's exposure to these instruments;
- the extent to which the overall exposure of the Commonwealth is managed and monitored;
- the adequacy of administrative reporting arrangements;
- areas of better administrative practice relating to their management; and
- raise agencies' awareness of appropriate risk management and accountability practices in relation to these instruments.

#### Recommendation 1

That all relevant agencies conduct a review of their records to ensure that they have a complete register of all Commonwealth guarantees, indemnities and letters of comfort within their portfolios.

#### Recommendation 4

The ANAO recommended that, where applicable:

- agencies develop a risk management plan for the management of off-balance sheet liabilities; and
- there be an explicit link between the risk management plan for off-balance sheet liabilities and their corporate risk management plan to ensure effective and consistent management of Commonwealth guarantees, indemnities and letters of comfort.

### **Recommendation 6**

The ANAO recommended that, where appropriate and commercially practical, time limits, termination clauses and financial limits should be stipulated by agencies when issuing Commonwealth guarantees, indemnities and letters of comfort.

### **Recommendation 7**

The ANAO recommended that agencies review their authorisation arrangements, particularly those relating to officers' authorisation to bind the Commonwealth to contractual arrangements pertaining to the issue of Commonwealth indemnities.

### **Recommendation 8**

The ANAO recommended that agencies consider introducing contract registers which are regularly monitored to facilitate and enhance the records management of their contingent liabilities.

### **Recommendation 10**

The ANAO recommended that agencies regularly review the effectiveness of their reporting and monitoring arrangements for guarantees, indemnities and letters of comfort to ensure that the Commonwealth's interests are protected for the legal duration of the instruments.

### **Recommendation 11**

The ANAO recommended that agencies establish well documented procedures to ensure the effective review and evaluation of their financial exposures as a result of Commonwealth guarantees, indemnities and letters of comfort.

### **Recommendation 14**

The ANAO recommended that agencies entering into any form of written commercial arrangement should undertake a formal process of contracting vetting to ensure that the Commonwealth exposure to risk is minimised.

**Action taken (all recommendations):** The Department considered the 14 recommendations and determined that they were only of minor relevance to the Portfolio, given the financial and accounting policies set down in the Secretary's Management and Financial Instructions for staff to manage these liabilities.

Following tabling of the Joint Committee of Public Accounts Report 350 recommending that the Department of Finance and Administration obtain detailed up-to-date statements on guarantees, indemnities and letters of comfort, the Department initiated action to address each relevant recommendation contained in the report and provided appropriate responses to the Joint Committee of Public Accounts and the Minister for Finance and Administration.

## **AUDIT REPORT NO. 7 OF 1996-97, IT ACQUISITION COUNCILS (tabled 17 September 1996)**

The objective of the audit was to determine whether:

- Information Technology (IT) Acquisition Councils in agencies essentially met their objectives as stated in the IT Acquisition Council Guidelines;
- council members substantially fulfilled their roles and responsibilities, including providing advice regarding relevant government policy; and
- councils add value and assurance in meeting accountability requirements to the acquisition process.

The audit examined council processes in five agencies - National Library of Australia, Australian Taxation Office, Department of the Parliamentary Reporting Staff, Department of Foreign Affairs and Trade and DEETYA.

### **Recommendation 1**

The ANAO recommended that greater emphasis be given to consideration of outsourcing options during council deliberations. To assist this process it recommended that the Office of Government Information Technology finalise and publish guidelines as soon as practicable.

**Action taken:** Since the establishment in 1994 of the Department's Standing IT Acquisition Council outsourcing as an option was regularly considered.

### **Recommendation 2**

The ANAO recommended that standing IT Acquisition Councils have the opportunity to review and provide input to the proponent agency's IT strategic plan and provide advice on whether the plan is technically sound, cost-effective and practical.

**Action taken:** The standing IT Acquisition Council examined and endorsed the Department's IT Strategic Plan

### **Recommendation 3**

The ANAO recommended that agencies provide council members with feedback regarding successes or difficulties encountered during the implementation phase of proposals, as a means of ensuring continuous improvement in the acquisitions process.

**Action taken:** The Department confirmed that established arrangements were in existence to provide regular feedback to council members on previously approved projects.

#### **Recommendation 4**

The ANAO recommended that IT Acquisitions Councils give greater focus to risk management aspects of proposals, including providing assurance that non-technical and implementation risks have been fully addressed.

**Action taken:** All proposals submitted to council included risk management considerations.

#### **Recommendation 5**

The ANAO recommended that all council members be adequately briefed regarding their roles and responsibilities as IT Acquisition Council members prior to taking up membership on councils.

**Action taken:** The Department confirmed that new members of the council are normally briefed prior to taking up membership.

#### **Recommendation 6**

The ANAO recommended that, to overcome any perceptions regarding lack of autonomy of independent members, consideration be given to the Office of Government Information Technology being responsible for the selection and briefing of the independent member in consultation with other agencies.

**Action taken:** The Department indicated that it had no objection in principle to this recommendation, and was happy for it to be progressed by the Office of Government Information Technology.

#### **Recommendation 7**

The ANAO recommended that agencies ensure councils are provided with all relevant information to enable fully informed decision making.

**Action taken:** The Department indicated that all proposals submitted are comprehensive and contained all relevant information to enable full discussion by members.

#### **Recommendation 8**

The ANAO recommended that agencies forming IT Acquisition Councils advise the Minister responsible for the agency of his or her right of representation on the council, consistent with current guidelines.

**Action taken:** The Department considered that this recommendation required further examination

because at first reading it did not permit the Minister to remain at arms-length from council decisions. Further reporting and discussion of the recommendation with the Minister is ongoing and will be finalised in due course.

### **Recommendation 10**

The ANAO recommended that, given the dual role of the Department of Administrative Services (DAS) of providing advice and being able to bid for an agency's business, where DAS and the agency involved perceive a potential conflict of interest, consideration be given to the agency finding an alternative means of obtaining advice.

**Action taken:** The Department supported this recommendation and indicated that it would be implemented should the situation arise.

### **Recommendation 11**

The ANAO recommended agencies consider including on councils representatives from other agencies that have related interests.

**Action taken:** The Department has already implemented this recommendation to the extent that the Department of Social Security is represented on the council.

### **Recommendation 12**

The ANAO recommended that consideration be given to including whole of government technology issues in the IT Acquisition Council process.

**Action taken:** Membership of the council, particularly through the presence of the Department of Finance and Department of Administrative Services, ensured that whole of government technology issues were taken into account when considering proposals.

## **AUDIT REPORT NO. 16 OF 1996-97, PAYMENT OF ACCOUNTS (tabled 25 November 1996)**

The main objectives of the audit were to assess the management and administration of the payment of accounts function in the Commonwealth and to identify, develop and report better practice to promote overall improvements in public administration.

### **Recommendation 1**

The ANAO recommended that agencies:

- establish credible performance indicators for measuring the effectiveness and efficiency of the accounts processing function; and
- develop regular reporting mechanisms for monitoring actual performance against the indicators and clear procedures for actioning of the related reports by executive management.

**Action taken:** The findings from an internal Benchmarking Costing Study conducted in 1996 together with other data extracted from the Department's accounting system (FINEST) are used to establish performance indicators for accounts processing work. This has so far resulted in establishing the cost of accounts processing in the Department's Administrative Services Bureau and the number of invoices processed annually per full-time employee.

## **Recommendation 2**

The ANAO recommended that agencies review the verification procedures applied to payments within the prescribed classes as defined by Finance Regulations, with a view to limiting verification procedures.

**Action taken:** Following a review the Department implemented a revised risk management threshold of \$5 000 for the registration and certification of accounts by the same officer. The Department has examined other risk management options for payments processing.

## **Recommendation 6**

The ANAO recommended that agencies consider undertaking a cost-benefit analysis of modification of their systems to enable direct credit to be the primary mode of payment for goods and services, travelling allowance and other non-salary allowances, in the light of the number and cost of such transactions.

**Action taken:** This recommendation was implemented by the Department in February 1994 when direct credit was adopted as the standard means of payment.

## **Recommendation 7**

The ANAO recommended that, where practicable, all inter-agency payments be made by way of direct credit, immediately following any verification processes.

**Action taken:** In line with the policy specified in Recommendation 6, this recommendation was implemented by the Department wherever possible. Direct credit payments are being made to DAS Fleet, Department of Finance, Australian Government Publishing Service and the Australian Property Group to name a few. The main problem in having all agencies agree to this method of payment is the limitation in respect of the payee reference field on FINEST which is currently limited to 18 characters. Most agencies found this insufficient for accounting purposes and therefore were reluctant to agree to this method of payment.

## **Recommendation 8**

The ANAO recommended that, where practicable and cost-effective agencies:

- enhance or replace their accounts payable system to provide increased automated facilities for the sorting, batching, reporting and reconciling of payments; and

- ensure that users are suitably trained in the operation of system capabilities.

**Action taken:** The system functionality requirements of this recommendation are reflected in FINEST. In relation to system training, a comprehensive training programme is provided to all FINEST users and system access is provided only to those who demonstrate the required level of competency.

## **AUDIT REPORT NO. 19 OF 1996-97, RESULTS OF THE 1995-96 FINANCIAL STATEMENTS AUDITS OF COMMONWEALTH ENTITIES (tabled 10 December 1996)**

Under the *Audit Act 1901* and other legislation the report has enabled the Auditor-General to inform Parliament on the audits of financial statements of Commonwealth entities for 1995-96, and is in line with the Government's policy for timely public reporting of financial information. It also provides a summary of the opinions formed on those entities' financial statements and the matters and recommendations raised.

Matters reported relate primarily to issues on internal control structures and information technology. These are issues that require ongoing attention even where the primary focus is on programme outcomes.

### **Information Technology (IT) Matters**

**Paragraph 7.12:** Other IT matters noted which should be addressed by the Department as a priority covered aspects of access control and backup arrangements. These included:

- many users have a security privilege which allows the user to start and stop mainframe programmes. The system of control over departmental data is therefore weakened.

**Action taken:** The list of authorised owners of special privileges has been revised and published. It is being monitored on an ongoing basis by the Security Section. The allocation of security privileges is also being monitored on an ongoing basis.

- several users have access to the record of all events in the operating systems environment. The ability to write this record should be restricted to an appropriate number of users.

**Action taken:** The set of authorised users has been reviewed and 'firecall' procedures upgraded to ensure minimum exposure.

- although IT recovery plans exist for the Department's four critical applications, business recovery plans have not been addressed by the associated business areas. While an important component of business recovery planning is the existence of IT recovery plans, these alone are insufficient.

**Action taken:** Business areas are being encouraged to address the issue of Business Recovery Plans. However business areas will not commit resources to the development of plans for those systems

which are being replaced or are being transferred to Centrelink.

- The alternative processing facility at Homebush, Sydney, in its present configuration does not have sufficient capacity to process all the departmental systems currently identified as critical. In the event of a disaster, there is no guarantee that all critical processing can be maintained at the identified backup site.

**Action taken:** Financial constraints have exacerbated the problem. Preliminary steps have been taken to formalise the Department's agreement with the processor vendor to provide increased capacity at the Homebush site within the agreed timeframe, if required in an emergency.

**Paragraph 7.14:** The Department has not undertaken a key reconciliation between a Reserve Bank of Australia returned payments report and the Department's internal system responsible for recording AUSTUDY payments. This reconciliation would ensure that the Department's system is updated accurately by including any returned payments advised by the Reserve Bank. There is an associated risk that duplicate payments could be made as a result of this weakness. The Department has advised that it is taking action to address this issue.

**Action taken:** The Department has investigated these matters and taken action to reconcile the internal system with Reserve Bank returned payments. Specifically, it has:

- installed Reserve Link software to assist with reconciliations;
- developed manual procedures for reconciling returned payments; and
- commenced monthly reconciliations of returned payments.

## **AUDIT REPORT NO. 25 1996-97, CUSTOMER SERVICE (tabled 20 December 1996)**

The audit reviewed the Department of Social Security's (DSS's) approach to customer service against a recognised good practice methodology. In particular, the audit:

- assessed how customer-focussed DSS is as an organisation, that is, its potential to deliver high quality customer service; and
- identified opportunities for DSS to improve the quality of its customer service, its administrative effectiveness, as well as its overall performance.

The impact of the audit on the Department was to the extent that some parts of service delivery were transferred to DSS.

### **Recommendation 1**

The ANAO recommended that the Social Security Portfolio, in association with other relevant Commonwealth Government portfolios (especially the Employment, Education, Training and Youth Affairs Portfolio), develop the capacity of those who will staff Centrelink to implement, maintain and assume ownership of a customer-focussed strategic direction.

**Action taken:** Although Centrelink sits within the Social Security Portfolio, the Department has already outposted departmental staff with appropriate experience and expertise to assist Centrelink to develop the capacity of its staff in this endeavour. The draft service agreement being negotiated with Centrelink addresses customer service standards.

## **AUDIT REPORT NO. 32 1996-97, ADMINISTRATION OF GRANTS IN THE AUSTRALIAN PUBLIC SERVICE (tabled 15 May 1997)**

The objectives of the audit were to:

- examine the efficiency and administrative effectiveness of grant programmes administered in the Australian Public Service; and
- identify any specific problem areas and evidence of better practice in both programme administration and agency guidelines not already included in *the Best Practice Guide for the Administration of Grants* which was first published by the ANAO in 1994.

The ANAO has not made specific recommendations in relation to issues raised in the departmental reviews because they have either been implemented or will be implemented where they remain relevant to the current programme arrangements. Instead ANAO has made the following recommendations to address issues not covered by departmental and agencies' reviews. These recommendations are applicable to all Commonwealth grant programmes.

### **Recommendation 1**

The ANAO recommends that programme managers:

- identify all costs associated with administering their grant programmes;
- develop appropriate performance indicators based on these costs; and
- review costs on a regular basis to help ensure the programmes are being delivered in the most cost-effective manner.

### **Recommendation 2**

The ANAO recommends programme administrators adopt current MAB/MIAC risk management strategies outlined in Report No.22 *Guidelines for Managing Risk in the Australian Public Service* to identify, analyse, assess and manage all risks associated with their grant programmes.

### **Recommendation 3**

The ANAO recommends that departments and agencies seek legal advice to ensure the legal instruments relating to grants are legally binding.

**Action taken:** The Department participated in preliminary discussions with ANAO and provided possible best practice examples for the formulations of the published report and Best Practice Guide. The Department agrees with the three recommendations and is progressively applying the

recommendations to the various grant programmes.

## **AUDIT REPORT NO. 39 1996-97, AUDIT COMMITTEES (tabled 25 June 1997)**

The report deals with the role and responsibilities of audit committees in all Commonwealth public sector entities including departments and similar agencies, and commercial and non-commercial statutory authorities

### **Recommendations**

The following overall recommendations were made:

- all Commonwealth entities use the introduction of the financial management legislation as an opportunity to formally review the role and operation of their audit committees;
- the best practice model contained in this report be used as the basis for any review of the audit committees; and
- entities that operate without an external board consider the extent to which their audit committee should have independent membership. The chief executive should review the powers and functions of the committee in light of these considerations.

Additional specific recommendations, summarised as follows are included throughout the detailed findings of the Report.

### **Recommendation 1**

In the case of small Commonwealth entities, consideration should be given by the Department of Finance to the practical effect of the general legislative requirement for a separate audit committee, after a reasonable period of experience.

### **Recommendation 2**

Entities confirm that the size and membership of their committee is appropriate given the size and structure of the entity and the functions assigned to the committee.

### **Recommendation 3**

Entities without a majority of external members on their audit committees, that is, members not part of executive management, either:

- vary the membership profile to achieve real independence where an independent membership is appropriate to the governance model; or
- examine the membership profile in relation to the powers and functions of the committee to ensure they are compatible, particularly where largely independent membership is considered inappropriate.

#### **Recommendation 4**

Audit committees should review their membership rotation policy. The policy should seek to establish greater certainty for effective succession planning.

#### **Recommendation 5**

Audit committees should consider, where relevant, the appropriateness of the membership status of heads of internal audit and corporate finance, in terms of the possible impact on the objectivity of the committee and its effectiveness.

#### **Recommendation 6**

External audit representatives should be invited to attend all relevant audit committee meetings as observers.

#### **Recommendation 7**

Audit committees should review the role and effectiveness of external audit at least annually.

#### **Recommendation 8**

Audit committees should benchmark the entity's internal audit function against that of other like entities and review its performance at least annually.

#### **Recommendation 9**

Audit committees review their relationship with internal audit and ensure all key aspects of that relationship are addressed in their respective charters and dealt with in practice.

#### **Recommendation 10**

Audit committees should undertake a review of their actual functions to ensure they accord with the audit committee charter and that they are not taking on roles for which the chief executive officer, executive management and/or the full board are more properly responsible.

#### **Recommendation 11**

Audit committees should ensure the lines of communication between the committee, management, internal and external audit are formalised in the charter and reviewed on a regular basis for effectiveness.

#### **Recommendation 12**

The appointing authority for the audit committee should review the mechanisms in place for both

internal and external accountability and confirm their appropriateness for the purpose.

**Action taken:** The Department is currently considering the recommendations of this report which has been tabled only recently. At first glance some of the Department's Corporate Audit Committee arrangements are already in line with these recommendations.

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## **Details of reports tabled in previous years for which remedial action was incomplete**

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### **AUDIT REPORT NO. 25 1995-96, PERFORMANCE INFORMATION - DEPARTMENT OF EMPLOYMENT, EDUCATION, TRAINING AND YOUTH AFFAIRS (tabled 22 May 1996)**

Note: The Department has undertaken a Performance Information Review jointly with the Department of Finance which has addressed the recommendations of Audit Report No. 25.

#### **SCHOOLS**

##### **General Assistance Sub-programme: General Recurrent Grants**

###### **Recommendation No. 10 (paragraph 6.29)**

That the Department work towards developing targets and standards where necessary to improve assessment of achievement of all parts of the objective for the General Recurrent Grants component . In particular, targets should be developed which relate to achievements for specific groups of disadvantaged students.

**Action taken:** Work is continuing on the development of targets and standards relevant to the General Recurrent Grants component. For example, literacy and numeracy benchmarks are being developed and negotiations are being undertaken with the States in relation to specific literacy goals. The Department's 1995-96 Annual Report included information relevant to outcome targets. The objectives for the programme have also been reviewed and refocussed in accordance with the Government's priorities.

##### **General Assistance Sub-programme: Capital Grants - general and QCATS elements**

###### **Recommendation No. 11 (paragraph 6.62)**

That the Department develop performance indicators which monitor the post-school destination of students. This would assist the assessment of achievement against the objective of preparing the nation's young people to:

- undertake post-school education and training and to participate successfully in the labour market; and
- contribute to, and benefit from, Australian society.

**Action taken:** The Department does monitor the post-school destination of students and funds special surveys to examine such issues (for example, the Longitudinal Survey of Australian Youth, conducted by the Australian Council for Educational Research). However, it is neither practical nor valid to use data at this level of generality as indicators of the performance of the Capital Grants programme, because so many other factors influence these issues. When the objectives of the programme were revised to reflect the present Government's priorities for school funding, account was therefore also taken of ANAO's advice that objectives be realistically achievable with a programme's area of responsibility or influence. The 1997 objectives of the programme (there is now just a single General Element) therefore make no reference to post-school education and training, labour market participation, or contribution to and benefit from society. Further consideration of objectives and indicators forms part of current negotiations with major client groups.

**Recommendation No. 16 (paragraph 6.94)**

That the Department develop targets and standards where necessary to encourage achievement of all aspects of the objectives for the Capital Grants - General and QCATS elements and for use in subsequent reviews and evaluations.

**Action taken:** The Department is continuing to negotiate with client groups over the assessability of the programme's objectives, as currently formulated, and over appropriate performance indicators. The issue of targets and standards will be taken up in the course of these negotiations.

**HIGHER EDUCATION**

**Targeted Research and Scientific Development Sub-programme**

**Recommendation 17 (paragraph 7.20):**

That subject to a review of the cost and benefits, the Department develop and implement client service indicators to provide information on both process efficiency and quality of service.

**Action taken:** Since the ANAO report the Department has begun implementing a more strategically focussed evaluation and monitoring programme for the Targeted Research Sub-programme. The new focus involves reviewing the sub-programme to determine how effectively it has met the needs and expectations of particular research disciplines and communities and how well it has fulfilled specific Government objectives for research and research training.

In the initial phase of the strategy, the Department will review targeted support for biological sciences and industry-linked research. It is expected that these activities will yield both qualitative and quantitative client service and process efficiency information.

The Department has also begun reviewing the two major elements of the Australian Research Council/

DEETYA Research Grants component, Large Grants and Small Grants. The main focus of both reviews is how well the schemes have met client needs and expectations and the efficiency and effectiveness of administrative processes. For example, key issues for the Large Grants Review are the impact of the scheme on early career researchers and the effectiveness of peer review assessment of grant applications.

The Department considers that the monitoring and evaluation strategy for the Targeted Research Sub-programme now being implemented makes considerable progress towards meeting the Department's needs for qualitative and quantitative information on client service and process efficiency.

## VOCATIONAL EDUCATION AND TRAINING

### Training Reform Sub-programme: Workplace English Language and Literacy

#### Recommendation 22 (paragraph 8.44)

That the Department develop:

- collection protocols and definitions for the additional Workplace English Language and Literacy (WELL) performance indicators that the Department proposes to collect for the first time in 1995-96 (identified in part 2 of Table 14); and
- a quality assurance plan which will ensure the integrity of data supplied by organisations receiving WELL grants.

**Action taken:** Since the last report, the Department has developed five performance indicators for WELL in conjunction with a consultant and trialling of these was about to commence. The trial involved up to 20 worksites across six States and Territories over three months. The report of the trial was expected by the end of June 1997.

To enhance quality assurance a new form for reporting by organisations is currently being developed which should ensure the data supplied by them are accurate. The form will assist State and Territory coordinators for the WELL programme who monitor progress of individual projects through direct contact with worksites, participants and trainers.

#### Recommendation 23 (paragraph 8.50)

That the Department liaise with the appropriate advisory committees to develop and implement a range of indicators for the WELL component which allow and fully describe the measurement of client service.

**Action taken:** As described in response to Recommendation 22 a range of indicators has been developed and is about to be trialled. An advisory committee has been established to monitor the development of these indicators and has met twice.

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## SECTION 12: INQUIRIES BY PARLIAMENTARY COMMITTEES

### Details of inquiries concluded during 1996-97 with relevance to the Department

#### **Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into the implications of Australia's service exports to Indonesia and Hong Kong**

The inquiry was initiated in 1995. The Department made a detailed submission in March 1995. The report of the inquiry was tabled in Parliament in December 1996.

#### **Recommendations that affect the Department:**

The Committee made 32 recommendations. The nine recommendations affecting the Department were:

- the Department commence its promotion of the Australian qualifications framework as a matter of urgency;
- Australian companies adopt a policy of recruiting and supporting students with both language and professional skills to provide an important resource for Australian businesses operating in the Asia-Pacific region in the future;
- the Department, in cooperation with State and Territory departments, keep comprehensive statistics on the number of students by each year level studying Asian languages;
- the Department encourage, in cooperation with State and Territory ministers, the availability within the Australian education system of Mandarin and Indonesian language courses;
- government, business, and educational institutions provide adequate language and cultural training for their executives who work or do regular business overseas;
- the Australian Government direct its agencies to develop strategies to improve the linkages between their programmes and international export activities;
- all organisations involved in international education work to promote a cohesive Australian identity overseas and ensure that competition between Australian providers is not damaging

Australia's reputation as a quality education provider;

- Treasury and the Department confirm whether there are significant inequities in allowances for students studying in Australia under World Bank funded projects. If this is so, approach the World Bank with a view to redressing this situation; and
- the Department, in consultation with industry bodies, examine the current provision of educational advice at overseas posts with a view to avoiding duplication of effort and simplifying the process for prospective students.

#### **Action taken by the Department:**

The Department has provided input to the draft Government response to the report which was coordinated by the Department of Foreign Affairs and Trade. The Government response is with the Prime Minister for tabling.

#### **Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into Hong Kong's transfer of sovereignty**

The Department made a submission to the inquiry in November 1996 and appeared before the Committee in February 1997. The Committee released its report on 2 June 1997. The Government is considering the recommendations for preparation of a Government response.

#### **Recommendations that affect the Department:**

The Committee made 26 recommendations. The main ones affecting the Department are:

- that the Australian Government support, multilaterally and bilaterally, the continuing participation of the Hong Kong Special Administrative Region as a separate entity in international trade agreements such as the WTO and APEC, further reinforcing its status as a largely autonomous territory; and
- that the Australian Government urge the government of the Hong Kong Special Administrative Region to preserve the integrity of the current passport for students from Hong Kong wishing to study in Australia, in the light of the importance to Australia of the education and training market in Hong Kong.

#### **Joint Committee of Public Accounts, Report 344, A Continuing Focus on Accountability, Review of Auditor-General's reports 1993-94 and 1994-95, issued June 1996**

Covering Auditor-General Reports:

- Audit Report No. 14, Growth, Change and Equity: Recurrent Funding of Higher Education;
- Audit Report No. 5, New Enterprise Incentive Scheme (NEIS), Protective Security, AUSTUDY; and
- Audit Report No. 23, English As a Second Language.

One recommendation was made concerning any new programme developed in place of the National

Priority (Reserve) Fund.

### **Recommendation 1**

The Department should ensure that any new programme developed in place of the National Priority (Reserve) Fund to provide discretionary funding to higher education institutions should:

- include performance indicators for the programme;
- be regularly reviewed, on at least a triennial basis; and
- should include assessments in any further reviews of the programme of the impact on the higher education sector of the recommenders of projects previously funded by the programme.

**Action taken:** In late 1995, the National Priority (Reserve) Fund was merged with the Quality Assurance programme to form the Higher Education Innovation programme. During the election campaign, the Government announced that \$171m would be saved from the Higher Education programme through the abolition of discretionary funding. These savings will be achieved over the period 1996-1999. This time frame will allow the Government to:

- meet existing commitments;
- provide \$20m over the next three years for teaching and staff development through the Committee for University Teaching and Staff Development;
- commit \$4.5m over the next three years to projects with an international focus; and
- allocate a small amount to new projects in 1997 and 1998.

Programme guidelines which will include performance indicators are currently being drafted to cover 1997 and 1998. The matter of a programme review will be considered if the Government decides to maintain the Higher Education Innovation programme after 1999. The Committee for University Teaching and Staff Development and the international projects will be covered by other programme guidelines.

### **Joint Committee of Public Accounts, Report 349, Review of Auditor-General's reports 1995-96, issued February 1997**

Covering Auditor-General Reports:

- Audit Report No. 3, CES Case Management, Department of Employment, Education and Training;
- Audit Report No. 23, Procurement of Training Services, Department of Employment, Education, Training and Youth Affairs;
- Audit Report No. 25, Performance Information, Department of Employment, Education, Training and Youth Affairs; and
- Audit Report No. 30, Implementation of Competition in Case Management, Employment Services Regulatory Authority, Department of Employment, Education, Training and Youth Affairs.

One recommendation was made concerning the Auditor-General's statutory authority to obtain information from third parties.

### **Recommendation 6**

The Department should ensure, when establishing contracts with private sector employment placement agencies, that the contract provisions make explicit the Auditor-General's statutory authority to obtain information from third parties.

**Action taken:** The Department has accepted the recommendation of the Committee and an appropriate reference has been included in the draft contractual documentation to cover the provision of employment services by private sector contractors.

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### **Inquiries of relevance to the Department which were responded to by the Government in 1996-97**

Details of the following Inquiries were given during the 1995-96 reporting period. However, the Government response to each inquiry was tabled during 1996-97. If you require information on any of those Government responses, please contact Performance Management Branch in DEETYA, phone (02) 6240 8195.

- Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into Australia's relations with Thailand
- Senate References Committee on Employment, Education and Training inquiry into arts education
- Senate References Committee on Employment, Education and Training inquiry into education and training of people in Australian correctional and juvenile justice facilities in the context of the National Training Reform Agenda
- Senate References Committee on Employment, Education and Training inquiry into long-term unemployment
- Senate References Committee on Employment, Education and Training inquiry into the sale of Bond University.

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### **Inquiries for which a report has been tabled but the Government response has not been finalised**

Details of the following inquiries will be made available when the Government response has been

tabled.

- Joint Committee of Public Accounts inquiry into Commonwealth-State agreements for specific purpose payments
- Senate References Committee on Employment, Education and Training inquiry into developments in adult and community education in Australia
- Senate References Committee on Employment, Education and Training inquiry into private and commercial funding of government schools.

Details of the following inquiries were provided during a previous reporting period, but further information will be made available when the Government's response has been finalised.

- House of Representatives Standing Committee on Community Affairs inquiry into migrant access and equity
- House of Representatives Standing Committee on Employment, Education and Training inquiry into truancy and exclusion of children and young people from school
- Senate References Committee on Employment, Education and Training inquiry into early childhood education
- Senate References Committee on Employment, Education and Training inquiry into the structure and operation of AUSTUDY
- Senate References Committee on Finance and Public Administration inquiry into service delivery by the Australian Public Service
- Senate References Committee on Foreign Affairs, Defence and Trade inquiry into Australia's relations with the People's Republic of China.

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## **List of inquiries not concluded during 1996-97 for which the Department provided submissions**

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- House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs inquiry into Aboriginal and Torres Strait Islander culture and heritage
- House of Representatives Standing Committee on Employment, Education and Training inquiry into factors affecting attitudes towards recruitment, maintenance and expansion of employment opportunities for young people
- Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into the Association of South East Asian nations (ASEAN)
- Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry into Australia's trade relationship with India and the emerging economies of South Asia
- Joint Standing Committee on Foreign Affairs, Defence and Trade inquiry on treaties
- Joint Standing Committee on Migration inquiry into working holiday visas
- Joint Standing Committee on Treaties inquiry into the United Nations Convention on the Rights of the Child
- Joint Committee of Public Accounts and the Queensland Public Accounts Committee inquiry

into financial accountability requirements for Aboriginal and Torres Strait Islander local government councils

- Joint Committee of Public Accounts, Report 350, Review of Auditor-General's reports 1996-97 First Quarter, issued February 1997, covering Auditor-General Reports:
  - Audit Report No. 2, The Administration of the Australian National Training Authority;
  - Audit Report No. 6, Commonwealth Guarantees, Indemnities and Letters of Comfort; and
  - Audit Report No. 7, IT Acquisition Councils.
- Senate References Committee on Employment, Education and Training inquiry into the status of teachers
- Senate References Committee on Finance and Public Administration inquiry into public accountability of all Government services provided by private contractors.

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## SECTION 13: ADMINISTRATIVE LAW

The following two decisions handed down during 1996-97 had significant implications for the operation of the Department.

### **Federal Court of Australia**

#### **Secretary, Department of Employment, Education, Training and Youth Affairs v Lander (11 December 1996)**

The respondent, a student, applied for AUSTUDY in 1995 for a Master of Arts (Psychology) course he was doing at the University of Sydney. The Department assessed the student as ineligible to receive AUSTUDY because the course was not an approved course for the purposes of AUSTUDY. Both the Social Security Appeals Tribunal and the Administrative Appeals Tribunal found that the course was an approved course, and therefore the student was eligible for AUSTUDY.

The Full Court of the Federal Court found that both tribunals had erred in law and set aside the decision that the student was eligible for AUSTUDY. The Court noted that while the legislation in question was beneficial legislation, it must be construed according to the actual words used.

There were a further 63 cases held in abeyance in the Administrative Appeals Tribunal awaiting the outcome of the Federal Court's decision in Lander.

### **Administrative Appeals Tribunal**

#### **Secretary, Department of Employment, Education, Training and Youth Affairs v Duscher**

**(10 October 1996)**

The decision under review concerned whether the respondent, a student, was eligible for AUSTUDY benefits. The Department had ruled the student ineligible because of the operation of the Actual Means Test. Part of the expenditure, which was taken into account by the Department in calculating the total expenditure and savings of the family, related to the expenditure of AUSTUDY and the AUSTUDY Financial Supplement.

The Tribunal held that, when determining the total expenditure and savings of the family, expenditure or savings of AUSTUDY or the AUSTUDY Financial Supplement should not be included.

The *AUSTUDY Regulations* were amended in 1997 to provide that expenditure and savings of AUSTUDY and AUSTUDY Financial Supplement are excluded from the calculation of the family's total expenditure and savings.

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## SECTION 14: ENVIRONMENTAL MATTERS

### Energy use in Commonwealth operations

#### Introduction

The Department's main energy consuming assets comprise the Department's buildings, computing and office equipment and motor vehicles.

DEETYA is committed to the implementation of measures to improve energy efficiency and reduce greenhouse gas emissions in line with Government policies. The key objectives of the Department's National Energy and Environmental Management Plan are to:

- improve energy and environmental management;
- ensure 'best energy practice' is incorporated in all DEETYA leases in line with financial viability;
- enhance and monitor DEETYA's energy consumption reporting system;
- actively participate in a Department of Primary Industries and Energy working party on energy reporting and management; and
- foster staff commitment to the objectives of the plan.

The Energy and Environmental Management Plan is progressively updated to take into account new initiatives on energy use. The Department has developed national accommodation standards which incorporate best practice energy efficiency measures, such as the use of energy efficient airconditioning and lighting control systems, where these are cost effective.

#### Initiatives

During 1996-97 the Department continued implementation of a number of energy consumption reduction measures in order to meet the Government's energy reduction targets. These included:

- tariff conversions;
- distribution of Environmental Office information to staff;
- installation of additional lighting control systems; and
- the introduction of cleaning of a number of offices during daylight hours.

#### Achievements in relation to performance indicators

The following table provides a comparison of energy usage figures over the past three years. Annual electricity usage

	<b>Kwhs</b>	<b>Total Cost (\$)</b>	<b>Area (m2)</b>	<b>Kwh/m2</b>	<b>\$/m2</b>
<b>1994-95</b>	53 790 156	7 248 307	383 000	140	19.0
<b>1995-96</b>	52 955 553	6 659 494	372 700	142	17.9
<b>1996-97</b>	40 744 885	5 158 660	348 449	117	14.8

Since the base year the Department has achieved a total energy reduction in Kwh/m2 of 15.2 per cent, which is in line with the current target of 15 per cent.

The significant reduction in total costs achieved in 1996-97 (-21 per cent) was due to:

- installation of lighting control systems in all DEETYA National Office buildings;
- implementation of housekeeping measures such as ensuring personal computers are switched off after staff members leave for the day, and arranging for cleaning of offices to be undertaken during daylight hours where possible; and
- a reduction in DEETYA leased space (-7 per cent).

The Department has also realised savings through 'bulk discounts', account aggregation and discounted electricity rates for advance payments (the main target groups are metropolitan electrical suppliers and major building owners). This has been initially undertaken with ACTEW in the ACT and HEC in Tasmania with other areas to be investigated.

## **Transport**

Rationalisation of the departmental fleet which began in 1995-96 continued throughout 1996-97, resulting in a reduction in fleet size of 193 vehicles or 18 per cent.

In conjunction with DASFLEET the Department undertook a comprehensive fleet utilisation review which will be the basis for further improvements.

All departmental vehicles are leased under dry hire conditions. Fuel is purchased through the use of fuel cards, via major Government suppliers to take advantage of Government purchasing power.

## **Fleet Composition and Fuel Consumption**

In 1996-97 the Department's fleet size has decreased by 193 vehicles (18 per cent).

	<i>SES</i>	<i>Passenger</i>	<i>Commercial</i>	<i>Total</i>
<b>Vehicles (at 30/6/97)</b>	74	729	55	858
<b>Annual fuel usage (litres)</b>				
<b>1994-95</b>	219 184	1 827 408	159 341	2 205 933
<b>1995-96</b>	219 714	1 727 140	206 741	2 153 595
<b>1996-97</b>	165 005	1 418 154	147 854	1 731 013

As in the previous two years the Department has continued to rely on the fuel management reports provided by DASFLEET. The 1996-97 report shows that fuel usage has decreased by 19.6 per cent from the 1995-96 usage, consistent with the reduction in the number of vehicles.

## **Equipment**

Consistent with Government policy for the purchase of electrical appliances, the Department has introduced processes to ensure that wherever possible products of four star energy rating or above are purchased.

In line with this approach, the Department has a national click charge photocopy agreement with Canon Australia. While it is not possible to quantify the extent of energy savings arising from the contract, all new copiers provided under the agreement with Canon are equipped with 'power save' features to reduce energy consumption, duplexing facilities to reduce paper consumption, and over half of the new machines in use are also equipped with multiple image capturing capability to further reduce paper consumption.

## **Environmental Issues**

The Department has been pro-active in this field and has the following systems and procedures in operation in National Office:

- paper and cardboard recycling agreement with Canberra Paper & Cardboard Recycling;
- glass, plastic, carton and metal recycling agreement with Browning Ferris Industries;
- establishment of the 'Eco-net office programme' which meets to discuss environmental initiatives within National Office; and
- membership of the Department of Environment Sport and Territories Australian Public Service EcoNet group that meets bimonthly to discuss Commonwealth wide environmental initiatives and policies.

Initial indications are that general rubbish removal has been reduced and, with continuing staff education, further improvements will be made.

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## SECTION 15: BUSINESS REGULATIONS

This section gives information on significant changes to business regulations falling under the Department's responsibility.

The *Training Guarantee (Administration) Act 1990* was repealed, together with the *Training Guarantee Act 1990*, by the *Education and Training Legislation Amendment Act 1996* which came into effect on 1 July 1996.

### **Changes to regulation of providers of international education and training**

In the 1996-97 Budget, the Government announced the introduction of an annual registration charge for all providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and an initial registration charge for newly registering providers. These initiatives were effected on 24 April 1997 by the commencement of the *Education Services for Overseas Students (Registration of Providers and Financial Regulation) Amendment (No 2) Act 1997* (the Amendment Act) and the *Education Services for Overseas Students (Registration Charges) Act 1997* (the ESOS (RC) Act). The first payment of the annual registration charge was due on 24 June 1997.

#### **The Amendment Act**

The *Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991* (ESOS Act) requires all providers of education and training services to overseas students to be registered on CRICOS. The maintenance of CRICOS has previously been undertaken by the Commonwealth Government at no cost to the approximately 1 000 listed providers.

The Amendment Act establishes arrangements to manage the annual and initial registration charges scheme within the existing requirements of the ESOS Act, including provision for:

- a charge to reinstate the registration of suspended providers on CRICOS;
- a late payment penalty; and

- indexation of charges against the All Groups Consumer Price Index.

It also imposes an obligation on providers to maintain records and to produce these records for the Secretary if the Secretary requests the information in writing.

The Amendment Act is complementary to and facilitates the administration of the ESOS (RC) Act.

### **The ESOS (RC) Act**

The ESOS (RC) Act establishes annual and initial registration charges in respect of providers of education and training courses to overseas students who are listed on CRICOS. The charges payable by providers for initial and ongoing registration on CRICOS reflect the cost to the Commonwealth of maintaining CRICOS and the associated regulatory provisions of the ESOS Act.

### **Financial Impact**

The ESOS Act supports the reputation of Australia's international education and training services and provides a basic assurance to international students of course quality and financial probity. This adds value in the market place with students willing to pay a premium for this assurance.

Properly promoted it gives Australian education and training providers a marketing advantage over other international competitors. This advantage is recognised by Australian providers who indicated their support for continuing Government involvement in the industry, in the independent review of the ESOS Act completed in May 1996.

The Amendment Act and the ESOS (RC) Act will give effect to the annual and initial registration charges. The estimated net revenue under the scheme is approximately \$1m per year.

The estimated direct costs to the Department associated with fee collection are \$33 500 in the 1996-97 financial year and \$18 500 per annum thereafter. The estimated net savings to the Department after direct costs are \$466 500 in the 1996-97 financial year and \$981 500 per annum thereafter.

Continuing a national mechanism to promote the high quality and reliability of Australian education and training services for international students will facilitate further growth in the industry.

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