



Australian Government

Department of Education, Employment and Workplace Relations

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Management and accountability

A decorative graphic consisting of a horizontal bar divided into several segments of varying shades of blue. The number '3' is prominently displayed in white on a dark blue background in the rightmost segment.

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Management and accountability

Corporate governance

Executive committees

The Executive Meeting is the key decision-making body for the department. This meeting operates in three different streams:

- ▶ organisational stream—supports and monitors the business
- ▶ strategic linkages stream—discusses forward-looking policy and business linkages
- ▶ business stream—implements policy discussions and manages the business.

Several committees and subcommittees under each stream achieve the department's corporate objectives and promote the efficient use of resources across the department. The meeting values the consultative process, but recognises that overall accountability rests with the Secretary who has primary authority and legal responsibility for the management of the department. In exercising its functions, the meeting promotes the core principles of good public sector governance, accountability, transparency, integrity, stewardship, efficiency, leadership and risk management.

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Management and
accountability

Corporate governance



(L to R): Malisa Golightly, Graham Carters, Lisa Paul, John Kovacic, Finn Pratt, Craig Storen, Wendy Jarvie
Inset: Bill Burmester, Jim Davidson. Absent: Grahame Cook (Rtd)

Internal controls

Ethical standards

The *Public Service Act 1999*, through the APS Code of Conduct and APS Values, sets the framework for behavioural and ethical standards within the public service. The department upholds the APS Values. These standards govern how the department does its business, particularly in:

- ▶ its relationship with the government and the parliament
- ▶ the personal behaviour of its employees
- ▶ its relationship with the public.

The department promotes ethical standards, along with the APS Values and Code of Conduct. Values and expected standards of conduct are incorporated into employee performance and development plans, and form an integral part of the department's work and leadership behaviours.

The department provides new employees with information on the department's standard of ethics and expectations.

Risk management

Since its formation on 3 December 2007, the Department of Education, Employment and Workplace Relations (DEEWR) has been committed to developing effective and efficient risk management practice and a risk management culture. The former departments of Education, Science and Training (DEST) and Employment and Workplace Relations (DEWR) had highly developed risk management frameworks and policies, as well as 'risk cultures' embedded within the department's operations. The department has used this strong foundation in progressing its risk management planning.

The department's Executive recognises that risk management in such a large and diverse organisation requires endorsement, involvement and continual support and development from senior management to ensure its effectiveness. The Executive acknowledge that effective risk management is good business practice and have integrated risk management practice with insurance, fraud control, business continuity, project management, procurement, finance and other business functions. The Executive support the development of a DEEWR risk culture, and practice the principles of risk management in day-to-day decision making and activities.

The department continues to be an outstanding achiever in its management of risk. In March 2008, the department participated in the Annual Comcover Benchmarking program. In recognition of its high level of understanding and commitment to risk management, the department was awarded an advanced performance rating with a score of 8.9 out of 10. This score was a significant improvement on the scores received by the former departments and was the highest score awarded through the program. This score was a result of the highly experienced and specialised risk management team's commitment to provide continual support, guidance and development to the department on risk management processes.

Business continuity management—keeping DEEWR open for business

Business continuity management is part of the department's vision of service delivery to ministers, stakeholders and the Australian community. The focus is on keeping the department open for business, and maintaining the most time-critical functions and services, in the event of a major disruption to business.

The reporting year has seen the profile of business continuity management increase throughout the department. In addition to the departmental plan, all groups and state offices now have individual plans in place to maintain critical functions.

Business continuity highlights of 2007–08 included:

- ▶ Business Continuity Awareness Week—celebrations held from 28 April to 2 May 2008 included a poster to increase employee awareness, a video presentation to employees and a PowerPoint display in the entrance foyer, which included a video presentation by the Continuity Coordinator, Bill Burmester, on the importance of business continuity to the department. The Awareness Week activities achieved the goal of raising awareness and prompted a number of new and altered business areas to take stock of their planning and preparedness.
- ▶ Pandemic exercise—in August 2007 the former DEST conducted a department-wide pandemic scenario which involved all continuity team members, group managers, one regional office and one portfolio agency (the Australian Institute of Marine Science). The scenario was conducted over several weeks and included a number of fictional situation reports and two briefing sessions run prior to a facilitated desktop exercise that concluded the scenario. The Secretary attended the facilitated session, and opened proceedings by discussing her experiences with the Bali bombings, and detailing her expectations for the department in the event of a pandemic. This exercise was well received, with numerous positive comments to guide future exercises.

In addition to ensuring the department's own preparedness for a business outage, DEEWR has been an active participant in whole of government planning. The department has contributed to identifying government critical dependencies and resources, and participated in interagency influenza pandemic planning.

Internal audit

The internal audit arrangements for the department started the reporting year as two separate branches, the former DEWR Internal Audit Branch and the former DEST Audit and Investigations Branch. The machinery of government (MoG) changes of 3 December 2007 saw the two branches merge under DEEWR as the Internal Audit Branch. The investigations function in the former DEST Audit and Investigations Branch was transferred to the Investigations Branch of the new department.

Both former departments' 2007–08 Annual Audit Work Plans were amalgamated and continued to help the department achieve its objectives by providing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes. The Annual Audit Work Plan was designed to identify potential events that could impede the department's achievement of successful outcomes and portfolio responsibilities.

The Internal Audit Branch provides effective, objective and independent assurance to the Secretary, the Executive and the DEEWR Audit Committee that resources are being used efficiently, effectively and ethically.

The 2007–08 Annual Audit Work Plan included reviews of information technology, contract management arrangements, procurement, program and financial management and assurance for the department's Certificate of Compliance.

In addition, the Internal Audit Branch monitors the progress of implementation of Australian National Audit Office report recommendations.

The former DEWR Audit Subcommittee met four times prior to the MoG changes while the former DEST Audit and Business Assurance Committee met three times. As a result of the

MoG changes the two committees were brought together to form the DEEWR Audit Committee which has met three times. During 2007–08, the three committees provided the Secretary with independent assurance of the appropriateness of the department's accountability and control framework. A particular focus was the proper use of Commonwealth resources, management of risks, and employment, education and workplace relations service program key controls. The committees fulfilled their roles in a number of ways, including by:

- ▶ monitoring compliance with legislative and other obligations relating to financial management—including the *Financial Management and Accountability Act 1997* and the *Auditor-General Act 1997*
- ▶ advising the Secretary on whether the annual financial statements represent a true and fair view of the department's financial management
- ▶ approving, monitoring and reporting on the Annual Audit Work Plan
- ▶ reviewing all Australian National Audit Office and Office of Evaluation and Audit (Indigenous Programs) activity undertaken in or associated with the portfolio
- ▶ monitoring the department's compliance with legislation, regulations and government policy
- ▶ monitoring the department's fraud and risk control policy and frameworks
- ▶ improving the effectiveness of the internal audit function.

Fraud control

In accordance with the *Commonwealth Fraud Control Guidelines 2002* and the *Financial Management and Accountability Act 1997*, both the former DEWR and DEST had fraud control plans that continue to apply to DEEWR. The department is currently developing a new, consolidated fraud control plan to cover the period until 30 June 2010. Management of fraud risk is integrated into the department's annual business planning cycle, and the development of fraud control initiatives is informed by the annual fraud risk assessments undertaken by groups and state and territory offices.

During 2007–08 investigations of fraud allegations against the department (and against the former DEST and DEWR)—other than investigations of fraud in relation to income support programs, for which Centrelink undertakes investigations on the department's behalf—were carried out by trained and accredited departmental investigators.

All investigations were conducted in accordance with the *Commonwealth Fraud Control Guidelines* and the *Australian Government Investigation Standards*, and were carried out independently of departmental groups responsible for policy and day-to-day management of departmental programs and contracts.

The department also promoted fraud awareness, prevention and procedures through a range of activities, including by:

- ▶ providing ethics and fraud awareness training to contract management and other employees
- ▶ providing specialist training and ongoing professional development for all employees involved in investigations
- ▶ developing a suite of fraud control guidance documents for all employees
- ▶ providing advice to program and policy areas on fraud risk analysis and management.

Financial management

Financial performance

The department is in a strong financial position in 2007–08 reporting a surplus of \$24.4 million. The department's full departmental and administered results are shown in the audited financial statements at Part 5 of this report. The comparative figures for the 2006–07 financial year are those of the former DEST and DEWR. Significant variations between the 2007–08 financial year and the 2006–07 financial year are due to the machinery of government changes that occurred on 3 December 2007 and 25 January 2008. Refer to Part 1 Departmental overview for further information on these changes.

Asset management

The department's asset management policies and procedures emphasise whole-of-life asset management. The department undertook a number of processes in the reporting year providing assurance as to the validity and valuation of the assets held, these included:

- ▶ a stocktake to confirm the location of its assets
- ▶ an assessment of impairment in accordance with AASB 136 Impairment of Assets ensuring that the department only carries assets at a value above the recoverable amount
- ▶ a fair value assessment to ensure that the assets are recorded at their appropriate value in accordance with Accounting Standards
- ▶ The former DEWR land, buildings, infrastructure, plant and equipment were re-valued as at 2 December 2007.

Purchasing

The department's procurement policies and practices are consistent with all relevant Commonwealth laws, the Commonwealth Financial Framework (including the *Commonwealth Procurement Guidelines*) and other relevant policies. The Legal, Investigation and Procurement Group provides specialist legal and probity advice to all areas of the department engaged in procurement. The department uses AusTender to publish its procurement activities and plans. As a result, the department's procurement activities are readily communicated and accessible to all business enterprises.

Consultancies

During 2007–08, the department had 300 active consultancies with a total expenditure of \$30.89 million. These included 178 new consultancies let in 2007–08 with a total contract value of \$20.07 million and expenditure of \$16.31 million and 122 ongoing consultancies with a total expenditure during 2007–08 of \$14.57 million. Appendix 5 gives details of consultancies let during the year with a value of \$10 000 or greater. Information on expenditure on contracts and consultancies is also available on the AusTender website <www.tenders.gov.au>.

Exempt contracts

No contracts in excess of \$10 000 (inclusive of GST) or standing offers were exempted by the Secretary from being published on AusTender in 2007–08.

External scrutiny

The following provides information on the most significant developments in external scrutiny of the department.

Significant judicial decisions

Commonwealth Community and Public Sector Union v Commonwealth of Australia [2007] FCA 1397 (6 September 2007)

This was a freedom of association action against a number of Commonwealth departments. The Court upheld one of nine allegations that the Commonwealth had breached the freedom of association provisions of the *Workplace Relations Act 1996* when DEWR issued unclear advice to agencies regarding how leave applications for a National Day of Action should be dealt with. DEWR accepted the decision and acknowledged that, having regard to all the circumstances, it would have been appropriate for DEWR to have taken additional steps to clarify the meaning of its advice. This was reflected in all further Public Sector employment advice issued by DEWR in relation to subsequent National Days of Action.

Significant Administrative Tribunal decisions

Lobo v Secretary, Department of Education, Science and Training [2007] AATA 1891 (26 October 2007)

This was an appeal against a departmental decision to exempt a small number of documents relating to an investigation of possible breaches of the *Education Services for Overseas Students Act 2000* (ESOS Act) from release under the *Freedom of Information Act 1982* (FOI Act). The Tribunal upheld the department's decision in relation to those documents where the Tribunal was satisfied that disclosure would prejudice the proper conduct of future investigations. Where the Tribunal was not satisfied, it made a decision to release the documents.

The decision has implications for the way in which the department carries out its assessment of FOI requests that relate to its investigations under the ESOS Act. The department now has a good benchmark against which to assess which types of sensitive information recorded in the course of an investigation may be exempt from the provisions of the FOI Act.

Secretary, Department of Employment and Workplace Relations and Payne [2007] AATA 1745

On 10 September 2007, the Administrative Appeals Tribunal (AAT) upheld the department's appeal. The AAT clarified the meaning of 'misconduct' in the *Social Security Act 1991*, and found that it should not be qualified by adjectives such as 'serious'. This matter is now the leading authority on misconduct in social security matters, and has been followed by other decision makers.

Reports on the operations of the department by the Commonwealth Ombudsman

During the year, there were four reports of relevance to the department, as follows:

Report No. 14 of 2007—Marriage-like relationships: Policy Guidelines for assessment under Social Security law

This report concerned the assessment of 'marriage-like relationships' (MLR) and identified a number of circumstances that lead to complaints to the Ombudsman. The Ombudsman made nine recommendations relating to improvements to the policy guidelines for assessing MLR under the Social Security law. Changes to the *Guide to Social Security Law* have

been implemented across income support payments in conjunction with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), having regard to the recommendations. Further work is being undertaken with Centrelink and FaHCSIA regarding operational guidelines, decision making and monitoring.

Report No. 16 of 2007—Application of penalties under Welfare to Work

This report concerned Centrelink's practice of withholding payment pending the determination by Centrelink of a job seeker's participation failure that may result in the application of an eight week non-payment period. The department agreed with the first six of these matters. However, in relation to the seventh issue—namely, that following a period of payment pending review, if a penalty is to be imposed, it should commence prospectively—the Ombudsman requested that the department consider amending the law. The department advised that such consideration would be made in light of the outcomes of the government's wider review of employment services.

Report No. 1 of 2008—Centrelink: Payment of Independent Rate of Youth Allowance to a Young Person

This report concerned the payment of the independent rate of youth allowance to a 16 year old who was unable to live with her parents. The Ombudsman identified a number of deficiencies in the way that Centrelink handled this case. The Ombudsman also made a number of recommendations, one of which concerned the department—namely, that it consider changing the phrase 'unreasonable to live at home' as a description of one element of the criterion for the independent rate of Youth Allowance. Accordingly, the department is reviewing the *Guide to Social Security Law* to ensure that there is sufficient clarity for Centrelink in the administration of claims for young people who are unable to live in the family home.

Report No. 5 of 2008—Implementation of Job Capacity Assessments for the purpose of the Welfare to Work initiatives

This report concerned the implementation and administration of Job Capacity Assessments (JCAs) as part of the Welfare to Work initiatives which had resulted in some 140 complaints (of which 10 related to the administration of JCAs). The department provided comments on the report and generally agreed with the Ombudsman's recommendations. The department will continue to work with other relevant agencies in addressing the issues raised in the report.

Reports by the Auditor-General

During 2007–08, the Australian National Audit Office tabled six reports in Parliament that made recommendations relating to departmental operations. These reports were:

- ▶ Audit Report No.3 2007–08, *Australian Technical Colleges Programme*
- ▶ Audit Report No.9 2007–08, *Australian Apprenticeships*
- ▶ Audit Report No.29 2007–08, *Parent School Partnerships Initiative*
- ▶ Audit Report No.38 2007–08, *Administration of Job Network Service Fees*
- ▶ Audit Report No.39 2007–08, *Managing e-Business Applications—Follow-up Audit*
- ▶ Audit Report No.45 2007–08, *Specific Purpose Payments: General Recurrent Grants for Government Schools.*

The department was also involved in two cross-agency reviews conducted by the Australian National Audit Office in respect of Audit Report No.10 2007–08 *Whole of Government Indigenous Service Delivery Arrangements* and Audit Report No.42 2007–08 *Management of Customer Debt—Follow-up Audit.*

Details of these reports can be found on the Australian National Audit Office website <www.anao.gov.au>.

Parliamentary committee inquiries

In 2007–08, the Joint Committee on Public Accounts and Audit tabled no reports in parliament that made recommendations relevant to the department's or former departments' operations.

In 2007–08, the Senate Committee on Education, Employment and Workplace Relations tabled the following reports in parliament relevant to the department's or former departments' operations in relation to Bills. Topics covered were:

- ▶ Workplace Relations Amendment (Transition to Forward with Fairness) Bill 2008
- ▶ Higher Education Endowment Fund Bill 2007
- ▶ Higher Education Endowment Fund (Consequential Amendments) Bill 2007
- ▶ Indigenous Education (Targeted Assistance) Amendment (Cape York Measures) Bill 2007
- ▶ Australian Technical Colleges (Flexibility in Achieving Australia's Skills Needs) Amendment Bill (No. 2) 2007
- ▶ Higher Education Support Amendment (Extending FEE-HELP for VET Diploma and VET Advanced Diploma Courses) Bill 2007
- ▶ Social Security Legislation Amendment (2007 Budget Measures for Students) Bill 2007
- ▶ Social Security Amendment (2007 Measures No. 1) Bill 2007
- ▶ Departmental representatives appeared before the House of Representatives Standing Committee on Education and Training on 6 June 2008 to review the former DEST Annual Report 2006–07.

Discretionary grants

Discretionary grants are payments made to particular applicants, either organisations or individuals, at the discretion of the portfolio minister or the paying agency. Discretionary grants do not include entitlement-based and demand-driven payments or rebates. Conditions may or may not be imposed in return for the grant. Discretionary grants may be single, ad hoc payments or grants renewed under continuing programs.

Table P3.1 lists discretionary grant programs administered by the department. To assist readers who require further information, a contact number is given for the group responsible for each program.

Table P3.1
Discretionary grant programs 2007–08

Responsible group and contact number	Title	Description
Office of Early Childhood Education and Child Care (02) 6240 6876	<i>Child Care Services Support Program</i>	To promote, support and enhance quality child care; assist services to improve access for children and families with special and/or additional needs; support the sustainability of child care for all children and families including in areas and/or under circumstances where service would not otherwise be available; and develop, maintain and disseminate information to assist families to make informed decisions about child care, related support programs and services provided/funded by the government

Responsible group and contact number	Title	Description
Office of Early Childhood Education and Child Care (02) 6240 6876	<i>Children's Services Local Government</i>	To provide funding to assist Family Day Care services to support a network of carers providing flexible care, operating in a number of different locations
Lifting Educational Outcomes Group (02) 6240 7039	<i>Enterprise and Career Education Program</i>	Aims to support development of an enterprising culture in Australian schools. Helps young people develop the skills, attitudes and attributes to make smooth transitions through and from school to work or further education and training
Lifting Educational Outcomes Group (02) 6240 8843	<i>Youth Pathways</i>	Aims to assist the most at-risk young people to make a successful transition through school to completion of Year 12 (or its equivalent) and ultimately to further education, training or employment and active participation in the community
Tertiary Skills and Productivity Group (02) 6240 8818	<i>Industry Training Strategies Program (ITSP)</i>	Provides a strategic, focused response to industry-based vocational education and training (VET) implementation issues. ITSP supports the government's national VET reform agenda by funding projects which help employers develop a better understanding of the National Training System, in particular the benefits of employing Australian Apprentices and the use of training packages
Tertiary Skills and Productivity Group (02) 6240 7280	<i>Strategic Intervention Program</i>	Delivers projects that address the national training aspects of skills needs, particularly in the traditional trades. This is achieved by supporting peak industry bodies, industry organisations and regions to report on innovative strategies to identify and implement relevant responses to key training-related issues and challenges
Tertiary Skills and Productivity Group (02) 6240 5879	<i>Workplace English Language and Literacy</i>	Provides workers with English language, literacy and numeracy skills. Funding is available for language, literacy and numeracy training that will be integrated with vocational training to enable workers to meet their current and future employment and training needs
Lifting Educational Outcomes Group (02) 6240 7039	<i>Career Advice Australia</i>	A government initiative to improve the quality of career education and help young Australians make a smooth transition through school and from school to further education, training and employment
Youth and Industry Skills Group (02) 6240 8832	<i>National Programs</i>	Aims to support the implementation of the national goals and objectives in the VET national strategy document, <i>Shaping our Future: Australia's National Strategy for VET 2004–2010</i> , and the related national priorities. Funded projects support a range of activities which aim to strengthen the National Training System. These include: enhancing mechanisms for obtaining industry input and advice into national VET policy; the development of national training standards and training packages and activities that promote the VET sector
Tertiary Skills and Productivity Group (02) 6240 8890	<i>COAG Skills Package</i>	Funding for the COAG Skills Set project is to assist Industry Skills Councils with the identification, development and promotion/marketing of skills sets in National Training Packages

Responsible group and contact number	Title	Description
Tertiary Skills and Productivity Group (02) 6240 8890	<i>Strengthened Role of Industry Skills Councils</i>	Skilling Australia for the Future policy commitment to strengthening the role of Industry Skills Councils. Industry Skills Councils are funded to provide integrated industry intelligence and advice; support the development, implementation and continuous improvement of high quality training and workforce development products and services including training packages; provide independent skills and training advice to enterprises; and identify appropriate training solutions with enterprises and Registered Training Organisations
Tertiary Skills and Productivity Group (02) 6240 9140	<i>Incentives for Higher Technical Skills</i>	The Higher Technical Skills Program provides incentives for Australians to engage in Training in higher level qualification at Diploma and Advanced Diploma level, specifically through supporting the development of advanced diploma and diploma qualifications and support materials
Youth and Industry Skills Group (03) 9920 4606	<i>National Disability Coordination Officer Program</i>	The NDCO Program works toward the Australia-wide coordination and delivery of transition services for people with a disability who are attending or will be attending university, TAFE or another kind of training
Higher Education Group (02) 6219 3549	<i>Support for Small Businesses on Regional University Campuses Program</i>	Assists higher education providers to encourage and support small businesses to establish operations on regional university campuses
Labour Market Strategies Group	<i>Employer Demand Demonstration Project (EDDP)</i>	Provided seed funding for innovative recruitment, employment and retention strategies to increase the workforce participation of job seekers on income support or registered with an employment services provider from one or more of the following key target groups: people with disability, parents, the mature aged (people aged 50 years or more) and the very long-term unemployed (people who have been unemployed for more than 30 months) Funding for EDDP ceased 30 June 2008
Labour Market Strategies Group	<i>Mature Age Industry Strategy (MAIS)</i>	Provided small grant funding for cooperative industry initiatives that improved the recruitment and retention of mature age job seekers and workers Funding for MAIS ceased 30 June 2008

Enabling our business

Ministerial and parliamentary services

During 2007–08, the former departments provided high quality services to their respective ministers and parliamentary secretaries. The Early Childhood and Youth Groups contributed to the service provided by the former Department of Families, Community Services and Indigenous Affairs to its ministers.

On 3 December 2007, creation of the new Portfolio of Education, Employment and Workplace Relations required the establishment of offices for the portfolio ministers, the Hon Julia Gillard MP, the Hon Brendan O'Connor MP, the Hon Kate Ellis MP and parliamentary secretaries, Senator the Hon Ursula Stephens and the Hon Maxine McKew MP.

Parliamentary workflow and processes for the new department were established, including early adoption and implementation across the department of a single IT-based document management system known as the Parliamentary Document Management System. This included an extensive program of training and user support.

Table P3.2

Processing ministerial correspondence, briefing papers, question time briefs, answers to Parliamentary Questions on Notice (tabled) and Senate Estimates Questions on Notice (tabled) for 2007–08

Responsible area	Ministerial correspondence	Briefings	Question Time Briefs	Answers to Parliamentary Questions on Notice (tabled)	Senate Estimates Questions on Notice (tabled)
Department	19 990	3148	1200	20	391
States and territories	241	228	0	0	0
Agencies	341	115	78	0	26
Total	20 572	3491	1278	20	417

Note: These figures are the combination of figures for:

- ▶ the former Department of Education, Science and Training (1 July–2 December 2007)
- ▶ the former Department of Employment and Workplace Relations (1 July–2 December 2007)
- ▶ the youth and early childhood and child care functions from the Department of Families, Community Services and Indigenous Affairs (1 July–2 December 2007)
- ▶ the Department of Education, Employment and Workplace Relations (3 December 2007–30 June 2008).

Policy advising

Policy advising is the provision of a policy-advice capacity or services to ministers, national committees and other clients.

During 2007–08, ministers, parliamentary secretaries and their employees provided feedback on the level of satisfaction with departmental advice during regular meetings with the department and, in some cases, by rating briefs according to a five point scale, with five being the maximum. Overall feedback from ministers, parliamentary secretaries and their employees confirmed that they recognise the significant efforts being made by departmental employees and are generally satisfied with the quality of briefings. Note that these satisfaction levels incorporate the former departments, DEEWR and the youth and early childhood and child care functions from the Department of Families, Housing, Community Services and Indigenous Affairs.

Internal communications

The primary channel for delivering messages to employees was via our intranets. With the MoG changes, whole of department information continued to be delivered via an interim intranet home page for the new department. The intranet featured news and announcements of relevance to the new department and quickly became the way to access employee directories and change management resources. As an interim intranet, it linked all employees to the former intranets, their content and document libraries, as well as external websites.

The Executive and the Establishment Taskforce also kept employees informed of developments and Senior Executive Service movements through all-employees emails and video links.

Service charter

The service charter explains the department's service commitments and standards. The charter provides details of contact points for specialist areas in the department and ways to offer feedback to help the department improve its services.

The charter is reviewed periodically and aims to:

- ▶ promote a strong client focus within the department
- ▶ establish clear service commitments to, and standards for, clients
- ▶ increase accountability for delivery of the department's programs and services.

The service charter is available online <www.deewr.gov.au>.

Reconciliation Action Plan

The creation of DEEWR in December 2007 resulted in the closure of the former DEST and DEWR Reconciliation Action Plans (RAPs) and a commitment to work towards the creation of the DEEWR RAP.

Highlights from the RAPs at the end of December 2007 included:

- ▶ dramatic increases in the number of completions for apprentices, as well as a rise in Indigenous Vocational Education and Training students completing qualifications
- ▶ handing back the Maralinga Tjarutja lands, previously used for British nuclear testing in the 1950s and 1960s, to the traditional owners/custodians
- ▶ the nomination of 11 former DEWR employee members for NAIDOC week awards since 2005, with eight nominees winning awards.

The new RAP actions and targets will be developed around the themes of relationships, respect and opportunities in consultation with Reconciliation Australia. The RAP represents the department's commitment to working towards closing the 17-year life expectancy gap between Indigenous and non-Indigenous Australians.

The RAP will draw on initiatives from the RAPs of the former departments, together with new initiatives showcasing the range of responsibilities covered by the department.

With links to the DEEWR Strategic Plan and the DEEWR Indigenous employment strategy, the RAP will provide a framework for the department's actions towards building positive interactions between Indigenous and non-Indigenous Australians.

People management

Strategic people management

Since DEEWR's formation, considerable work has been undertaken to establish the people management framework and related strategies appropriate to the needs of the new organisation. Key initiatives include:

- ▶ Establishment of effective people management governance arrangements, including the formation of the DEEWR People and Leadership Committee. The objective of the committee is to provide assurance that appropriate and effective people management strategies exist to enable the department to meet its business goals. The committee is responsible for making decisions, and/or recommendations to the Executive, on strategic people management issues and policy.
- ▶ Development of an integrated employee surveying strategy, including arrangements for an annual employee survey and exit and entry surveys. Survey results will provide valuable information about the department's performance in areas such as leadership, teamwork, strategic direction and employee engagement and will be used in the department's business and people planning processes.
- ▶ Formation of a people management evaluation and reporting framework. The framework will establish key indicators for evaluating the department's people management performance and will provide important information (for example, employee turnover, absence and demographic information) to assist managers.

Through effective workforce planning, the department has been able to address the significant challenges presented by issues such as workforce ageing, ongoing skills shortages and greater employee mobility to ensure its workforce remains agile, strong and capable.

General recruitment

The department has developed a range of strategies and initiatives to address required changes in recruitment processes with a focus on internal mobility and agility, and retention and recruitment of high-calibre people to meet the department's required specialist capabilities.

Specialist recruitment campaigns

Graduate program

The 2008 graduate cohort of 182 participants was a significant development for the department as it marked the first recruitment process for DEEWR under s. 72 of the *Public Service Act 1999* and signified a 'One DEEWR' approach.

Indigenous recruitment

The Indigenous Australian Recruitment and Career Development Strategy (IAR&CDS) continues to be a significant means of attracting and recruiting Indigenous Australians to the department, retaining them in the department and improving their employment and career opportunities. In 2007–08, IAR&CDS delivered the Indigenous Australian Contract Management Traineeship Program and recruited 50 participants to the department and participating APS agencies. The department continues to support and participate in the Australian Public Service Commission (APSC) Indigenous Australian recruitment initiatives. In 2007–08, six cadets and three entry-level trainees were employed through the APSC Indigenous recruitment program.

Remuneration and conditions of employment

Significant MoG changes in December 2007, as well as changes to the *Workplace Relations Act 1996* and the Australian Government Employment Bargaining Framework immediately following the MoG changes, have impacted on the remuneration and conditions of employment arrangements for the department during 2007–08.

Impacts of machinery of government changes

Determination made under section 24(3) of the *Public Service Act 1999*

The MoG changes that abolished DEWR and DEST and separated parts of FaHCSIA, also meant that the *DEST Certified Agreement 2006–2009*, the *DEWR Certified Agreement 2005–2008* and the *FaCSIA Certified Agreement 2005–2008* that would otherwise have continued to apply to DEEWR employees ceased to have any legal effect.

The Public Service Minister made two determinations under the *Public Service Act 1999* to ensure that no DEEWR employee was directly disadvantaged by the MoG. The Public Service Minister's power to do this is set out in s. 24(3) of the *Public Service Act*.

The s. 24(3) determination made on 13 March 2008 covers all DEEWR employees and preserves their conditions of employment under the three Certified Agreements as well as preserving individual Australian Workplace Agreement (AWA) provisions for those employees with current AWAs. As at 30 June 2008 all departmental employees were covered by s. 24(3).

New departmental employees are covered by the s. 24(3). This section provides that on commencement with the department, new employees are covered by the conditions of employment of one of the preserved Certified Agreements. The Certified Agreement provisions that are applied are based on the functional area in which the employee works.

Section 24(3) is an interim measure and is intended to apply only until new agreements are made. This section will cease to operate when the department enters into a new collective agreement either for SES or non-SES employees.

As at 30 June 2008 the department was negotiating future remuneration and conditions of employment arrangements for all its employees.

Impacts of new Workplace Relations arrangements

Changes to the *Workplace Relations Act 1996* and the Australian Government Employment Bargaining Framework immediately following the MoG changes resulted in a transitional period in which minimal AWAs were offered by the department to new employees. On 13 February 2008, in accordance with the Bargaining Framework, new offers of AWAs in the department were discontinued.

Capability development

The department continues to place a high priority on learning and development across the organisation, with a focus on strengthening leadership and people management capability at all levels, and building the capabilities required to achieve departmental outcomes. This is achieved through a range of activities and programs, including:

- ▶ Leading Australia's Future in Asia, the Australia and New Zealand School of Government, Executive Masters in Public Administration, Career Development Assessment Centre—senior leadership programs
- ▶ Indigenous Scholarship Program
- ▶ Executive Leadership Program

- ▶ Constructive Conversations—enhancing performance management capability
- ▶ Writing Ministerial Briefs
- ▶ Cultural Awareness Training
- ▶ Executive coaching
- ▶ SES speaker series
- ▶ Entry-level development programs.

Performance management systems

At the conclusion of the 2007–08 performance cycle, three performance management systems were in place across the department. The Performance Agreement System (PAS) applied to Employment and Workplace Relations employees, the Performance Management System (PMS) applied to Education employees and the Individual Performance Management System (IPMS) applied to Youth and Early Childhood employees. The PAS, PMS and IPMS give effect to similar principles. Performance ratings are monitored by the Remuneration Subcommittee or a consistency assurance forum. Online systems assisted with the administration of the PAS and the PMS. With appropriate consultation, a comprehensive performance management system is being developed for DEEWR employees.

Occupational health and safety performance and initiatives

The department remains committed to the following Comcare targets:

- ▶ a reduction in workplace injuries
- ▶ nil fatalities
- ▶ a reduction in the average number of weeks lost due to injury or illness
- ▶ a reduction in the average number of weeks taken for return-to-work activity to begin.

The ongoing benefits of this strategy are:

- ▶ improvement in early intervention
- ▶ proactive preventive measures
- ▶ the provision of return-to-work support services for managers and injured employees.

Occupational health and safety (OHS) awareness raising activities included:

- ▶ online OHS training ensuring all employees comply with and understand their responsibilities under the legislation
- ▶ the *Fit for Work* video, to inform employees about workstation arrangements
- ▶ Health Week in October 2007
- ▶ an annual flu immunisation program
- ▶ provision of the Mental Health First Aid in the Workplace e-learning course through the intranet and on CD
- ▶ health and wellbeing presentations to individual workgroups within the department
- ▶ ongoing OHS updates and information via the intranet and face to face to increase awareness among employees.

Participation in health, safety and social activities is rising steadily, with positive feedback from employees and unsolicited suggestions and ideas from employees. This indicates a confidence in the department as a proactive workplace where health and wellbeing are valued and supported by the department's leadership at all levels.

Workforce profile

The significant MoG changes in December 2007 affected the department's workforce profile during the financial year.

Table P3.3 shows the headcount distribution, by classification, of the department's 6150 employees as at 30 June 2008.

Key features of the department's workforce in 2007–08 were as follows:

- ▶ Executive Level 1 and APS Level 6 were the largest classification groups, with 25 per cent and 22 per cent, respectively, of employees at those levels
- ▶ the largest proportion of the department's employees was female (61 per cent)
- ▶ the department had a large representation of women at senior levels: 56 per cent of people in the Senior Executive Service (SES) and 56 per cent at the Executive Level were female
- ▶ part-time work represented 10 per cent of the total. This rate has remained stable in comparison to the former DEST and DEWR
- ▶ 25 per cent of employees (1511) were based outside National Office.

Table P3.3

DEEWR employees by classification at 30 June 2008

	Female	Male	Total
Cadets	5	3	8
Apprentices	1	0	1
Graduates	115	63	178
APS Level 1	9	8	17
APS Level 2	33	33	66
APS Level 3	197	95	292
APS Level 4	504	201	705
APS Level 5	731	366	1097
APS Level 6	838	538	1376
Executive Level 1	875	675	1550
Executive Level 2	331	287	618
Government Lawyer	18	5	23
Senior Government Lawyer	6	3	9
Principal Government Lawyer	10	7	17
SES Band 1	83	65	148
SES Band 2	19	18	37
SES Band 3	2	5	7
Secretary	1	0	1
Total	3778	2372	6150

Table P3.4
DEEWR employees by employment status as at 30 June 2008

Employment category	Former DEST at 30 June 2007			Former DEWR at 30 June 2007			DEEWR at 30 June 2008		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Ongoing									
Full-time	785	1250	2035	1383	1587	2970	2145	3060	5205
Part-time	33	179	212	34	207	241	73	465	538
Subtotal	818	1429	2247	1417	1794	3211	2218	3525	5743
Non-ongoing									
Full-time	93	132	225	81	81	162	130	201	331
Part-time	6	12	18	12	29	41	24	52	76
Subtotal	99	144	243	93	110	203	154	253	407
Total	917	1573	2490	1510	1904	3414	2372	3778	6150

Table P3.5
DEEWR employees by location as at 30 June 2008

Location	Female	Male	Total
New South Wales	224	168	392
Victoria	146	80	226
Queensland	200	92	292
Western Australia	122	49	171
South Australia	105	49	154
Tasmania	51	35	86
Australian Capital Territory	2799	1826	4625
Northern Territory	124	66	190
Overseas	7	7	14
Total	3778	2372	6150

Table P3.6 shows that 1286 people separated from the former DEST, former DEWR and DEEWR between 1 July 2007 and 30 June 2008. Of these, 326 were non-ongoing employees whose contract expired, 425 transferred to another agency, 425 resigned, 66 retired, 18 were made redundant, 11 dismissed and 16 left for a variety of other reasons.

Table P3.6
DEEWR employees separated at 30 June 2008

Classification	Total
Graduates	17
APS Level 1	19
APS Level 2	41
APS Level 3	87
APS Level 4	216
APS Level 5	237
APS Level 6	273
Executive Level 1	280
Executive Level 2	96
SES Band 1	17
SES Band 2	3
SES Band 3	0
Total	1286

Coverage of DEEWR employees by preserved AWA/CA conditions

Prior to the MoG changes, the industrial instruments covering departmental employees included both Certified Agreements (CAs) and AWAs. At the time of the MoG changes 88.7 per cent of former DEWR employees and 13.8 per cent of former DEST employees were covered by an AWA, with the remainder of former DEWR and former DEST employees covered by the provisions of the DEWR and DEST Certified Agreements. Of the employees who transferred from FaHCSIA to DEEWR, 17.6 per cent had an AWA, with the remainder covered by the provisions of the FaHCSIA Certified Agreement.

Table P3.7

Coverage of DEEWR employees by preserved AWA/CA conditions

	Transitional arrangements 24(3)	AWA	CA	Total
SES	3	189	0	192
Non-SES	0	2826	3131	5957
Total	3	3015	3131	6149

Note: The Secretary is not included in the above table as remuneration arrangements for departmental secretaries are set under a separate instrument.

Table P3.8

Salary ranges for DEEWR employees at 30 June 2008

Classification	DEEWR (\$)
APS1	20 212–38 999
APS2	39 000–53 000
APS3	43 500–53 000
APS4	48 500–67 500
APS5	54 051–69 719
APS6	58 300–82 327
EL1	74 738–110 000
EL2	86 250–130 914
SES1	110 000–157 712
SES2	150 000–195 000
SES3	195 000–255 000

The range of benefits, other than base salary, provided to employees during 2007–08 includes:

- ▶ performance pay for SES employees
- ▶ executive vehicles for SES employees
- ▶ performance pay for non-SES employees
- ▶ school holiday care allowance for non-SES employees
- ▶ studies assistance
- ▶ access to salary sacrificing arrangements
- ▶ an allowance for health and related activities
- ▶ support for access to home-based work arrangements
- ▶ completion bonuses for training programs—New Apprentices and Graduates
- ▶ workplace responsibility allowances (for example, first aid, fire warden)
- ▶ leave flexibilities, including purchased annual leave, leave buy back and primary carer leave.

Table P3.9
Performance pay

Classification	Total	Min (\$)	Max (\$)	Average (\$)	Total (\$)
APS Level 1	7	750	2000	1643	11 500
APS Level 2	11	800	4500	2018	22 200
APS Level 3	142	500	8000	2819	400 300
APS Level 4	295	500	11 000	3834	1 131 100
APS Level 5	440	200	12 000	4718	2 075 775
APS Level 6	588	600	14 500	6122	3 599 450
Executive Level 1	673	1500	18 000	8597	5 786 100
Executive Level 2	308	695	27 000	12 419	3 825 033
Govt Lawyer 1	24	2000	10 200	7336	176 064
Senior Govt Law 1	16	2300	18 000	10 256	164 100
Principal Govt Law 2	19	2750	24 000	14 618	277 750
SES Band 1	132	967	40 000	16 650	2 197 746
SES Band 2	41	2960	45 000	25 738	1 055 275
SES Band 3	7	19 388	50 000	32 953	230 674
Total	2703				20 953 067

Note: This data shows the performance pay for former DEWR employees paid in August 2008 and former DEST employees paid in September 2008.

Employee Support and Wellbeing

The department is committed to improving OHS and eliminating workplace injuries and illnesses. The department's Health and Wellbeing Policy, Occupational Health and Safety (OHS) Agreement and Policy, and Rehabilitation Policy outline strategies and procedures to provide for a safe workplace, consistent with a focus on caring for the wellbeing of the department's employees. Through these policies, the department raises awareness about OHS and injury management and provides information on potential OHS matters. The information provided includes comprehensive preventive strategies to deal with OHS matters as well as accident and injury reporting.

Health and Safety Management Arrangements

On 23 October 2006 the amended *Occupational Health and Safety (Commonwealth Employment) Act 1991* received royal assent. Under s. 16(2)(d) of the *Occupational Health and Safety Act 1991* (the Act), employers are required to develop written Health and Safety Management Arrangements (HSMAs) in consultation with their employees.

HSMAs are documents concerning the management of OHS in the department. The arrangements are one of the main mechanisms by which the employer demonstrates its commitment to meeting its duty of care under the Act.

Prior to the MoG changes, both DEST and DEWR had Health and Safety Management Arrangements Action Plans. These plans have now been amalgamated to cover the increase in employees and workplaces around Australia and internationally. Consultation with all relevant parties is underway. The DEEWR Health and Safety Management Arrangements Action Plan is expected to be in place by September 2008.

Health and safety committees

As at 30 June 2008, planning is progressing for the Peak OHS Committee which will report to the People and Leadership Committee. The Peak OHS Committee will facilitate communication between management and employees on health and safety matters, with representatives from state, territory and regional offices and the National Office. All representatives from the pre-MoG committees will be invited to continue their representation. An invitation will also be extended for employee representation from the child care areas.

The committee will represent the collective interests of the employer, employees, contractors and visitors and will be the primary consultation mechanism for OHS in the department.

The committee will meet quarterly as required under legislation.

Reporting

In 2007–08, Comcare Australia was notified of ten incidents pursuant to s. 68 of the *Occupational Health and Safety Act 1991*.

In 2007–08, no provisional improvement notices were issued under s. 29 of the *Occupational Health and Safety Act 1991* by a Health and Safety Representative against the department.

In 2007–08, no provisional improvement notices were issued under s. 46 of the *Occupational Health and Safety Act 1991* by a Health and Safety Representative against the department.

In 2007–08, no provisional improvement notices were issued under s. 47 of the *Occupational Health and Safety Act 1991* by a Health and Safety Representative against the department.

Investigations

As part of the Comcare promotion of the *Bullying in the Workplace: A Guide to prevention for managers and supervisors*, Comcare undertook an investigation into the former DEWR's Bullying and Harassment policies and procedures. It was found that DEWR complied with the guide.

The department has a number of Community Employment Broker employees placed within remote communities in the Northern Territory. This was part of the former government's Northern Territory Emergency Response. Some of these employees were housed in accommodation containers purchased by FaHCSIA. Some of the accommodation was found to contain formaldehyde and volatile organic compound levels above the Australian Standard. The department is working with FaHCSIA to safely re-house these employees while still delivering the required services to the community.

Comcare has an independent inspector investigating FaHCSIA's management of living and working conditions for this program.

State network

The department has over 1500 employees working in its State Network in the seven state and territory capital cities and in 41 non-metropolitan centres. The non-metropolitan locations include 30 Indigenous Coordination Centres where the department's employees are collocated with employees from a range of other government departments working together on whole of government solutions for Indigenous communities. The department has a long history of working locally with Indigenous communities throughout Australia and is committed to a whole of government approach to improve education and employment outcomes for Indigenous Australians, as well as access to child care.

The Network is the public face of the department and all state, territory and non-metropolitan offices contract manage a range of programs. These include child care programs such as Outside School Hours Care and the Inclusion Professional Support Program; employment services such as Job Network, Work for the Dole and the Disability Employment Network; and vocational education and training programs such as Australian Apprenticeship Support Services, Work Skills Vouchers and Language, Literacy and Numeracy.

The department's employees work with a range of community, government and private sector organisations that help young people transition from school to further education or employment through programs such as Connections, Youth Pathways and Local Community Partnerships. Young people also have opportunities to participate in community activities such as Green Corps.

The State Network also plays an important role in improving opportunities for Indigenous Australians to gain economic independence. Employees manage Indigenous Education Programs such as the Whole of School Intervention and the Indigenous Tutorial Assistance Scheme, and Indigenous Employment Programs such as Structured Training Employment Projects and the Indigenous Small Business Fund. In child care, employees manage a program that provides professional support, advice and training to Indigenous-run child care services.

State-based employees work with employers, industry groups and state and local government employees to broker employment solutions for priority groups in industries facing labour shortages. Employees also work with employers whose workers are made redundant and are eligible for assistance under the labour adjustment packages; for example, Blundstone, Electrolux and Mitsubishi.

The state and territory offices are an important contact point between the department and regional Australia. Local knowledge gained by the State Network, including any gaps and overlaps, assists in policy and program development.

It is also recognised that the State Network has an increasingly important role to play in taking the department's service delivery to the next level. As part of the process of acting locally and thinking nationally, three programs have now been fully devolved to the Network. These are the Chaplaincy Program, managed by DEEWR South Australia; the National Disability Coordination Officer Program, managed by DEEWR Victoria; and the Apprenticeship Training Voucher Initiative, managed by DEEWR Tasmania. As well as being good examples of innovative program management, devolution has allowed the department to demonstrate its agility by taking advantage of a larger and more diverse national labour market while providing an opportunity to increase the effectiveness of the network.

Science breaks down Indigenous barriers in the bush

In May 2007, the department entered a partnership with Scitech Discovery Centre to provide funding of \$345 000 over 2007–08 for the Indigenous Science Education Project.

Scitech is a Perth based interactive science museum offering exhibitions, programs and services, with the Indigenous Science Education Project one of their many outreach initiatives.

The aim of the project was to develop and deliver a culturally relevant and accessible science education program tailored to the needs of Indigenous communities throughout Western Australia. As part of the project, Scitech delivered a professional learning program for teachers of Indigenous students to improve the quality of science education in schools. The team also developed 'Do it Yourself' science resource kits for students and teachers to be distributed to remote schools. Scitech conducted Science Awareness Festivals that provided access to inspiring hands on science and technology education for students, teachers and Indigenous community members.

Scitech's professional learning team travelled to regional and remote Indigenous communities throughout Western Australia to deliver interactive science workshops, lessons and activities. Over 2300 students and 200 teachers from more than 40 schools have participated in the activities. The program has been very well received by local communities who recognise the importance of scientific student literacy for future job opportunities and career choices. The long term impact on Indigenous science learning has also been recognised by local industries who have committed to fund the program for a further five years. *Photos courtesy of Scitech.*



Left: Students explore energy transfer using a giant water bomb slingshot
Right: Investigating electromagnetic energy

Implementing the government's initiatives

A key function of all government agencies is the implementation and delivery of program and policy initiatives. Increasingly, many program and policy initiatives require a whole of government approach which demands a more agile and flexible approach to ensure the efficient and effective delivery of successful outcomes.

In response to these challenges, the department has developed an implementation framework that is based on best practice and which incorporates a structured reporting process. The framework is supported by a robust corporate governance structure to ensure policy and program initiatives are implemented seamlessly and to a consistently high standard in accordance with community expectations and accountability responsibilities.

The DEEWR Implementation Subcommittee (DISC) oversees the implementation and strategic direction of all key budget and election initiatives, including those arising from the 2020 Summit by:

- ▶ endorsing local governance, risk and implementation plans
- ▶ considering cross cutting issues—for example staffing, systems support, finances, devolution, accommodation, evaluation and procurement
- ▶ ensuring arrangements are in place to meet external reporting obligations
- ▶ addressing corporate and strategic risks.

The DISC's consolidated and high-level approach ensures that emerging risks are identified early and that strategies are put in place to address them.

The DISC reports to the Executive Meeting and provides regular reports to the Department of Prime Minister and Cabinet and our portfolio ministers.

Council of Australian Governments

COAG Taskforce

The COAG Taskforce was established to assist with the provision of strategic direction and coordination across the department in relation to the implementation of COAG's broad productivity reform agenda, as agreed by COAG at its 20 December 2007 meeting.

The taskforce's key role is to ensure that a coordinated approach is adopted when progressing COAG's participation and productivity work agenda across the department and with relevant Australian Government central agencies and state and territory agencies. The taskforce provides secretariat support and high level policy analysis to the Deputy Prime Minister, the Hon Julia Gillard MP, in her role as Chair of the Working Group on the Productivity Agenda (PAWG).

The PAWG is one of the seven working groups established by COAG to advance a new model of Commonwealth–State cooperation across key areas of reform. The PAWG will pursue substantial reform in the areas of education, skills, and early childhood development to strengthen Australia's economic and social foundations, and to deliver significant improvements in human capital outcomes for all Australians. The PAWG has three subgroups: Early Childhood Development, Schooling, and Skills and Workforce Development.

In addition to its support and coordination role for the productivity agenda, the COAG Taskforce also provides secretariat support for the department's internal COAG Committee. This is a high level committee established by the Executive to provide strategic advice on all COAG activities or issues that impact on the department. The committee monitors, assesses and draws linkages across the department relevant to the COAG reform agenda. This includes the work of the PAWG, the OHS harmonisation initiatives and regulatory changes in the chemicals and plastics industry being pursued by the Business Regulation and Competition Working Group.

Refer to Part 2 (Report on performance) in this report for other departmental COAG activities.

Information and communications technology

The information and communications technology (ICT) operations of the department are large and complex. These operations support in excess of 10 000 desktops including over 2500 desktops used by staff employed in portfolio and external agencies. They also support a large mainframe, an extensive data and voice network, several hundred servers, two high-speed secure internet gateways and four data centres. ICT operations are supported by a workforce

of departmental employees and contractors. Nearly two thirds of this workforce is engaged in applications development and maintenance. The value of ICT assets managed by the department exceeds \$250 million, with a majority of this being internally developed software.

The department's information and communication technology needs are met by three groups. The Employment Systems Group provides information technology solutions to support Outcome 7 Labour Market Assistance and Outcome 8 Workforce Participation. The Applications Systems Group provides solutions that support the department's other outcomes, and provides support to portfolio and external agencies. Information Technology Services Group manages the delivery of information technology services to the department, including infrastructure, corporate systems and telephony.

Through its core business systems, including EA3000 which underpins the operations of the Job Network, the department's ICT systems support over 90 000 users employed by a range of external service providers and education institutions, and typically process over five million transactions per day. In addition, the department's ICT systems provide information and service access to youth and job seekers, parents and carers, tertiary students, child care centres, schools, universities and vocational education and training providers.

Machinery of government changes

In 2007–08, the department's IT areas faced significant challenges in managing the MoG changes that brought together the former DEST and DEWR, as well as a portion of the former Department of Families, Community Services and Indigenous Affairs.

The new arrangements have triggered a substantial change in the way technology is governed and managed, and the way it supports the department.

Revised governance arrangements and a new high-level committee (the IT Committee) have been established. Specific areas of committee accountability include the following broad IT governance areas:

- ▶ strategic alignment—ensuring the strategic use of IT to support departmental objectives and strategy
- ▶ value realisation—ensuring that benefits realisation, including the broader value delivered by IT, is measured and reported
- ▶ IT investment—determining and guiding IT investment priorities across the department and ensuring that appropriate policies are in place to optimise IT resource management
- ▶ risk management—ensuring the major IT issues and risks affecting the operations of the department are managed and that risk management responsibilities are appropriately embedded in the department
- ▶ performance management—overseeing the overall performance reporting of IT in the department, including in reporting to the Executive.

The committee is responsible for providing advice to the Executive regarding IT governance and ensures that IT sustains and extends the department's strategies and objectives.

The department has also altered the management structures, changing the functions of the three pre-existing IT Groups significantly to ensure the alignment of IT with the new structure.

Initial analysis identified similar technology strategies and direction between the merging agencies. This similarity has, to some extent, reduced the complexity of the integration work required. However, the use of similar core technologies has not meant that the same versions are implemented, the same features are implemented, or that the configurations and use of the product are similar. As a result there has been a significant amount of work undertaken to create a single IT platform including:

- ▶ linking the two IT networks
- ▶ creating a single email address system
- ▶ integrating the department's directory services
- ▶ developing a new standard PC desktop
- ▶ creating a new intranet and internet presence
- ▶ joining up telephone systems
- ▶ rationalising corporate applications.

The department has also directed a considerable amount of effort in designing and implementing common support mechanisms. Single service desk, change systems and other supporting processes and tools across both agencies have been analysed, interim arrangements put in place and designs completed for new integrated mechanisms.

A large amount of work remains to be done and detailed business cases have been prepared outlining the investment needs over the 2008–09 and 2009–10 financial years.

IT service improvement initiatives

In addition to the work involved in MoG changes, the department has continued to improve the management of IT and the standard of IT services provided to the department.

The department has improved the management of IT infrastructure services for departmental users and Ministers' offices by implementing the IT Service Management Framework. The department also commissioned an additional off-site data centre and migrated infrastructure and applications from an existing data centre, driven by the need to improve environmental management and business availability.

The department has implemented a new telephone system. This replaced the existing Telstra traditional telephone system with a new IP Telephony system (also referred to as VoIP). Over 6500 handsets have been installed nationally, including in offices of the department's client agencies. The system uses the department's data communications network in conjunction with some Telstra services for access to the broader telephone network. A number of contact centre solutions have also been implemented using this system.

A major initiative for 2007–08 was the design and building of a special enclave to support the upcoming Employment Systems Contract tender (ESC4). This environment was designed taking into account the special security and confidentiality requirements of a large scale government tender. It has been successfully implemented and is now in use.

DEEWR is the first Commonwealth department to have implemented an Identity Management for Australian Government Employees (IMAGE) compliant Smartcard solution. This system supports secure access to the department's buildings and IT systems with a single card, and replaces the department's first generation Smartcard implementation.

Parliamentary Document Management System

The Parliamentary Document Management System (PDMS) was developed and implemented in 2007 to support parliamentary document management in the former DEST. The system supports the creation, registration, workflow and tracking of parliamentary documents, as well as reporting and records management.

FaHCSIA recognised the value of the system and collaborated with the department late in the development cycle. FaHCSIA has now also successfully implemented a version of the system (under the name MaPS.Net).

The Department of Defence has also come to an agreement with the department to undertake a joint project to further develop and extend PDMS with the intention of implementing the system in Defence in 2009.

Recognising the broad application of the system, the Business Process Transformation Committee (a whole of government body sponsored by the Department of Finance and Deregulation) commissioned a report on options for supporting the use of PDMS across government.

This report, co-authored by the department and the Department of Finance and Deregulation, was received and endorsed by the Business Process Transformation Committee in March 2008.

Services for other agencies

The department continued to provide ICT services for a number of portfolio and other agencies. The base service involves desktop computers, network communications, applications hosting and storage. Some clients also receive telephony services and application development and maintenance services.

The department now provides services to eight agencies:

- ▶ portfolio agencies
 - the Australian Fair Pay Commission Secretariat
 - Indigenous Business Australia
 - the Office of the Australian Building and Construction Commissioner
 - the Workplace Authority
 - Equal Employment Opportunity for Women in the Workplace Agency
 - the Workplace Ombudsman
- ▶ external agencies
 - the Department of Innovation, Industry, Science and Research
 - Indigenous Coordination Centres.

Research analysis and evaluation

The Strategic Analysis and Evaluation Group supports policy and program development through focused analysis and evaluation, and plays a key role in managing strategic and forward-looking research.

The group is responsible for a range of cross-sectoral or cross-portfolio policy matters including welfare reform, student income support, schooling, national quality assurance, international benchmarking, performance and investment in education and training, skills issues including migration, social inclusion and educational disadvantage for Indigenous Australians and people living in regional areas, strategic information and research management.

During 2007–08, the group's analysis and research included:

- ▶ a review of medical education information and research management services in the department
- ▶ monitoring a longitudinal study of Australian youth
- ▶ modelling the economic impacts of education and options for Closing the Gap in Indigenous disadvantage
- ▶ a survey of final year university engineering students in Australia
- ▶ evidence based skills issues, including traditional trades and science, technology, engineering and mathematics skills.

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Appendix 1

Websites

The following websites are relevant to the operations of the department and associated portfolio agencies.

Education, Employment and Workplace Relations

An Even Start	www.anevenstart.deewr.gov.au/
Australian Apprenticeships	www.australianapprenticeships.gov.au
Australian Apprenticeships Access Program	https://accesstraining.dest.gov.au
Australian Apprenticeships Training Information Service	www.natinfo.com.au
Australian Career Development Studies	www.career.edu.au/career/Jahia
Australian Education International	www.aei.gov.au/Aei/Default.aspx
Australian Government Quality Teacher Programme	www.qualityteaching.deewr.gov.au
Australian JobSearch	https://jobsearch.gov.au
Australian Safety and Compensation Council	www.ascc.gov.au
Australian Scholarships	www.australianscholarships.gov.au
Australian School Innovation in Science, Technology and Mathematics	www.asistm.edu.au/asistm
Australian Skilled Migrant	https://skilledmigrant.gov.au
Australian Technical Colleges	www.australiantechnicalcolleges.gov.au
Australian Training Awards	www.australiantrainingawards.gov.au
Australian VolunteerSearch	www.volunteersearch.gov.au
Award Review Taskforce	www.awardreviewtaskforce.gov.au
Breaking the Gridlock	www.simplerwrsystem.gov.au
Brisbane Communiqué Initiative	www.brisbanecommunique.deewr.gov.au/
Bullying. No way!	www.bullyingnoway.com.au
Career Advice Australia	www.careeradviceaustralia.gov.au
Careers in Science	www.careersinscience.gov.au
Career Education Lighthouse Schools Project	www.careerlighthouse.deewr.gov.au/
Civics and Citizenship Education	www.civicsandcitizenship.edu.au/cce
Commonwealth Register of Institutions and Courses for Overseas Students	cricos.deewr.gov.au
Copyright Aware	www.copyrightaware.gov.au
Curriculum Corporation	www.curriculum.edu.au/ccsite
Defence Force Remuneration Tribunal	www.dfrt.gov.au
Department of Education, Employment and Workplace Relations	www.deewr.gov.au
Department of Education, Science and Training (former)	www.dest.gov.au
Department of Employment and Workplace Relations (former)	www.dewr.gov.au
Digital Education Revolution	www.digitaleducationrevolution.gov.au
Education Network Australia	www.edna.edu.au
Education Portal - education.gov.au	www.education.gov.au
Education.au Limited	www.educationau.edu.au
Endeavour Awards	www.endeavour.deewr.gov.au/
Employment and Community Services Network (ECSN)	https://ecsn.gov.au/Ecsn/login.aspx
Federal Safety Commissioner	www.fsc.gov.au

Flexibility Works	www.flexibilityworks.dewr.gov.au
Get a Trade	www.getatrade.gov.au
Going to Uni: higher education for students in Australia	www.goingtouni.gov.au
Green Corps	www.greencorps.gov.au
HEIMSHelp	www.heimshelp.deewr.gov.au/
Higher Education Endowment Fund	www.heef.deewr.gov.au/
Indigenous portal	www.indigenous.gov.au
IT Skills Hub	www.itskillshub.com.au
Investing in Our Schools	www.investinginourschools.deewr.gov.au/
Job Guide	www.jobguide.thegoodguides.com.au
JobAccess	www.jobaccess.gov.au/joac/home
JobJuice	www.jobjuice.gov.au
Job Network	www.workplace.gov.au/workplace/Programmes/JobNetwork/
Jobwise	www.jobwise.gov.au
Language, Literacy and Numeracy Program	www.llnp.deewr.gov.au
Le@rning Federation—Schools Online Curriculum Content Initiative	www.thelearningfederation.edu.au/default.asp
Legal Issues Guide for Small Business	sblegal.industry.gov.au
Licence Recognition	www.licencerecognition.gov.au
Literacy and Numeracy Week	www.literacyandnumeracy.gov.au/
Literacynet	www.literacynet.deewr.gov.au/
Ministers Media Centre	mediacentre.dewr.gov.au
Myfuture: Australia's Career Information Service	www.myfuture.edu.au/
National Career Development Week	www.nationalcareerdevelopmentweek.com.au
National Centre for History Education	www.hyperhistory.org
National Indigenous Cadetship Project	https://www.nicp.dewr.gov.au
National Literacy and Numeracy Week	www.literacyandnumeracy.gov.au
National Review into Model OHS Laws	www.nationalohsreview.gov.au
National Reporting System	www.nrs.dest.gov.au
National Safe Schools Week	www.safeschools.deewr.gov.au
National Skills Shortage Strategy	www.nsss.gov.au
National Training Information Service	www.ntis.gov.au
Need Staff?	www.needstaff.gov.au
National Occupational Health and Safety Commission EU	www.nohsc-eu.gov.au
National Occupational Health and Safety Review	www.nationalohsreview.gov.au/
New National Training System	www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/
Office of the Registrar of Indigenous Corporations	www.oric.gov.au
Office of Early Childhood Education and Child Care	www.oceccc.gov.au
Our Universities: Backing Australia's Future	www.backingaustraliasfuture.gov.au
Provider Registration and International Students Management System	https://prisms.deewr.gov.au/Logon/Logon.aspx
Quality Teaching	www.qualityteaching.deewr.gov.au/
Racism. No Way.	www.racismnoway.com.au
Resilience Education and Drug Information	www.redi.gov.au
Remuneration Tribunal	www.remtribunal.gov.au
Resource Generator	www.resourcegenerator.gov.au
School and Industry Leaders' Forums	www.silforums.deewr.gov.au/
Skilled Migrant	https://skilledmigrant.gov.au

Skills Australia	www.skillsaustralia.gov.au
Skills for the Future	www.skillsforthefuture.gov.au
SkillsInfo	www.skillsinfo.gov.au
Social Inclusion	www.socialinclusion.gov.au
Study in Australia	www.studyinaustralia.gov.au
Summer Schools for Teachers	www.summerschools.dest.gov.au
Support the System that Supports You	www.supportthesystem.gov.au
The Real Game	www.realgame.gov.au/index.htm
The Source	www.thesource.gov.au
Trade Training Centres	www.tradetrainingcentres.deewr.gov.au/
Transnational Quality Strategy	www.transnational.deewr.gov.au/
Tools For Your Trade	www.toolsforyourtrade.com.au
Training.com.au	www.training.com.au
TVET (Australian Educational Sharing Network)	www.aesharenet.com.au
Valuing Australia's Older Workers	www.valuingolderworkers.gov.au
WageNet	www.workplaceauthority.gov.au
workplace.gov.au—Employment and workplace relations services for Australians	www.workplace.gov.au
Young Australian Rural Network	www.yarn.gov.au
Year 12—What Next?	www.year12whatnext.gov.au
Youth Pathways	www.studyoverseas.gov.au/
Youth Week	www.youthweek.com

Portfolio agencies

Australian Fair Pay Commission	www.fairpay.gov.au
Australian Industrial Relations Commission	www.airc.gov.au
Australian Learning and Teaching Council	www.altc.edu.au/carrick/go
Australian National University	www.anu.edu.au
Comcare	www.comcare.gov.au
Office of the Australian Building and Construction Commissioner	www.abcc.gov.au
Safety, Rehabilitation and Compensation Commission	www.comcare.gov.au/src_commission
Seafarers Safety, Rehabilitation and Compensation Authority	www.seacare.gov.au
Teaching Australia—Australian Institute for Teaching and School Leadership Limited	www.teachingaustralia.edu.au/ta/go
Workplace Authority	www.workplaceauthority.gov.au
Workplace Ombudsman	www.wo.gov.au/asp/index.asp

Appendix 2

Commonwealth Disability Strategy

The department reports its performance against four core performance roles: policy advisor, regulator, purchaser and provider. The department reports on its role as an employer through the State of the Service Report survey conducted by the Australian Public Service Commission.

Policy advisor role

Performance indicator 1	<i>New or revised policy/programs assess impact on the lives of people with disability prior to decision.</i>
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Evidence of compliance 2007–08

The Disability Standards for Education (2005) formulated under the *Disability Discrimination Act 1992* ensure that students with disability are able to access and participate in education on the same basis as other students. The standards do this by providing clarity and specificity for education and training providers and for students with disability. The department promotes the standards to education providers and distributes a printed version of the standards to educational institutions.

The standards set out the obligations of all education providers under the *Disability Discrimination Act 1992* in five key areas: enrolment, participation, curriculum development, accreditation and delivery, student support services and elimination of harassment and victimisation. They apply to government and non-government providers in all education sectors—preschool, school, vocational education and training and adult and community education—as well as organisations that develop and accredit curricula and courses. The standards are available on relevant websites, including those of the Attorney-General's Department, DEEWR and the Human Rights and Equal Opportunity Commission. A copy of the standards can be accessed at <www.dest.gov.au/research/publications/disability_standards/default.htm>.

In assessing the impact of policies, proposals and programs on people with disability the department identifies barriers to participation in education and ensures that funding covers appropriate assistance and support. As an example, the Youth Pathways program targets young people aged 13 to 19 years who are most at risk of failing to successfully transit through school and then make the transition to further education. The program has been adjusted to ensure that participants in the target group who are at risk because of mental health issues are identified and referred for appropriate support and assistance.

In response to the increasing numbers of children in Australia diagnosed with autism spectrum disorder (ASD), the government is providing specific support for these children, their parents, carers, teachers and other professionals through the Helping Children with Autism package. The package is being delivered through the Department of Families, Housing, Community Services and Indigenous Affairs, the Department of Health and Ageing and DEEWR from 2007–08 to 2011–12.

The two initiatives being delivered by the department are:

- ▶ professional development for teachers and other school staff who are working with students with ASD to increase their understanding, skills and expertise in working with these students
- ▶ workshops and information sessions for parents and carers of school-aged children with ASD to assist them to develop productive partnerships with their child's school teachers and school leaders.

The government has also committed funding of \$1.2 billion over five years to improve secondary school student access to world-class information through the Digital Education Revolution. Of this, \$1.1 billion will be invested through the National Secondary School Computer Fund, which will provide grants of up to \$1 million for every secondary school in Australia for new or upgraded Information and Communication Technology (ICT) for students in Years 9 to 12. The additional \$100 million will fund the other elements of the program: the national secondary schools computer fund; fibre connections to schools; online curriculum content; teacher training and parent participation. The government recognises that some students with disability may not benefit from ICT without assistive technology and that increasing the ratio of computers may not be the most appropriate mechanism. The department therefore, has established an advisory group to consider how the fund can best meet the needs of students with disability. The department is consulting with education authorities in all states and territories. Advice for schools will be available from the Digital Education Revolution website <www.digitaleducationrevolution.gov.au>.

Job Network

Job Network is the largest of the government's contracted employment services. It provides a continuum of tailored and individualised services to help job seekers find suitable work. It has a number of features which tailor assistance to individual needs, including the needs of job seekers with disability. This includes access to the Job Seeker Account, which can be used to provide job seekers with additional individualised assistance, such as training, to help them find and retain work.

About 14 per cent of job seekers in Job Network have a declared disability. Most of these job seekers are in receipt of NewStart or Youth Allowance (other) unemployment benefits. People in receipt of the Disability Support Pension may continue to volunteer for services.

Access to Job Network for people who are deemed 'Non-activity tested volunteers' (including disability support pensioners and parents) who wish to receive employment services has been made simpler through direct registration, which allows such volunteers to register with a Job Network member without referral from Centrelink.

During 2007–08, approximately 11 900 long-term jobs were achieved for disadvantaged job seekers and those people unemployed for more than three months who identified as having disability.

The department continues to give special consideration to people with disability through ongoing improvements to the *Active Participation Model*. Job seekers assessed as highly disadvantaged through the Job Seeker Classification Instrument (JSCI)—this includes job seekers with disability—commence immediately in Intensive Support customised assistance, which provides more individualised services to help overcome job seekers' barriers to employment and to tailor their efforts in looking for work.

Specialist Job Network providers cater to the needs of particular client groups—including job seekers with hearing or vision impairment, mental illness, HIV/AIDS or hepatitis. At 30 June 2008, 26 Job Network sites were delivering specialist services to people with disability.

Disability Employment Network

The Disability Employment Network (DEN) provides specialist assistance to job seekers with disability who require ongoing support to find and maintain employment in the open labour market. These services are purchased under the *Disability Services Act 1986*.

The DEN uncapped stream was part of the 2005 Welfare to Work Budget measures and guarantees assistance to job seekers with disability who have a future work capacity of 15 hours or more per week in jobs with part-time participation requirements.

DEN capped services continue to provide assistance to other eligible job seekers with disability. The 2007–08 Budget provided an additional 987 places for the capped stream. Uncapped services were also extended to adult pre-release prisoners with disability from 1 January 2008.

Vocational Rehabilitation Services

Vocational Rehabilitation Services (VRS) combine specialist employment assistance with vocational rehabilitation to help people with an injury, disability or health condition find and retain safe and sustainable employment in the open labour market. VRS assist job seekers to understand, compensate for and manage their injury or disability by building work capacity and/or developing new work strategies to avoid re-injury.

Additional post-placement employment support for people with mental illness has been provided through the expansion of Job in Jeopardy assistance in VRS. Intermittent post-placement support for people with mental illness was implemented from 1 July 2007.

Personal Support Programme

In 2007–08, the Personal Support Programme (PSP) was delivered by 120 organisations at 684 sites across Australia.

The program is open to people in receipt of income support and people aged 15 to 20 years who are not in receipt of income support and not in full-time study. Potential participants with multiple non-vocational barriers are referred to the program because they are unable to gain a job or benefit from employment assistance programs such as Job Network, DEN or VRS. The program offers counselling and personal support, referral and advocacy, practical support, outreach activities and assessment of participants' progress. PSP outcomes can include work, a sustained transition in Job Network, DEN or VRS, and Vocational Education and Training (VET).

The program funds provide assistance to participants for a maximum of two years. In this time, it is expected that participants will improve their capacity to participate in the workforce and VET, increase their engagement with the community and stabilise medical and personal issues.

Working with Centrelink

The JSCI measures a job seeker's relative labour market disadvantage. Administered by Centrelink, JSCI is used to identify job seekers with significant barriers to employment for early referral to Intensive Support customised assistance and for referral to Job Capacity Assessments. This may lead to job seekers being referred to a service that is more appropriate for them than Job Network. Job Network members and Job Capacity Assessors are also able to review a job seeker's JSCI where the individual discloses new information or where their circumstances have changed. In 2007–08, 32 per cent of Job Capacity Assessments recommended a referral to Job Network.

In 2007–08, the government announced a review of the instrument. The circumstances of job seekers with disability were among the main issues raised by respondents to this review. The results from the review will be used in revising the instrument in 2008–09, with a new version to be released at the start of the new Employment Services System on 1 July 2009.

National Mental Health and Disability Employment Strategy

The National Mental Health and Disability Employment Strategy is being developed to address the barriers to employment faced by people with disability and/or mental illness. The strategy is being developed in consultation with people with disability and/or mental illness, peak bodies, employers, service providers, trade unions, state and territory governments and experts. Thirteen consultation sessions were held around Australia, with approximately 740 individuals covering some 380 organisations, accepting invitations to attend the sessions. A discussion paper that facilitated stakeholder input was released and over 300 submissions were received.

A Strategy Advisory Committee was developed to provide expert advice to the Minister for Employment Participation, the Hon Brendan O'Connor MP, and the Parliamentary Secretary for Disabilities and Children's Services, the Hon Bill Shorten MP, on the development of the strategy. The committee's membership includes representatives of consumer peak bodies, employer peak bodies, trade unions, employment service providers and training organisations and is chaired by the Minister for Employment Participation.

Policy advisor role

Performance indicator 2	<i>People with disability are included in consultation about new or revised policy/program proposals.</i>
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Evidence of compliance 2007–08

In November 2006 the Ministerial Council for Vocational and Technical Education (MCVTE) approved new client advisory arrangements. These include a Disability Advisory Taskforce which provides advice to the National Senior Officials Committee and MCVTE on issues related to improving the participation and achievement of people with disability in VET.

To assist in forming its advice, the taskforce consults and builds partnerships with stakeholders and the VET system, identifies research and pilot projects, and monitors progress against performance measures.

People with disability are also represented on the National Quality Council which monitors quality assurance procedures in the VET system and ensures national consistency in the application of the standards for auditing and registering VET providers under the Australian Quality Training Framework.

In developing the Productivity Places Program, the department released a public discussion paper in April 2008 and invited feedback on the issues and approaches raised in the *Skilling Australia for the Future Discussion Paper 2008*. This feedback will inform the progressive implementation of the policy.

Vocational Rehabilitation Taskforce and Disability Employment Services Branch hold regular meetings with peak disability service representatives—including ACE National Network Inc, National Disability Services, the Australian Rehabilitation Providers Association, and the National Employment Services Association—and consult on program design and operational policy development.

National Mental Health and Disability Employment Strategy

The consultation sessions used to inform the development of the National Mental Health and Disability Employment Strategy included strong representation from people with disability, members of bodies which represent the interests of people with disability and people who deliver services to people with disability. Approximately 740 individuals, covering some 380 organisations, accepted invitations to attend the 13 consultation sessions held around Australia.

To ensure that all people with disability were able to make submissions, the department liaised with the Australian Federation of Disability Organisations to provide people with disability with access to a scribe to assist them with the development of their submission.

The Strategy Advisory Committee also represents the interests of people with disability and provides input and advice on the development of the strategy. The committee is co-chaired by the Minister for Employment Participation, the Hon Brendan O'Connor MP, and the Parliamentary Secretary for Disabilities and Children's Services, the Hon Bill Shorten MP. It also has 16 members representing consumers, providers, employers, unions and experts.

Policy advisor role

Performance indicator 3	<i>Public announcements of new, revised or proposed policy/ program initiatives are available in accessible formats for people with disability in a timely manner.</i>
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Evidence of compliance 2007–08

The former departments of Education, Science and Training (DEST) and Employment and Workplace Relations (DEWR), and DEEWR made information available through a wide range of forums and media and in formats to cater for a variety of disabilities.

The former DEST and DEWR annual reports for 2006–07, Portfolio Additional Estimates Statements 2007–08 and the Education, Employment and Workplace Relations Portfolio Budget Statements 2008–09 and budget media releases were published on the departments' websites in both HTML and PDF formats at the same time as the printed documents were tabled and released.

All other websites take web accessibility into account during their design and development. The department continues to use a uniform approach to the publishing of information online to ensure that correct procedures are followed and that the department meets all lawful and best practice accessibility standards.

Advertising and communications plans adhered to government standards for information accessibility, including:

- ▶ phone numbers or call centre options
- ▶ Radio for the Print Handicapped in all campaign media plans; and closed captioning on television advertisements
- ▶ referrals to the National Relay Service and Speech to Speech Relay Services
- ▶ website support for all campaigns on stand-alone websites or from home page links on existing websites
- ▶ websites that included fact sheets, advertisements, program information and frequently asked questions in accessible formats.

The department's contact centre and Centrelink call centres are equipped with telephone typewriter facilities for the hearing impaired.

JobAccess

JobAccess has been designed as a one-stop shop for all matters relating to employment of people with disability. It is an online resource and telephone advice service that provides free expert information and advice to job seekers and their coworkers, employers and employment service providers. The website provides information about the full range of government services and incentive schemes for the employment of people with disability. It also provides step-by-step guides on recruitment, job searching, adjusting to the workplace, understanding rights and responsibilities at work and responding to common concerns.

The JobAccess information and advisory service was awarded the 2008 United Nations Public Service Award in the 'Improving the delivery of services' category for the Asia-Pacific region.

Information on DEN and VRS is available in accessible formats from the JobAccess website and telephone hotline 1800 464 800.

National Mental Health and Disability Employment Strategy

A discussion paper which facilitated written submissions to the strategy was made available on the Workplace website in Portable Document Format (PDF) and Rich Text Format (RTF). A 1800 (toll free) telephone number was also made available so that people could request hard copies and alternative formats of the discussion paper, including braille, audio and large print formats. Most of the submissions received in response to the discussion paper were from people with disability and organisations representing people with disability.

Regulator role

Performance indicator 1	<i>Publicly available information on regulations and quasi-regulations is available in accessible formats for people with disability.</i>
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Evidence of compliance 2007–08

Information on the department's programs—such as VRS, DEN, the Workplace Modifications Scheme and the Supported Wage System and all publicly available information from the Office of Early Childhood Education and Child Care—is available in accessible formats from the JobAccess website and telephone hotline 1800 464 800, which has a telephone typewriter facility.

Regulator role

Performance indicator 2	<i>Publicly available regulatory compliance reporting is available in accessible formats for people with disability.</i>
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Evidence of compliance 2007–08

Information about the quality assurance system for the DEN and VRS is available from the Department of Families, Housing, Community Services and Indigenous Affairs website <www.fahcsia.gov.au> in accessible formats.

Purchaser role

Performance indicator 1	<i>Publicly available information on agreed purchasing specifications is available in accessible formats for people with disability.</i>
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Evidence of compliance 2007–08

The department's tenders are advertised through various media, including AusTender, newspapers and the department's website <www.deewr.gov.au>. Although the tenders are usually offered in PDF format, other formats are available on request through the contact officer for each tender.

Purchaser role

Performance indicator 2	<i>Processes for purchasing goods or services with a direct impact on the lives of people with disability are developed in consultation with people with disability.</i>
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Evidence of compliance 2007–08

The department's procurement requires compliance with the Commonwealth Procurement Guidelines and related legislation, which includes the *Disability Discrimination Act 1992*.

Purchaser role

Performance indicator 3	<i>Purchasing specifications and contract requirements for the purchase of goods and services are consistent with the requirements of the Disability Discrimination Act 1992.</i>
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Evidence of compliance 2007–08

Both DEN and VRS are specialist employment services contracted by the department to help people with disability obtain and retain employment under conditions that meet the provisions of the *Disability Discrimination Act 1992*. These specialist employment services are also required to achieve and maintain quality assurance certification under the Disability Services Standards and are independently audited against the 12 standards.

The department's template contracts for the purchase of goods and services require compliance with Commonwealth laws, including the *Disability Discrimination Act 1992*. The request for tender template states that successful tenderers will be subject to the same requirement.

Purchaser role

Performance indicator 4	<i>Publicly available performance reporting against the purchase contract specifications requested in accessible formats for people with disability is provided.</i>
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Evidence of compliance 2007–08

Job seekers are informed of the relative performance of DEN providers through the publication of the Disability Employment Network Star Ratings on the Australian JobSearch website. All publicly available information is provided in accessible formats, including online.

Purchaser role

Performance indicator 5	<i>Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about providers' performance.</i>
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Evidence of compliance 2007–08

Complaints and grievances are handled in accordance with the departmental policy and advice available from external complaint handling agencies such as the Commonwealth Ombudsman. The complaints protocol is publicly available through the *Child Care Service Handbook 2007–08* in hard copy (pp. 73–74) and online.

The department's tenders are advised through various media, including AusTender, newspapers and the department's website. Although tender documentation is generally offered in PDF format, other formats are available on request through the contact officer for each tender.

Employment and Related Services Code of Practice

Providers are contractually bound to provide services according to the standards set out in the Employment and Related Services Code of Practice. This code details a series of principles and commitments to high quality service delivery and has been designed to apply to all employment and related services, focusing attention on the way services are provided to achieve the best outcomes for clients.

The code requires that providers of employment and related services deliver their services according to the needs of clients, including:

- ▶ ensuring that premises and facilities are appropriate for the delivery of services with safety, privacy and dignity
- ▶ considering clients' individual circumstances and backgrounds and tailoring assistance by taking account of individuals' needs
- ▶ demonstrating flexibility in service delivery as clients' circumstances change
- ▶ collecting relevant and necessary information
- ▶ communicating clearly and effectively
- ▶ ensuring that clients are aware of their rights and obligations
- ▶ seeking feedback and advising clients of the availability of the freecall Customer Service Line and, for clients of the DEN and VRS, the Complaints Resolution and Referral Service
- ▶ supporting clients when resolving any difficulties or concerns they have.

Job Placement organisations are contractually obliged to adhere to the Job Placement Code of Practice. This includes adherence to anti-discrimination laws, treating all job seekers fairly and with respect, and providing premises that are appropriate for the delivery of services with safety, privacy and dignity.

Service guarantees

Job seekers can expect to receive the range of services set out in the relevant service guarantee. Service guarantees form part of each contract to deliver employment and related services for 2006–09 and are available in accessible formats and have been translated into 20 languages.

Complaints process

The employment and related services complaints process has four main objectives:

- ▶ providing a fair, accessible and effective complaints process for clients
- ▶ examining, investigating and resolving complaints
- ▶ identifying shortcomings in the delivery of services and helping providers comply with the code and/or the relevant service guarantee
- ▶ producing the best possible outcomes for clients by developing high quality, continually improving services.

The aim is to resolve complaints at the local level. Where complaints about other matters are received, clients are referred to the relevant jurisdictional authority.

The code is supported by a three-step complaints process that is available to clients who are not satisfied with the service they have received. The three steps are as follows:

1. Clients directly discuss their concerns with their service provider.
2. If clients do not wish to raise the complaint with their provider, or are not satisfied with the response, they can contact the department's Customer Service Line on freecall 1800 805 260. Officers can provide information and advice, inquire into complaints, and require providers to take appropriate action.
3. If clients are not satisfied with the way their concerns were dealt with by the department, they can ask to have the matter reviewed by the Commonwealth Ombudsman.

Disability Employment Network and Vocational Rehabilitation Services providers are also affected by the provisions of the Disability Services Standards, against which they must be certified. Standard 7 requires that providers have an accessible, effective internal complaint handling mechanism for clients. Clients can also make use of the Complaint Resolution and Referral Service, which is an independent service funded by the government to help clients using specialist disability services to raise and seek resolution of complaints. Clients of DEN and VRS can speak with a staff member from the Complaint Resolution and Referral Service by contacting the Customer Service Line on freecall 1800 805 260 or directly on freecall 1800 880 052. Complaint Resolution and Referral Service staff are also able to advise providers on developing or improving their internal complaint-handling procedures.

Feedback mechanisms

The department's customer feedback mechanisms are designed to ensure that clients—regardless of their circumstances or background—have access to a complaints mechanism.

The Customer Service Line and the Complaint Resolution and Referral Service allow clients to express concerns about the services they receive and the performance of providers. Interpreter services, translator interpreter services and telephone typewriter facilities (through the National Relay Service) are available when required.

Provider role

Performance indicator 1	<i>Providers have established mechanisms for quality improvement and assurance.</i>
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Evidence of compliance 2007–08

Mechanisms for quality improvement and assurance for providers occur through the department's service charter.

Departmental service delivery requirements are listed in Chapter 6 of the *Child Care Service Handbook 2007–08* in hard copy and online.

Providers are obligated to provide quality services under their funding agreement with the department. State and territory offices monitor and visit service providers to ensure compliance with funding agreements.

Once it is approved, the Child Care Programs Branch will meet all provisions of the department's client service charter.

The National Quality Strategy for Disability Employment Services and Rehabilitation Services Providers requires DEN and VRS providers to be certified against the Disability Service Standards of the *Disability Services Act 1986*. The strategy includes a quality certification process against 12 national disability standards, complaint handling mechanisms and continuous improvement activities. The Department of Families, Housing, Community Services and Indigenous Affairs administers the strategy on behalf of the Commonwealth.

Provider role

Performance indicator 2	<i>Providers have an established service charter that specifies the roles of the provider and consumer and service standards that address accessibility for people with disability.</i>
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Evidence of compliance 2007–08

The department has an established service charter that specifies the roles of the provider and consumer and service standards that address accessibility for people with disability. The department's contact centre handles the full range of service inquiries relating to its education, employment and training programs. Clients are given the option of using phone, fax or email. The email system accepts documents in a number of accessible electronic formats, and all hotlines and information lines include the provision to access TIS (an interpreter service) and TTY (for hearing-impaired people) as required. Details of the service charter are included in Part 3 of this report.

Service providers, including Centrelink, deliver most of the department's programs and services. Centrelink provides the full range of services to people with disability, including a dedicated phone service.

In Home Care providers are subject to the Interim Standards for In Home Care, which deal with issues such as individualised care and access.

Family Day Care is subject to endorsed national standards, which require services to provide written statements and implementation plans. This includes the provision of care for children with disability.

Once it is approved, the Child Care Programs Branch will meet all provisions of the department's Service Charter.

From 1 July 2006, the Employment and Related Services Code of Practice and relevant service guarantee bound all employment service providers holding contracts with the department. The Code of Practice describes how providers must deliver services to clients. The DEN and VRS service guarantees both specify the types of services clients can expect to receive.

Provider role

Performance indicator 3	<i>Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about performance</i>
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Evidence of compliance 2007–08

Employment service providers are contractually bound to provide services according to the standards set out in the Employment and Related Services Code of Practice and relevant service guarantees. All eligible job seekers receive a copy of the *Employment and Related Services Code of Practice* from their employment service provider, which includes information outlining the employment and related services complaint process.

The Code commits providers to observe the highest standards of fairness and professional practice in the delivery of the services and obligations in their respective contractual arrangements with the government. At all times providers must aim to help achieve the best outcomes for their clients. The Code outlines the manner in which services and programs are delivered, including for example, treating job seekers fairly and with respect, ensuring that premises and facilities are appropriate to deliver services with privacy and dignity, and providing information to clients with disability in an accessible format. Job seekers are encouraged to raise any concerns with their provider in the first instance. If they are dissatisfied with the provider's response or feel they cannot discuss the issue with them, they can contact the Customer Service Line. Job seekers registered with DEN and VRS can also contact the Complaints Resolution and Referral Service, which is an independent service funded by the government, to help job seekers using specialist disability services raise and seek resolution of complaints. The Code advises that if job seekers are dissatisfied with how the department has managed their concerns they can make a complaint to the Commonwealth Ombudsman's Office.

Appendix 3

Ecologically sustainable development and environmental performance reporting

Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* requires that government organisations report annually on their environmental performance and contribution to ecologically sustainable development.

Our commitment

The department is committed to:

- ▶ pursuing ecologically sound practices by implementing measures to ensure the prevention of pollution and to minimise environmental impact generally
- ▶ achieving environmental best practice in office management and general operations
- ▶ compliance with applicable legislative and regulatory requirements.

Departmental activities in accord with ecologically sustainable principles

Prior to the formation of DEEWR, the former departments of Education, Science and Training (DEST) and Employment and Workplace Relations (DEWR) both maintained separate Environmental Management Systems (EMS) and both had achieved ISO 14001 certification of specific sites. Following the formation of DEEWR, the department's focus has been on developing an integrated, ISO 14001 compliant EMS and standardising environmental initiatives across all the department's operations and tenancies. A new departmental Environmental Management Working Group has been formed to lead and monitor the EMS. In the interim, all previous environmental initiatives undertaken by the separate agencies are continuing.

Office of Early Childhood Education and Child Care

Legislation requires all child care services to submit data online via the Child Care Management System from 1 July 2009 thus reducing administrative costs, including the use of ecologically unsustainable products, for both services and the department.

The Office of Early Childhood Education and Child Care is contributing to ecologically sustainable principles by publishing documents online in downloadable form. This encourages stakeholders such as child care services and parents to access the publications, or parts of publications, in which they are interested electronically, thus reducing paper usage and related printing and distribution costs.

Vocational Education and Training

In April 2008, the Ministerial Council for Vocational and Technical Education established the National Vocational Education and Training (VET) Sector Sustainability Working Group. The working group is developing a National Policy and Action Plan for Sustainability in the VET sector.

DEEWR contributes to whole of government forums including the National Council on Education for Sustainability, which advises the Minister for the Environment, Heritage and the Arts. DEEWR also contributes to interdepartmental committees, including those on climate change, energy efficiency, water and tourism—which address climate change issues.

School Education; Transitions and Youth

Under the *Schools Assistance (Learning Together—Achievement Through Choice and Opportunity) Act 2004*, all education authorities are required, as a condition of funding for 2005–08, to make a commitment to the National Goals for Schooling in the 21st Century. One of these goals is:

When students leave school they should have an understanding of, and concern for, stewardship of the natural environment, and the knowledge and skills to contribute to ecologically sustainable development.

This goal is being progressed under the government's National Action Plan, Environmental Education for a Sustainable Future (2000), which is managed by the Department of the Environment, Water, Heritage and the Arts and the National Environmental Education Council, through the National Environmental Education Network.

The Australian Sustainable Schools Initiative (AuSSI) supports the National Action Plan. It is an initiative of the states and territories coordinated and supported nationally by the Department of the Environment, Water, Heritage and the Arts in association with DEEWR.

The AuSSI enables schools and their communities to learn to live and work more sustainably through the provision of education resources, mentoring and support for educators and school staff. In 2007–08, over 2500 schools participated.

The Australian Government Quality Teacher Program provided support for teacher professional learning, including in environmental education and education for sustainable futures.

The Australian School Innovation in Science, Technology and Mathematics (ASISTM) Project provided funding for innovative projects in these subject areas, including in environmental education. Nearly one-third of more than 350 ASISTM projects funded have had an environmental focus.

The government also provided funding of \$370 000 for the pilot phase of the Scientists in Schools initiative in 2007–08. This initiative involved practising scientists partnering with teachers in primary and secondary schools on a voluntary basis to promote science education in schools, stimulate and increase students' interest in science, and broaden awareness of the types and variety of careers that are available within science and related fields. Many of the 700 scientists registered have expertise in environmentally related fields.

A national Scientists in Schools Energy and Climate Change Symposium was held at the CSIRO Energy Centre in Newcastle, New South Wales, in October 2007. The event was designed to complement the Scientists in Schools teacher-scientist partnerships by informing and inspiring teachers and scientists about contemporary school science education and contemporary scientific research and ways to integrate it into classrooms. The symposium included a range of expert presentations covering topics such as climate change, low emissions electricity, low emissions transport and energy futures.

Departmental outcomes and their contribution to ecologically sustainable development

Higher Education

Development of a Master of Integrated Water Management Program

Funding of \$532 000 was granted in 2007 to the International WaterCentre to establish a jointly badged Master of Integrated Water Management program (MIWM). The International WaterCentre is a joint venture partnership between The University of Queensland, The

University of Western Australia, Monash University and Griffith University for the collaboration delivery of education and applied research in water management. Program design, curriculum development, course delivery and supervision of students will be shared across the four partner universities, with significant input from industry, government, non-government organisations and other education and training providers.

Vocational Education and Training

The Skilling Australia for the Future policy will ensure Australia is well positioned to meet the changing skills required to address climate change. Through the Productivity Places Program, 630 000 new training places are being delivered to respond to current skills shortages and also to emerging skills issues such as those required to respond to climate change. Priority occupations being targeted by the program that relate to 'green' industries include: agricultural scientist, agricultural advisor, forester and environmental research scientist.

A new independent statutory body, Skills Australia, has been established to provide advice to the Minister for Education, Employment and Workplace Relations, the Hon Julia Gillard MP, on matters related to Australia's current, emerging and future workforce skills needs. The requirement for skills to meet the needs of the 'green' economy will feature as part of Skills Australia's advice.

DEEWR administers the National Skills Shortages Strategy, which is responsive to the implications of climate change in relation to skills development. For example, the current Emerging Technologies project aims to develop an approach to accelerate the capacity of the national training system to engage with new and emerging technologies. The Moving Women in Forestry project will establish peer networks that improve knowledge of work opportunities in the industry, create opportunities for skills assessment, promote discussion of climate change issues facing the industry and provide education resources on climate change.

The National Occupational Health and Safety Standards

The department supports the work undertaken by the Australian Safety and Compensation Council (ASCC) and the Workplace Relations Ministers' Council on workplace hazardous substances, dangerous goods and the control of major hazard facilities.

Work continues on the development of a revised and combined framework for the control of workplace hazardous substances and dangerous goods, which will lead to a common standard and guidance material for workplace chemical safety. The new standard utilises an internationally agreed system for classifying and labelling chemicals and providing information about their safe use. Significant progress has been made in the past year to resolve a large number of issues that were raised during the public comment period, which ended in March 2007. These changes will help improve safety from chemical use in Australian workplaces, and result in greater consistency between the Australian and international systems of classification and labelling of chemicals.

The ASCC has initiated a review of the national standard and code of practice for the control of major hazard facilities. As part of this review the ASCC recently established a technical and reference group to examine key technical issues, including international approaches and world best practice in controlling major accident hazards. The major hazard facilities regulatory framework covers chemical process safety, plus worker, public and environmental safety.

Green Corps

Green Corps is a voluntary youth development and environmental training program for people aged 17 to 20 years. It offers young people an opportunity to participate in projects designed to conserve, preserve and restore Australia's natural environment and cultural heritage while

at the same time receiving accredited training in courses with an environmental focus such as Conservation and Land Management and Horticulture. Most Green Corps projects are located in regional, rural or remote Australia and focus on areas where environment and heritage restoration, protection and conservation are a high priority.

In May 2008, as part of the reform of employment services, the government announced that Green Corps would be integrated with other services into the new employment services model.

The Indigenous Employment Program

The Indigenous Employment Program (IEP) does not specifically measure or review the environmental performance of the projects funded under the IEP. The program's primary responsibility is to deliver a range of measures to stimulate Indigenous economic activity and improve employment services and outcomes for Indigenous Australians.

During 2007–08 the program funded several projects that had an environmental focus through Structured Training and Employment Projects, the Indigenous Small Business Fund and the Emerging Indigenous Entrepreneurs Initiative. These included projects in aquaculture and forestry management.

Work for the Dole

Work for the Dole provides work experience opportunities for eligible job seekers who are able to satisfy their Mutual Obligation requirements through participation in activities that are of value to their local communities and provide skills to participants. A number of Work for the Dole activities have had an environmental focus. The following are examples for 2007–08:

- ▶ *Ballina Dune Protectors at Ballina in New South Wales.* The project assisted the local council and other community groups with natural resource management and erosion control. Tasks include the construction of pathways, steps, dune support fencing, dune protection fencing, seed collection, plant propagation and bush regeneration.
- ▶ *Cooee Penguins/Quarantine Revegetation at Burnie in Tasmania.* The activity constructed and maintained fences to protect a penguin colony at Cooee. The participants also dismantled unused quarantine pens and carried out ground revegetation at Cooee Point.
- ▶ *Cooktown Scenic Trails at Cooktown in Queensland.* The project upgraded the scenic walking trails around the Cooktown township as a way of protecting the environment and educating the public. The project included erecting signs, clearing weeds, constructing stone walkways and general maintenance.
- ▶ *Everglades at Leura at Leura in New South Wales.* The activity gave participants the opportunity to assist in the preservation, maintenance and presentation of thirteen acres of native bushland and European-style gardens at Leura, whilst learning skills associated with gardening.
- ▶ *Sustainable Water Management at Boneo in Victoria.* The activity provided support to the Clean Ocean Foundation in its endeavour to promote awareness in the community on water conservation and recycling. Participants were involved in general administration duties and promotions.

The department's impact on the environment and measures taken to minimise those impacts

The department is currently developing a revised, consolidated set of action plans to reduce its environmental impact. These plans focus on measurable targets for energy, water, vehicle fleet and travel, paper usage and waste management.

Energy and waste management audits have been completed at major sites and trial of an organic recycling system is being undertaken, with a view to extending this to all major tenancies. The department's entire waste management and recycling systems are being reviewed in order to create a standardised and effective system in all tenancies.

The department is developing a network of environmental contacts in our state and territory offices, to ensure that environmental initiatives operate effectively in state and regional offices. The department is also establishing a network of 'environmental champions' throughout the department's Canberra tenancies, to encourage active staff participation and gather staff input and ideas for further improvements.

The department has also participated in a range of activities and events, such as Ride to Work and Earth Hour.

In October 2007, the department entered into an Agreement to Design, Construct and Option to Lease (ADCOL), for 40 000 square metres of new office space in a dedicated, purpose-designed building. The proposed building and fitout will comply with the Commonwealth energy guidelines relating to energy efficient buildings and meet a 4.5 star Australian Building Greenhouse Rating (ABGR) and a Green Building Council of Australia (GBCA) 5 Green Star rating (Australian excellence).

Review mechanisms to increase the measures the agency takes to minimise its impact on the environment

The department's EMS Working Group meets regularly to analyse environmental impacts, approve action plans to reduce these impacts, and evaluate and audit progress against the action plans.

Appendix 4 Advertising and market research

Details of payments made to: advertising; market research and polling; media advertising; and direct mail organisations by the department in 2007–08 are listed in tables A4.1, A4.2, A4.3 and A4.4. Where the total paid to an organisation is less than \$10 500, details have not been included. This is consistent with s. 311A of the *Commonwealth Electoral Act 1918*.

Table A4.1
Advertising agencies

PRN ref.	Contract No.	Organisation	Service provided	Total \$ paid in 2007–08 (GST inclusive)
14837	78554	Australian Job Futures Partnership Pty Ltd	Study in Australia communications and advertising campaign*	442 510
n/a	CIR1003370	Eardrum Pty Ltd	Workplace Relations campaign—advertising design	685 733
n/a	CIR1003369	Gavin Anderson & Company (Australia)	Workplace Relations campaign—public relations*	241 685
n/a	FaHCSIA P045313493	Haystac Public Affairs Pty Ltd	National Youth Week—sponsorship, marketing and media services*	239 217
n/a	CIR1002650	Quay Connection	Welfare to Work advertising campaign—public relations	66 066
18657	78806	Susan Jane Rossely (The School of Thought)	Skilling Australia—advertising design*	114 593
15381	78378	The Campaign Palace Red Cell Pty Ltd	Schools funding information—creative concept	101 920
14972	78129	The Campaign Palace Red Cell Pty Ltd	Skills for the Future—Phase Three—advertising design	773 746
n/a	CIR1003200	Vinten Browning	Support The System That Supports You campaign—advertising design	19 976
n/a	CIR1003368	Whybin TBWA & Partners Pty Ltd	Workplace Relations campaign—advertising design*	3 386 601
Total				6 072 047

* Also reported in Appendix 5 Consultants and consultancy services

Table A4.2
Market research and polling organisations

PRN ref.	Contract No.	Organisation	Service provided	\$ amount (GST inclusive)
n/a	CIR1002840	A C Nielsen Holdings Pty Ltd	2007 Survey of Providers of Australian Government Employment Services (PAGES)	33 835
n/a	CIR1003418	Colmar Brunton Social Research Pty Ltd	Carry out market research on branding elements for the body to replace the Australian Safety & Compensation Council (ASCC)*	47 400
n/a	CIR1003504	Connect Research & Strategy Pty Ltd—Wendy Bloom & Associates	Employer Attitudes to Employing People with Mental Illness project*	72 104
14937	78079	Di Marzio Research Pty Ltd	Skills for the Future—Phase Three	270 600
16136	78409	Inside Story Knowledge Management Pty Ltd	Study in Australia communications and advertising campaign*	79 982
14322	78031	IPSOS Public Affairs Pty Ltd (previously Eureka Strategic Research Pty Ltd)	Conduct the 2007 Departmental Stakeholder Perception Survey	19 967
n/a	CIR1003468	IPSOS Public Affairs Pty Ltd (previously Eureka Strategic Research Pty Ltd)	Job Requirements Approach Pilot Survey	213 350
n/a	CIR1002894	IPSOS Public Affairs Pty Ltd (previously Eureka Strategic Research Pty Ltd)	Job Seeker Experiences of Job Network Assistance Project	19 961
n/a	CIR1003430	IPSOS Public Affairs Pty Ltd (previously IPSOS-Eureka Social Research Institute)	Survey of Income Support Recipients granted an Incapacity Exemption from the Activity Test*	16 957
n/a	CIR1002743	ORIMA Research Pty Ltd	Support The System That Supports You campaign	20 567
19785	79149	ORIMA Research Pty Ltd	Child Care Tax Rebate communications—qualitative market research*	100 673
19822	79134	ORIMA Research Pty Ltd	Child Care Tax Rebate communications—quantitative market research*	77 000
n/a	CIR1002714	Taylor Nelson Sofres (TNS) Australia Pty Ltd	2007 Job Seeker Omnibus Survey	299 976
n/a	CIR1002845	Taylor Nelson Sofres (TNS) Australia Pty Ltd	2007 Survey of Employers	458 508
n/a	CIR1002922	Taylor Nelson Sofres (TNS) Australia Pty Ltd	Mature Age Employment Workplace Strategy (MAEWS) evaluation	164 719
n/a	CIR1002910	The Open Mind Research Group	Welfare to Work program—Employer Communications Research Project	269 920
n/a	CIR1003367	The Open Mind Research Group	Workplace Relations research*	1 118 761
n/a	CIR1002105	The Social Research Centre	Longitudinal Pathways Survey—Waves 1-5	1 056 635
n/a	CIR1002865	Urbis Pty Ltd	Evaluation of Best Practice Employment Assistance to people with mental illness	675 927
Total				5 016 842

* Also reported in Appendix 5 Consultants and consultancy services

Table A4.3
Media advertising organisations

PRN ref.	Contract No.	Organisation	Service provided	\$ amount (GST inclusive)
n/a	FaHCSIA P050001508	Avant Card	Promotion of Roundtable 2008	13 415
15527	78124	Edex Pty Ltd	StudyLink booklet advertisements	11 000
n/a	CIR1003371	Cultural Partners Australia	Workplace Relations campaign—Non-English Speaking Background advertising services	285 284
9384 and n/a	76350, CIR1000452, CIR1002960, CIR1001893	HMA Blaze Pty Ltd	Non-campaign advertising	2 755 731
n/a	DEEWR POs 45088125, 45088117	HMA Blaze Pty Ltd	Promotion of the Australian Youth Forum Consultations	13 682
n/a	CIR1003068	Hobsons Australia Pty Ltd	Australian JobSearch (AJS) advertising on website and guide book	52 800
n/a	CIR1003534	Hobsons Australia Pty Ltd	Australian JobSearch (AJS) advertising on website and guide book	56 018
19491	78980	Hobsons Australia Pty Ltd	Study in Australia—advertising in Hobson's Good Universities Guide	10 945
18515	78887	Hobsons Australia Pty Ltd	Study in Australia—advertising in Studies Australia international magazine	30 107
19639	78986	Hobsons Australia Pty Ltd	Study in Australia website—scholarships data	36 960
15233	78126	Hobsons Australia Pty Ltd	Study in Australia website—scholarships data and related services	35 998
9451	77496	Universal McCann	Skills for the Future—campaign advertising	3 324 483
9451	78791	Universal McCann	Study in Australia 2008—campaign advertising	773 932
n/a	CIR1000737	Universal McCann	Welfare to Work—campaign advertising	7 331 860
n/a	CIR1000476	Universal McCann	Workplace Relations—campaign advertising	51 815 066
n/a	CIR1003036	Vibe Australia Pty Ltd	Twelve Work It Out feature articles including two insertions	55 240
Total				66 602 521

Table A4.4
Direct mail organisations

PRN ref.	Contract No.	Organisation	Service provided	\$ amount (GST inclusive)
n/a	CIR1001037	Australia Post	Welfare to Work campaign—direct mailing	521 263
n/a	CIR1002728	National Capital Printing	Support The System That Supports You campaign—direct mailing	37 539
n/a	CIR1001532, CIR1001533	Salmat Holdings Pty Ltd	Bulk mail-out services	275 008
n/a	CIR1002967	Salmat Holdings Pty Ltd	Mail house services and general letter mailing	56 672
Total				890 482

Appendix 5

Consultants and consultancy services

This appendix provides information on consultancies used by the department in 2007–08. Summary details are shown according to the executive and departmental structure (see Chart P1.3 in Part 1 of this report).

The department's policy on selecting consultants

The department engages individuals and companies to provide professional services under contracts for service, taking account of the skills and resources required for the task, the skills available internally and the cost effectiveness of those options.

Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts for services by the nature of the work performed. A consultant is an entity, whether an individual, a partnership, or a corporation, engaged to provide professional independent and expert advice or services. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined research reviews or evaluations; or provide independent advice, information or creative solutions to assist the agency in management decision making.

The decision to engage a consultant is made by program managers in accordance with the department's *Financial Management Manual* (Section 6: Procurement) and the *Procurement Manual*.

Summary of active consultancies

During 2007–08, 178 new consultancies were entered into, involving total actual expenditure of \$16 311 385. In addition, 122 ongoing consultancy contracts were active during 2007–08, involving total actual expenditure of \$14 566 325.

Details of consultancies

Table A5.1 provides details of consultancy contracts the department let in 2007–08 and the value of the contract over the life of the contract. In line with annual reporting requirements, contracts with a value of less than \$10 000 have not been included.

Key to list of consultancies in 2007-08

Selection process (1)		Justification (2)
Open Tender (OT)	A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders	A Skills currently unavailable within agency
Select Tender (RS)	A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders in accordance with the mandatory procurement procedures	B Need for specialised or professional skills
Direct Sourcing (SS)	A procurement process available only under certain defined circumstances in which an agency may contact a single potential supplier or suppliers of its choice and for which conditions for direct sourcing apply under the mandatory procurement procedures	C Need for independent research or assessment
Panel (PA)	An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements	

Table A5.1**Consultancy contracts let in 2007-08**

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Early Childhood Education and COAG Group	19971	79116	Applied Economics Pty Ltd	Research the cost of providing family day care and in-home care across different geographical areas	138 600	OT	A
Early Childhood Education and COAG Group	20256	79119	Forge Data Solutions	Conduct a child care mapping process	38 280	SS	A
Early Childhood Education and COAG Group	n/a	DEEWR P045091281	Lodestone Consulting Pty Ltd	Report on the quality of Early Childhood Education (ECE) data	16 060	SS	A
Early Childhood Education and COAG Group	n/a	DEEWR P045091169	Matthew Ryan	Report on the quality of Early Childhood Education (ECE) data	30 800	SS	A

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Early Childhood Education and COAG Group	19539	79005	University of Canberra	Analyse course provision in early childhood	66 000	SS	A
Subtotal					289 740		
Early Childhood Quality and Care Group	19718	78988	ACIL Tasman Pty Ltd	Consult on establishing a Child Care Hub in Maningrida	83 508	RS	B
Early Childhood Quality and Care Group	n/a	DEWR P045089438	Allen Consulting Group Pty Ltd	Carry out the Post-Implementation Review of the Inclusion and Professional Support Program	64 950	RS	A
Early Childhood Quality and Care Group	19887	79081	Allen Consulting Group Pty Ltd	Child Care Quality Reform Discussion Paper	26 466	SS	B
Early Childhood Quality and Care Group	19398	79155	Boston Consulting Group Pty Ltd	Produce the Early Childhood Development Framework	227 000	OT	C
Early Childhood Quality and Care Group	20449	79425	Boston Consulting Group Pty Ltd	Prepare to develop the Early Childhood Development Strategy	352 000	SS	C
Early Childhood Quality and Care Group	n/a	ORIMA Research 2008 140	ORIMA Research Pty Ltd	Research to determine the most effective methods of communicating with families and services about Australian Government child care	78 530	SS	B
Early Childhood Quality and Care Group	19918	79072	PricewaterhouseCoopers	Develop a cost model for National Child Care Accreditation Activities	50 200	RS	B
Subtotal					882 654		
Employment Business Services Group	n/a	DEWR P045092460	Sparke Helmore	Provide probity advice for Structure Training Employment Projects (STEP) Employment Related Services 3	31 423	PA	C
Subtotal					31 423		
Finance Group	n/a	CIR1003273	Walter Turnbull Pty Ltd	Review information technology services	95 850	PA	A
Subtotal					95 850		
Higher Education Group	15499	78151	Deloitte Touche Tohmatsu	Compare financial reporting and auditing frameworks	34 980	RS	A

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Higher Education Group	19335	78948	PhillipsKPA Pty Ltd	Develop the Review of Higher Education discussion paper	73 480	SS	B
Higher Education Group	17465	78592	PricewaterhouseCoopers	Produce Financial Statement Guidelines for Australian Higher Education Providers—2007 Reporting Period	29 150	SS	B
Higher Education Group	17974	78895	Roy Morgan Research Centre Pty Ltd	Survey factors influencing student choice of university and subject	161 031	OT	C
Higher Education Group	17929	79036	University of South Australia	Research equity in early school intervention and disadvantaged students	129 690	OT	C
Subtotal					428 331		
Implementation and Delivery Group	18636	78794	Applied Consulting Pty Ltd (Knowable)	Research how to manage Department of Education, Science & Training (DEST) NSW State Office knowledge	40 000	SS	A
Implementation and Delivery Group	16965	78580	Sinclair Knight Merz Pty Ltd	Carry out the Security Risk Review 2007	52 000	RS	B
Implementation and Delivery Group	19658	79006	Vision Network Pty Ltd	Consult on establishing a Child Care Hub in Halls Creek	23 537	RS	C
Subtotal					115 537		
Indigenous Education Group	13146	78910	Atelier Learning Solutions Pty Ltd	Carry out the School Attendance Project - Analysis and Best Practice	525 680	OT	C
Indigenous Education Group	16540	78717	Denis Muller & Associates	Produce the Evaluation of Successful Learning in the Early Years of Schooling Project: Indigenous Parent Factor	74 140	RS	C
Indigenous Education Group	13226	78728	Erebus Consulting Group Pty Ltd	Study the successful transition of Indigenous children into schools	97 460	OT	C
Indigenous Education Group	13530	2399	PhillipsKPA Pty Ltd	Evaluate the Dare to Lead Project	144 815	OT	C
Indigenous Education Group	13525	2389	Quantum Consulting Australia Pty Ltd	Evaluate the What Works Project	165 278	OT	C
Subtotal					1 007 373		

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Industry Skills Development Group	17134	78695	Allen Consulting Group Pty Ltd	Evaluate the outcomes of Council of Australian Governments (COAG) recommendations on mutual recognition of occupational licensing	225 000	OT	C
Industry Skills Development Group	16274	78276	Allen Consulting Group Pty Ltd	Review governance arrangements of Industry Skills Councils	38 150	SS	A
Industry Skills Development Group	15894	78254	Avenir Consulting	Provide quality assurance of training package materials	22 028	RS	A
Industry Skills Development Group	15994	78323	A W Jones and R M Muthaya (trading as purple infinity)	Analyse Qualification Packaging Rules	39 050	RS	A
Industry Skills Development Group	15992	78322	BMA Consulting Pty Ltd	Analyse training package design	71 060	RS	A
Industry Skills Development Group	18993	78993	Education.Au Limited	Consult on the digital marketplace	20 250	SS	B
Industry Skills Development Group	17563	78731	Inside Story Knowledge Management Pty Ltd	Evaluate the Australian Apprenticeships website	58 477	RS	C
Industry Skills Development Group	16426	78367	Ithaca Group Pty Ltd	Provide advice on Industry Advisory Arrangement	11 000	SS	A
Industry Skills Development Group	19903	79043	Joanne Malpas	Review policy component for Australian Apprenticeships Roundtable	35 000	SS	B
Industry Skills Development Group	15698	78163	Joanne Malpas	Establish the Australian Apprenticeships Roundtable	32 400	SS	A
Industry Skills Development Group	17896	78699	KPMG	Evaluate the implementation of Australian Quality Training Framework 2007	251 203	RS	C
Industry Skills Development Group	16504	78432	New Focus Pty Ltd	Determine user satisfaction with the Australian Skills Vouchers Program	58 511	RS	A
Industry Skills Development Group	15997	78324	Performance Growth Pty Ltd	Analyse the Construction of Units of Competency	50 930	RS	A
Industry Skills Development Group	16628	78633	Precision Consultancy Pty Ltd	Investigate industry expectations of Vocational Education and Training (VET) assessment	114 840	OT	A

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Industry Skills Development Group	18224	78719	Quality Training Concepts Pty Ltd	Produce Training Package Development Handbook Policy	40 001	SS	B
Industry Skills Development Group	15894	78261	Quality Training Concepts Pty Ltd	Provide quality assurance of training package materials	15 730	RS	A
Industry Skills Development Group	19482	79063	Shea Business Consulting	Evaluate Ministers Awards applications	16 500	SS	C
Industry Skills Development Group	18657	78806	Susan Jane Rossely (The School of Thought)	Produce creative advertising design for Skilling Australia*	126 024	SS	C
Industry Skills Development Group	16521	78426	The Trustee for Lista Trust	Produce the Australian Quality Training Framework 2007 Monitoring and Evaluation Advice Post July 2007	50 500	SS	B
Industry Skills Development Group	15991	78321	TMI Management Solutions Pty Ltd	Analyse the rationalisation of training packages	52 800	RS	A
Industry Skills Development Group	17619	78671	Walterturnbull Pty Ltd	Provide financial advice for Vocational Education and Training (VET) FEE-HELP financial viability testing	22 803	SS	B
Industry Skills Development Group	15813	78246	Workplace Agenda Pty Ltd	Implement the Australian Quality Training Framework 2007	65 600	SS	B
Subtotal					1 417 857		
Intensive Support Group	n/a	CIR1003294	McGrathNicol Advisory Partnership	Produce the Arts Strategy for the Northern Territory	49 254	SS	B
Intensive Support Group	n/a	CIR1003496	Peter Anderson Consulting Pty Ltd	Consult on Business Enterprise creation in the Northern Territory	84 700	SS	B
Intensive Support Group	n/a	CIR1003250	PricewaterhouseCoopers	Consultant on the Indigenous Community Trusts model	100 000	RS	B
Intensive Support Group	n/a	CIR1003337	PricewaterhouseCoopers	Indigenous Business Australia (IBA) Fitzroy Crossing Inn research into investment best practice	56 668	OT	B
Intensive Support Group	n/a	CIR1003508	The Social Research Centre	Carry out qualitative research on the Job Seeker Classification Instrument (JSCI)	49 105	SS	C
Intensive Support Group	n/a	CIR1003457	The Social Research Centre	Provide quality assurance of the application of the Job Seeker Classification Instrument (JSCI)	47 776	SS	A

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Subtotal					387 503		
International Education Group	18603	78842	Aim Overseas Pty Ltd	Conduct a student mobility mapping exercise	32 900	SS	B
International Education Group	14837	78554	Australian Job Futures (AJF) Partnership Pty Ltd	Produce the Study in Australia communications and advertising campaign*	450 000	RS	A
International Education Group	16490	78566	Box Hill Institute of Technical and Further Education (TAFE)	Carry out niche marketing pilot for mining Vocational Education and Training (VET) in Latin America	209 000	OT	A
International Education Group	16331	78517	Corporate Diagnostics Pty Ltd	Client/stakeholder review of the PRISMS system	80 000	RS	A
International Education Group	18809	78846	DJ & MJ Foreman Family Trust	Finalise English Language Intensive Courses for Overseas Students (ELICOS) National Standards	42 787	SS	B
International Education Group	18103	79019	Erebus Consulting Group Pty Ltd	Review activities of DEEWR International Education Group and its offshore network	81 730	RS	C
International Education Group	16569	78596	Escalier Consulting Pty Ltd	Research strategies for international recognition of Australian Vocational Education and Training (VET) qualifications	181 390	OT	A
International Education Group	14847	78365	IDP Education Australia Ltd	Advise on the Commonwealth Scholarship and Fellowship Plan promotion and nomination process	90 812	RS	A
International Education Group	16136	78409	Inside Story Knowledge Management Pty Ltd	Conduct market research for the Study in Australia communications and advertising campaign*	79 982	RS	A
International Education Group	16264	78584	International Economics UNTIS Trust	Produce a policy paper on the trade in education service in the Association of Petroleum Exporting Countries (APEC) region	52 250	RS	A
International Education Group	18355	78851	Labyrinth Consultancy (Tas) Pty Ltd	Review compliance assessment tools used by DEEWR and other agencies and evaluate processes to moderate these tools	18 209	SS	C
International Education Group	18483	78885	National Centre for Vocational Education Research Ltd (NCVER)	Consult on the collection of 2007 data on offshore delivery of Vocational Education and Training (VET)	59 037	SS	B

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
International Education Group	20351	79148	National Centre for Vocational Education Research Ltd (NCVER)	Report on aligning India's labour market and skills needs with Australia's Vocational Education and Training (VET) strengths	41 536	SS	B
International Education Group	19292	78929	Oakton Services Pty Ltd	Produce the Fee For Service Policy Framework Update	24 500	SS	B
International Education Group	16517	78589	TAFE Directors Australia	Develop the Vocational Education and Training (VET) Capability Statement	140 000	OT	A
International Education Group	17249	78552	Vision Australia	Produce Country Educational Profiles Online Rewrites	32 670	SS	A
International Education Group	17796	78644	Vision Australia	Produce Professional Development for Country Education Profiles authors and guidelines rewrites	23 959	SS	A
Subtotal					1 640 762		
IT Services Group	13932	78355	Dialog Information Technology	Provide insights on the Australian Education International (AEI) website	42 592	OT	B
IT Services Group	18518	78778	Dimension Data Australia Pty Ltd	Consult on the provision of professional services for the DEEWR amalgamation	30 000	SS	B
IT Services Group	19430	79151	Microsoft Pty Ltd	Consult on Machinery of Government (MoG) changes	160 000	RS	B
IT Services Group	18256	78730	Microsoft Pty Ltd	Help implement the new Parliamentary Document Management System (PDMS)	31 750	SS	B
IT Services Group	13932	78299	PSI Consulting Pty Ltd	Carry out the tender evaluation of the consultancy panel	40 936	OT	B
IT Services Group	13932	78348	SMS Management & Technology	Evaluate the Vocational Education and Training (VET) shared services project	107 250	OT	B
IT Services Group	16911	78446	Solid Quality Learning Pty Ltd	Consult on business intelligence	58 961	SS	B
Subtotal					471 489		
Job Search Support Group	n/a	CIR1002998	IPSOS Australia Pty Ltd	Carry out qualitative research on Australian JobSearch (AJS)	172 794	OT	A

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Job Search Support Group	n/a	CIR1003513	The Open Mind Research Group	Research 8-week non-pay recipients	72 510	RS	C
Job Search Support Group	n/a	CIR1003582	The Open Mind Research Group	Research 8-week non-pay recipients	42 205	RS	C
Subtotal					287 509		
Legal, Investigations and Procurement Group	17291	78565	DLA Phillips Fox	Provide residual legal advice	11 000	SS	B
Legal, Investigations and Procurement Group	16769	78401	Tom Brennan	Provide legal services on the Education for Overseas Students (ESOS) matter Xamerg V DEST	11 510	SS	B
Subtotal					22 510		
National Training Directions Group	16920	78591	Atelier Learning Solutions Pty Ltd	Develop a performance framework for Education & Training Advisers (ETAs)	67 650	RS	B
National Training Directions Group	15979	78437	Boston Consulting Group Pty Ltd	Carry out the mid-term review of the 2005–2008 Commonwealth–State Agreement for Skilling Australia's Workforce	1 012 000	RS	C
National Training Directions Group	14613	78456	KPMG	Evaluate the Australian Apprenticeships Access Program and Group Training in the Trades Program	258 129	OT	A
National Training Directions Group	19334	79016	Market Solutions Pty Ltd	Report on student experience factors for success for the National Vocational Education and Training Equity Advisory Taskforce	78 393	RS	A
National Training Directions Group	19543	78998	Taylor Nelson Sofres (TNS) Australia Pty Ltd	Report on student experience factors for success for the National Vocational Education and Training Equity Advisory Taskforce	59 500	RS	A
Subtotal					1 475 672		
Office of the Australian Safety and Compensation Council	n/a	CIR1003386-01	Access Economics Pty Ltd	Develop a Regulatory Impact Statement (RIS) for the Australian code for the transport of explosives by road and rail	83 160	PA	B

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Office of the Australian Safety and Compensation Council	n/a	CIR1003386-03	Access Economics Pty Ltd	Identify and assess methodologies for measuring the impact of a nationally harmonised Occupational Health and Safety (OHS) system	55 902	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003429	Access Economics Pty Ltd	Develop a Regulatory Impact Statement (RIS) for the National Code of Practice for the Prevention of Falls in General Construction	51 744	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003192	Access Economics Pty Ltd	Perform additional work regarding valuing a statistical life	23 859	SS	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003386-02	Access Economics Pty Ltd	Develop and deliver a two-day workshop on cost-benefit analysis and the value of a statistical life	15 876	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003585	Australian Bureau of Statistics (ABS)	Review the denominator data supplied by the Australian Bureau of Statistics (ABS) for use with workers compensation claims data	78 492	SS	C
Office of the Australian Safety and Compensation Council	n/a	CIR1003088	Bryan Bottomley & Associates Pty Ltd	Develop a benchmarking report on a needs analysis of the stevedoring industry	11 550	SS	A
Office of the Australian Safety and Compensation Council	n/a	CIR1003377	Change Logic Pty Ltd	Develop a benchmarking report on a needs analysis of the prevention of noise-induced hearing loss in the workplace	18 480	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003418	Colmar Brunton Social Research Pty Ltd	Carry out market research on branding elements for the body to replace the Australian Safety & Compensation Council (ASCC) *	79 000	OT	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003548	Construction Industry Training	Produce National Standard for persons performing high risk work	18 700	SS	B

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Office of the Australian Safety and Compensation Council	n/a	CIR1003383	Freehills	Provide services as a member of the National Occupational Health and Safety (OHS) Review panel	182 041	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003382	Griffith University	Research methods to measure attitudes to Occupational Health and Safety (OHS)	14 987	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003398-01	RMIT University	Carry out the Triennial Review of the National Occupational Health and Safety (OHS) Strategy 2002–2012	65 340	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003398-02	RMIT University	Research evidence on the effectiveness of workplace controls to prevent exposure to engineered nanomaterials	51 260	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003597	RSC Advising Pty Ltd	Chair the National Occupational Health and Safety (OHS) Review panel	31 563	SS	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003391	University of Ballarat	Identify and explore the manual handling risks of bariatric patients for nurses, ambulance officers, fire fighters and funeral directors in Australia	44 253	PA	B
Office of the Australian Safety and Compensation Council	n/a	CIR1003118	University of Western Sydney	Carry out benchmarking of airborne exposures in selected Australian workplaces	44 583	SS	A
Subtotal					870 790		
People, Parliamentary and Communications Group	n/a	CIR1003369	Gavin Anderson & Company (Australia)	Provide public relations services for the Workplace Relations campaign*	366 000	RS	B
People, Parliamentary and Communications Group	n/a	FaHCSIA P045313493	Haystac Public Affairs Pty Ltd	Provide sponsorship, marketing and media services for National Youth Week	239 217	OT	B

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
People, Parliamentary and Communications Group	15101	78182	Orb Consulting Pty Ltd	Produce a scoping study on the feasibility of an on-line music education resource	34 210	SS	A
People, Parliamentary and Communications Group	19785	79149	ORIMA Research Pty Ltd	Carry out qualitative market research services for Child Care Tax Rebate communications*	100 673	SS	B
People, Parliamentary and Communications Group	19822	79134	ORIMA Research Pty Ltd	Carry out quantitative market research services for Child Care Tax Rebate communications*	77 000	RS	B
People, Parliamentary and Communications Group	n/a	CIR1003367	The Open Mind Research Group	Research workplace relations*	1 200 000	RS	A
People, Parliamentary and Communications Group	n/a	DEEWR PO45099399	The Open Mind Research Group	Develop materials, feedback from and analysis for the Schools Summit	44 832	RS	A
People, Parliamentary and Communications Group	n/a	CIR1003368	Whybin TBWA & Partners Pty Ltd	Design advertising for the Workplace Relations campaign*	3 386 601	RS	B
Subtotal					5 448 533		
Research and Evaluation Group	n/a	CIR1003331	Robert V Breunig	Evaluate the Welfare to Work program	74 250	SS	
Subtotal					74 250		
Schools Funding Group	16975	78466	Deloitte Growth Solutions Pty Ltd	Examine 2006 and 2007 financial statements to gauge the financial viability of a school	27 500	SS	B
Schools Funding Group	18107	78831	Deloitte Growth Solutions Pty Ltd	Assess the liquidity and financial viability of a school	23 925	SS	B
Schools Funding Group	16217	78281	Direction Group Pty Ltd	Advise on Senior Executive Service (SES) funding arrangements	75 000	SS	A

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Schools Funding Group	19402	79129	Resolve International Pty Ltd	Review the Risk Assessment Methodology for non-government schools	65 000	SS	B
Subtotal					191 425		
Schools Quality Outcomes, Youth and Transitions Group	14888	78616	Atelier Learning Solutions Pty Ltd	Evaluate the Enterprise Learning for the 21st Century Initiative	262 300	OT	A
Schools Quality Outcomes, Youth and Transitions Group	15872	78274	Atelier Learning Solutions Pty Ltd	Produce the Career Advice Australia Outcomes and Performance Framework	34 375	SS	A
Schools Quality Outcomes, Youth and Transitions Group	16204	78763	Australian Council for Educational Research (ACER)	Evaluate the Boosting Innovation in Science, Technology & Mathematics Teaching Program (BISTMTP)	164 896	OT	B
Schools Quality Outcomes, Youth and Transitions Group	16152	78283	Australian Council for Educational Research (ACER)	Research and review design principles and processes for the development of curriculum	35 200	SS	A
Schools Quality Outcomes, Youth and Transitions Group	12924	78180	Australian Council for Educational Research (ACER)	Analyse data from the Australian Schools Innovation in Science, Technology & Mathematics (ASISTM) Round Three pre- and post-project survey	33 426	SS	B
Schools Quality Outcomes, Youth and Transitions Group	19291	78970	MSM & Associates Pty Ltd	Assess capital works for trade training facilities for school students	71 665	RS	A
Schools Quality Outcomes, Youth and Transitions Group	15772	78284	Orb Consulting Pty Ltd	Review the useability of the Career Advice Australia website	39 655	SS	A
Schools Quality Outcomes, Youth and Transitions Group	13554	78189	PhillipsKPA Pty Ltd	Review career services in universities and Technical and Further Education (TAFE) institutions	263 833	OT	C

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Schools Quality Outcomes, Youth and Transitions Group	13371	78222	Ryebuck Media Pty Ltd	Produce educational resources to support the Parliament and Civics Education Rebate (PACER)	231 670	OT	A
Schools Quality Outcomes, Youth and Transitions Group	17289	78920	Urbis Pty Ltd	Evaluate An Even Start - National Tuition Program	544 825	OT	A
Subtotal					1 681 845		
Schools, Teaching, Students and Digital Education Revolution Group	18219	78906	Davinia Holdings & Erebus Consulting Group	Produce a scoping study in approaches to student well-being	77 000	RS	A
Schools, Teaching, Students and Digital Education Revolution Group	78220	14558	Davinia Holdings and Erebus Consulting Group Pty Ltd	Evaluate the All Resilience Education and Drug Information (All REDi) for the Early Years of Schooling Project	97 680	RS	A
Schools, Teaching, Students and Digital Education Revolution Group	14845	78405	Gerard Daniels Australia	Research and model performance pay for teachers	430 213	RS	A
Schools, Teaching, Students and Digital Education Revolution Group	16638	78693	KPMG	Review the Australian Government Summer Schools for Teachers program	249 121	RS	A
Schools, Teaching, Students and Digital Education Revolution Group	13955	78443	Quantum Consulting Australia Pty Ltd	Evaluate the Success for Boys Program	191 000	OT	C
Subtotal					1 045 014		

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Strategic Analysis and Evaluation Group	18385	79023	Australian Council for Educational Research (ACER)	Research demand for science and mathematics postgraduates and trends and issues in their career paths	143 868	OT	A
Strategic Analysis and Evaluation Group	17602	78708	Deakin University	Research supports and barriers to science, technology, engineering and mathematics engagement at Primary-Secondary transition	83 444	RS	A
Strategic Analysis and Evaluation Group	14979	78476	Huntley Consulting Group Pty Ltd	Research and report on Australia's trade qualifications and early exit from the trades	145 163	OT	A
Strategic Analysis and Evaluation Group	18456	78869	National Centre for Vocational Education Research Ltd (NCVER)	Research progression in and attrition from science, technology, engineering and mathematics education and careers	15 730	SS	B
Strategic Analysis and Evaluation Group	16454	78568	Taylor Fry Consulting Actuaries	Carry out the Risk Profiling Review of Profiles and Predictors for Student Payments	49 320	SS	C
Strategic Analysis and Evaluation Group	18230	78951	University of Canberra	Provide social policy research services, developing and maintaining the Static Income Microsimulation Model (STINMOD)	52 677	SS	B
Strategic Analysis and Evaluation Group	18558	79084	University of Melbourne	Study the impact of English proficiency and work readiness on employment outcomes of tertiary overseas students	117 916	OT	B
Strategic Analysis and Evaluation Group	18029	78809	University of Melbourne	Study the Enhancement of the Australian Qualifications Framework	113 822	RS	C
Subtotal					721 940		
Working Age Policy Group	n/a	CIR1003469	Amity Management Consulting Group	Advise on Business Intelligence tools	24 970	SS	B
Working Age Policy Group	n/a	CIR1003156	Amity Management Consulting Group	Produce the Strategic Management of Information Plan	14 940	SS	A
Working Age Policy Group	n/a	CIR1003504	Connect Research & Strategy Pty Ltd – Wendy Bloom & Associates	Research employer attitudes to employing people with mental illness*	77 044	RS	B

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Working Age Policy Group	n/a	CIR1003575	Curtin University of Technology	Refine the methodology and develop a framework for implementing the Actively Involve, Build skills and Celebrate achievements (ABC) concept in the workplace	27 170	SS	B
Working Age Policy Group	n/a	CIR1003453	Curtin University of Technology	Produce a scoping paper on the feasibility of applying the Actively Involve, Build skills and Celebrate achievements (ABC) concept in a workplace	17 267	SS	B
Working Age Policy Group	n/a	CIR1003437	Hunter New England Area Health Service	Research communication with General Practitioners to support the employment of people with mental illness	75 639	RS	B
Working Age Policy Group	n/a	CIR1003430	IPSOS Public Affairs Pty Ltd (previously IPSOS-Eureka Social Research Institute)	Survey income support recipients granted an Incapacity Exemption from the Activity Test*	81 838	RS	B
Working Age Policy Group	n/a	CIR1003280	Jenny Pearson & Associates Pty Ltd	Research and analyse employer initiatives for the recruitment and retention of people with mental illness	67 105	RS	B
Working Age Policy Group	n/a	CIR1003564	NGIS Australia Pty Ltd	Research DEEWR spatial data capabilities in the context of the whole of government Spatial Enablement strategy	45 400	OT	C
Working Age Policy Group	n/a	CIR1003422	Nova Public Policy	Promote the best practice use of Job in Jeopardy assistance and intermittent support	78 793	RS	B
Working Age Policy Group	n/a	CIR1003452	OzHelp Foundation Ltd	Produce the OzHelp Graduate Lifeskills Program	62 700	SS	B
Working Age Policy Group	n/a	CIR1003462	Peter B utterworth	Provide periodic advice on Evaluation of Best Practice Employment Assistance to People with Mental Illness	19 800	SS	C
Working Age Policy Group	n/a	CIR1003502	Professor Emeritus Tony Vinson	Provide advice and assistance via the DEEWR Preliminary Social Inclusion Report	13 185	SS	C
Working Age Policy Group	n/a	CIR1003559	Professor Robyn Penman	Research and analyse mental health issues associated with transition points for principal carer parents	44 550	SS	B
Working Age Policy Group	n/a	CIR1003463	Professor Robyn Penman	Provide periodic advice on Evaluation of Best Practice Employment Assistance to People with Mental Illness	19 800	SS	C

* This contract also appears in Appendix 4 Advertising and Market Research

Group	Procurement reference number	Contract number	Consultant name	Contract title	Total contract \$ value (GST inclusive)	Selection process (1)	Justification (2)
Working Age Policy Group	n/a	CIR1003464	Social Firms Australia Ltd (Sofa)	Research using the Workplace Modifications Scheme to assist the employment of people with mental illness	49 500	SS	B
Working Age Policy Group	n/a	CIR1003263	The Shelley Beach Family Trust Number 1 (ConNetica Consulting Pty Ltd)	Advise on mental health including by facilitating the Mental Health Research Workshop	40 950	SS	B
Working Age Policy Group	n/a	CIR1003515	Workfocus Australia Pty Ltd	Improve awareness of the mental health supports available for employers and employees through the Job Access project	220 000	RS	B
Subtotal					980 651		
Workplace Relations Implementation Group	n/a	CIR1003531	Egan Associates	Review departmental secretaries remuneration	190 000	SS	C
Workplace Relations Implementation Group	n/a	CIR1003154	IPSOS Public Affairs Pty Ltd (previously Eureka Strategic Research Pty Ltd)	Conduct the Focus Groups for Insolvency Practitioner Service Fees	15 901	RS	C
Workplace Relations Implementation Group	n/a	CIR1003319	Richard C Smith	Produce a Remuneration Tribunal paper entitled 'The Roles and Responsibilities of Departmental Secretaries'	16 000	RS	C
Subtotal					221 901		
Workplace Relations Policy Group	n/a	CIR1003461	Taylor Fry Consulting	Review self-insurance arrangements under the Comcare scheme	193 744	OT	C
Subtotal					193 744		
Total					19 984 301		

Appendix 6

Freedom of information

This appendix has been prepared in accordance with s. 8(1) of the *Freedom of Information Act 1982*, which requires that each agency publish information about the following:

- ▶ the organisation and functions of the agency, including the decision-making and other powers affecting members of the public that are involved in those functions
- ▶ arrangements that exist for outside participation in policy formation or administration of any enactment or scheme by the agency
- ▶ categories of documents the agency possesses
- ▶ how people can gain access to documents held by the agency.

A reference to the Minister, unless otherwise stated, means the Hon Julia Gillard MP, Minister for Education, Minister for Employment and Workplace Relations, Minister for Social Inclusion. A reference to the Secretary, unless otherwise stated, means the Secretary of the Department of Education, Employment and Workplace Relations.

Organisations and functions

Part 1 of this report provides information about the organisation and functions of the department.

Decision-making powers that affect members of the public

The department makes decisions under the following legislation:

- ▶ *Air Passenger Ticket Levy (Collection) Act 2001*—in relation to the Special Employee Entitlements Scheme for eligible employees of the Ansett group of companies
- ▶ *Australian Technical Colleges (Flexibility in Achieving Australia's Skills Needs) Act 2005*—which grants financial assistance for establishing and operating Australian Technical Colleges and for related purposes. The Minister has powers to make decisions concerning the establishment and operation of an Australian Technical College and is able to:
 - enter into a funding agreement, on behalf of the Commonwealth, with a state or Australian Technical College authority for the establishment and operation of a college
 - determine that a body is the Australian Technical College authority for a college
 - authorise the payment of financial assistance to an Australian Technical College authority
 - determine eligibility criteria for the payment of financial assistance to an Australian Technical College authority
- ▶ *Australian Workplace Safety Standards Act 2005*—in relation to the making of occupational health and safety standards
- ▶ *A New Tax System (Family Assistance) Act 1999*—in relation to child care benefit, child care tax rebate, child care services and registered carers
- ▶ *A New Tax System (Family Assistance) (Administration) Act 1999*—in relation to child care benefit, child care tax rebate, child care services and registered carers
- ▶ *A New Tax System (Family Assistance and Related Measures) Act 2000*—in relation to child care benefit, child care tax rebate, child care services and registered carers
- ▶ *Building and Construction Industry Improvement Act 2005*—in relation to accreditation under the Australian Government's Occupational Health and Safety Building and Construction Accreditation Scheme

- ▶ *Child Care Act 1972*—in relation to capital funding
- ▶ Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000—which sets out rules relating to the eligibility of child care services to become, and remain, approved child care services for the purposes of child care benefit
- ▶ *Child Support Legislation Amendment (Reform of the Child Support Scheme—New Formula and Other Measures) Act 2006*—in relation to child care benefit, child care tax rebate, child care services and registered carers
- ▶ *Coal Mining Industry (Long Service Leave Funding) Act 1992*—in relation to funding long-service leave in the coal mining industry
- ▶ *Corporations Act 2001*—a company name that includes the word ‘university’ cannot be registered without the consent of the Minister. The Minister has authorised certain officials to exercise these powers on her behalf
- ▶ *Disability Services Act 1986*—in relation to the provision of Disability Employment Network and rehabilitation services
- ▶ *Education Services for Overseas Students Act 2000* and *Education Services for Overseas Students Regulations 2001*—the Minister (or delegate) can make decisions, in relation to:
 - registration of approved providers of courses to overseas students on the Commonwealth Register of Institutions and Courses for Overseas Students
 - suspension and cancellation of providers from the Commonwealth Register of Institutions and Courses for Overseas Students
 - imposition of conditions on a registered provider’s registration for one or more courses in one or more states
 - establishment of the Education Services for Overseas Students Assurance Fund and approved tuition assurance schemes

The Secretary has powers to make decisions in accordance with the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- ▶ *Family Assistance Legislation Amendment (Child Care Management System and Other Measures) Act 2007*—in relation to the Child Care Management System
- ▶ *Financial Management and Accountability Regulation 1997*—to approve funding for organisations developing training and employment models to assist disadvantaged job seekers
- ▶ *Freedom of Information Act 1982*—to grant or refuse access to documents, to amend or annotate documents, and in relation to fees and charges
- ▶ *Higher Education Endowment Fund Act 2007*—the Minister, in conjunction with Senator the Hon Kim Carr, Minister for Innovation, Industry, Science and Research, has powers to make decisions in accordance with this Act, which makes provision for the authorisation of grants of financial assistance to eligible higher education institutions in relation to capital expenditure and research facilities
- ▶ *Higher Education Funding Act 1988*—the Minister has decision-making powers under this Act, which makes provisions for grants of transitional financial assistance to higher education institutions and other bodies for higher education purposes until the end of 2007. The Secretary (or delegate) has powers to make decisions in accordance with this Act in relation to remission of the whole or part of a debt incurred under the Higher Education Contribution Scheme, Postgraduate Education Loans Scheme, Bridging for Overseas Trained Professionals Loan Scheme and Open Learning Deferred Payment Scheme. The Commissioner of Taxation has powers to make decisions in accordance with this Act in

relation to tax file numbers, repayment of moneys lent by the Commonwealth to students and deferral of a compulsory repayment of a Higher Education Loan Programme (HELP) debt

- ▶ *Higher Education Support Act 2003*—in relation to the funding of higher education and related purposes. This Act primarily provides for the Commonwealth to give financial support for higher education through grants and other payments made largely to higher education providers, and through financial assistance to students (usually in the form of loans). The Secretary (or delegate) has powers to make decisions in accordance with this Act in relation to the rollover of funding grants, advances of funding grants and HELP payments, the review of providers' original decisions on re-crediting of Student Learning Entitlement and FEE-HELP balances and payments, and protection of personal information under the Act. The Commissioner of Taxation has powers to make decisions in accordance with this Act in relation to tax file numbers, repayment of moneys lent by the Commonwealth to students and deferral of a compulsory repayment of a HELP debt
- ▶ *Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003*—the Minister has decision-making powers under this Act, which makes provisions for transitional arrangements relating to student assistance for students who commenced study before 2005, and the appointment of members of the governing council of the Australian National University
- ▶ *Schools Assistance (Learning Together—Achievement Through Choice and Opportunity) Act 2004*—which grants financial assistance to the states for 2005–08 for primary and secondary education and related purposes
- ▶ *Skilling Australia's Workforce Act 2005*—the Minister has powers to determine amounts of money payable to a state or territory for a year for the purposes of capital expenditure and recurrent expenditure for vocational education and training
- ▶ *Social Security Act 1991* and the *Social Security (Administration) Act 1999*—in relation to income support payments as well as participation requirements for Newstart Allowance, Youth Allowance, Parenting Payment and Disability Support Pension. The Minister and Secretary have powers to make decisions under these Acts regarding Austudy, Youth Allowance, and any other payment, allowance or supplement, including rent assistance, in so far as it relates to students. The Secretary may delegate these powers to departmental officers and to the CEO of Centrelink
- ▶ *Student Assistance Act 1973*—the Minister has powers under this Act to make Determinations of Education Institutions and courses, including masters by coursework programs approved for the purposes of Youth Allowance and Austudy, and to set guidelines for the exercise of the Secretary's power to give certificates. The Minister and the Secretary have powers to make decisions under this Act in relation to ABSTUDY. The Secretary may delegate these powers to departmental officers and to the CEO of Centrelink
- ▶ *Tradesmen's Rights Regulation Act 1946* and regulations of the *Migration Act 1958*—in relation to trades recognition
- ▶ *Workplace Relations Act 1996*—in relation to compliance and advisory services for federal awards and workplace agreements
- ▶ *Workplace Relations Amendment (Codifying Contempt Offences) Act 2004*—which compels people to provide information relevant to investigations of the Office of the Australian Building and Construction Commissioner
- ▶ *Workplace Relations Regulations 2006*—in relation to the effective operation of the *Workplace Relations Act 1996* as amended by the *Workplace Relations Amendment (WorkChoices) Act 2005*.

The department also makes decisions under the following administrative schemes:

- ▶ Alternative Dispute Resolution Assistance Scheme—which provides financial assistance to eligible employers and employees to help them access private alternative dispute resolution services
- ▶ Compensation for Detriment Caused by Defective Administration Scheme—in connection with compensation that might be payable to a claimant who has suffered detriment as a result of defective administration
- ▶ Endeavour Awards—in relation to individuals who have applied for a scholarship. Independent selection panels consider applicants based on merit and make recommendations to the department for a final decision
- ▶ General Employee Entitlements and Redundancy Scheme—which provides assistance to employees who have lost their job as a result of the bankruptcy or liquidation of their employer and are owed certain entitlements
- ▶ Inclusion and Professional Support Program—aims to promote and maintain high quality care and inclusion for all children in eligible child care services, by increasing the skill level and capacity of carers, service staff and management
- ▶ International Student Exchange programs—in relation to funding applied for by higher education providers for student exchange
- ▶ Unlawful Termination Assistance Scheme—which provides financial assistance to eligible applicants, who believe they have been unlawfully terminated, to enable them to obtain legal advice on whether or not to take their case to court
- ▶ The .au Domain Administrator, auDA, maintains a Reserved List of words and phrases that are protected under Commonwealth legislation. The list includes the word ‘university’, which can only be used in open second-level domain names with the Minister’s consent. The Minister has authorised certain officials to exercise these powers on her behalf
- ▶ The Minister approves policy guidelines to help achieve the government’s training reforms. The guidelines include decision-making powers to provide support for systems, organisations and individuals to help achieve the reforms
- ▶ The Minister (or delegate) has powers to make decisions in accordance with the annual Appropriations Acts for several programs, in particular higher education programs, including the Voluntary Student Unionism Transition Fund for Sporting and Recreational Facilities, the Support for Small Businesses in Regional University Campuses Programme and special capital projects

The department also makes decisions under the following programs: National Secondary Schools Computer Fund; National Asian Languages and Studies in Schools program; Australian Government Quality Teacher Program; Online Curriculum Content for Australian Schools; Youth Pathways; Careers, Transitions and Partnerships; and Career Planning and Youth Engagement.

Arrangements for outside participation

Arrangements for participation are described here by organisational group.

Higher Education Group

The department used a number of forums to consult widely with the higher education sector on the implementation of the government’s election commitments and the Education Revolution budget measures.

Information on implementing the Government's higher education election commitments was continually disseminated to the sector through the department's website as well as the *Higher Education 2020* newsletter.

The Higher Education Endowment Fund (HEEF) Advisory Board consulted widely with the higher education sector and other stakeholders on the development of HEEF funding procedures.

The Institution Assessment Framework provides an accountability mechanism based on strategic bilateral engagement with each higher education provider. Detailed bilateral discussions between the department and individual institutions occur every two years. Discussions may be held annually if a university identifies a specific need for additional meetings or if concerns arise from the assessment.

Each provider that receives funding under the Commonwealth Grant Scheme enters into a funding agreement with the government, specifying the number of places and the discipline mix that will be supported, and any conditions attached to the funding. The funding agreements are settled in consultation with each provider in the context of its mission and strategic direction for providing courses.

A number of independent bodies and committees participate in the formulation of policy for or in the administration of a number of the department's higher education initiatives. Those bodies and committees include: the Review of Australian Higher Education Expert Panel, the Higher Education Endowment Fund Advisory Board, the Business, Industry and Higher Education Collaboration Council, the Indigenous Higher Education Advisory Council, the Learning and Teaching Performance Fund Advisory Group, and the Learning and Teaching Performance Fund Expert Panel.

Indigenous Employment and Business Group

In May 2008 a discussion paper entitled *Increasing Indigenous Economic Opportunity—A Discussion Paper on the Future of the CDEP and Indigenous Employment Programs* was released. The paper sought public feedback on a proposed new service model for employment services for Indigenous Australians. A national consultation process was held where individuals, communities, employers and organisations were able to contribute via written submission, email, online or at one of the 69 face-to-face sessions held around the country. The consultation sessions were attended by over 2000 people and the department received over 120 written submissions.

Intensive Support Group

The Intensive Support Group promotes a more equitable labour market by enabling disadvantaged job seekers to gain work.

Job Network

The Intensive Support Group and the government consult widely with Job Network members and peak organisations. Among the peak bodies consulted are the National Employment Services Association, the Australian Chamber of Commerce and Industry, the Australian Council of Social Services, the Australian Council for Rehabilitation of the Disabled, the Australian Disability Training Advisory Council, the Federation of Ethnic Communities Councils of Australia, and the Australian Council of Private Education and Training.

Disability employment

The department consults widely with key stakeholders on matters associated with disability employment. Among the peak bodies consulted are the National Employment Services Association, the Australian Council for Rehabilitation of the Disabled, the ACE Network, the

Australian Federation of Disability Organisations (AFDO), and the Australian Chamber of Commerce and Industry.

Indigenous employment

Various components of the Indigenous Employment Policy or projects established under the policy provide for the establishment of joint steering committees or for community consultation.

Indigenous Community Volunteers is a not-for-profit public company limited by guarantee that provides volunteer services to Indigenous communities and organisations as part of the Indigenous Employment Policy. It provides this service under contract to the department and its board advises on policy related to the volunteer program and, consistent with its constitution, directs the activities of the organisation.

International Education Group

Independent selection panels are convened by the department to consider applications under the Endeavour Awards.

Job Search Support Group

The Job Search Support Group consults on program performance and delivery of policy objectives with:

- ▶ Job Placement Licensed Organisations
- ▶ Job Network members
- ▶ Community Work Coordinators
- ▶ service providers for the Green Corps and the Voluntary Work Initiative, the New Enterprise Incentive Scheme (NEIS) and Harvest Labour Services
- ▶ peak organisations, including the National Employment Services Association, the National NEIS Association, the National Farmers' Federation, horticultural associations and the Recruitment and Consulting Services Association.

Labour Market Strategies Group

In 2007–08 grant funds were available for the delivery of the Employer Demand Demonstration Projects (EDDP), Mature Age Industry Strategies (MAIS), Jobs for Parents Month events and Mitsubishi Employment Assistance Project Package initiatives. Proposals for funding were evaluated against specific criteria prior to funding approval.

Jobs for Parents Month was a one-off grant scheme. Letters of invitation were sent to Employment Service Providers seeking their involvement. The activities were part of the Need Staff campaign and were designed to encourage parents to return to work.

The group also participated in a tender process for the delivery of Jobwise Outreach and Wise Workforce services.

Office of Early Childhood Education and Child Care

The department consults widely with key stakeholders on matters associated with the delivery of quality early childhood learning and child care.

The National Childcare Accreditation Council (NCAC) is the body appointed by the Minister responsible for the implementation and administration of the government's Child Care Quality Assurance (CCQA) systems for child care services across Australia. The government funds NCAC to administer its quality assurance systems and to handle complaints from parents and

staff about quality issues. If a person has a specific concern about the quality of care provided in a child care centre, which has not been satisfactorily addressed through the centre's usual feedback mechanism, the complaint may be referred to NCAC. Members of the public can search NCAC's website <www.ncac.gov.au> for a list of child care services and to view the accreditation status of child care centres.

The Accreditation Decisions Review Committee (ADRC), an independent body funded by the department, is responsible for reviewing accreditation decisions made by NCAC. The members of ADRC are appointed by the Minister and have expertise in child care, development and education (applied and academic) and legal processes.

The Inclusion and Professional Support Program providers are located in each state and territory. They provide an integrated and consolidated approach to meeting the inclusion and professional support needs of government approved mainstream and non-mainstream child care services.

Office of the Australian Safety and Compensation Council

The Office of the Australian Safety and Compensation Council supports the Australian Safety and Compensation Council (ASCC), a national forum comprising representatives of state and territory governments, employers and employees. It provides policy advice on national occupational health and safety and workers' compensation matters, developing national standards and codes of practice for the ASCC, undertaking research and analysing national workers' compensation and other data sources.

Under the *Australian Workplace Safety Standards Act 2005*, the ASCC is required to consult with the public through a public submission process on the development of national occupational health and safety standards and codes of practice.

National Review into Model OHS laws

The Australian Government has committed to work cooperatively with state and territory governments to harmonise occupational health and safety laws by 2011, through the implementation of a model occupational health and safety Act, model regulations and model codes of practice.

On 4 April 2008, the Minister appointed an independent advisory panel to conduct a national review to inform the development of a model occupational health and safety Act. The terms of reference require the panel to make recommendations to the Workplace Relations Ministers' Council (WRMC) on the optimal structure and content of a model occupational health and safety Act that can be adopted in all jurisdictions.

The secretariat supporting the panel is located within the department. The panel will report to the WRMC in two stages, with the first report at the end of October 2008 and the second report at the end of January 2009.

In undertaking the review, the panel is consulting with business, governments, unions and other interested parties, and has invited submissions from the public and other stakeholders on matters relating to the review.

Office of the Federal Safety Commissioner

The role of the Office of the Federal Safety Commissioner (OFSC) is to promote and improve occupational health and safety performance in the building and construction industry. A key function is the operation of the Australian Government Building and Construction OHS Accreditation Scheme. Under the Scheme, Australian Government agencies can contract

for work only with accredited companies, subject to certain financial thresholds. The OFSC consults widely with Australian Government agencies, relevant state and territory agencies, key industry and employee representatives, and companies.

The OFSC has established industry and government reference groups to advise the Federal Safety Commissioner on matters affecting the building and construction industry's occupational health and safety performance and to share key information. These reference groups meet quarterly.

Research and Evaluation Group

Research projects and evaluations are designed in close collaboration with a range of internal and external stakeholders. Formal and informal arrangements exist for consultation with relevant government departments and peak bodies. Employment agencies, employers and job seekers are also consulted, particularly in relation to survey design.

Schools, transition and youth

The department has regular contact with government and non-government stakeholders and clients about schools policy and program administration and about successful transition of school students to further education, training and employment.

The department collaborates with state and territory governments and non-government school authorities on policy development and program matters. It supports the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) and its task forces, which assist MCEETYA to coordinate strategic policy at the national level and to negotiate and develop national agreements on shared objectives and interests.

In particular, the department is a participant in the Productivity Agenda Working Group (PAWG), which is chaired by the Minister. The PAWG meets monthly to ensure that it satisfies the Council of Australian Governments' (COAG's) deadlines for progress reports and draft proposals for funding agreements. The PAWG and its subgroups have agreed to consult with stakeholders across the public and private sectors, including at all levels of government and with relevant education and training authorities, education providers, unions and peak bodies. The department participated in a PAWG open day for stakeholders on 12 June 2008 and shared information on COAG's broad policy framework and details about aspirations, outcomes, progress measures and future policy directions with stakeholders.

Regular consultations with stakeholders, principally through project steering and advisory committees, were conducted in 2007–08 for various projects. Those projects covered the Digital Education Revolution initiatives; trade training in schools; career and transition; local community partnerships; mentor marketplace; teacher quality; literacy and numeracy; students with disabilities; civics and citizenship; history; values education; boys' education; gifted and talented education; family-school partnerships; the Summer Schools for Teachers program; National Awards for Quality Schooling; and ongoing work to enhance national consistency in school education.

The department also participated in forums with national, state and territory school principals and parent organisations on schooling issues. In addition, established committees had a number of specific advisory functions during 2007–08.

- ▶ Block Grant Authorities in each state and territory received and assessed applications, made recommendations to the Minister and administered non-government capital grants for participating schools.

- ▶ The Helping Children with Autism Advisory Committee was established by the government in April 2008 to advise on the implementation of the Helping Children with Autism program. The Committee, which is chaired by the government, has representatives from government and non-government organisations, national parent bodies, principals groups, professional associations and the community
- ▶ The Australian Information and Communications Technology in Education Committee's (AICTEC's) revised terms of reference, endorsed by MCEETYA on 17 April 2008, extended AICTEC's role to include the provision of strategic policy advice on the implementation of the Digital Education Revolution. In making this decision, MCEETYA noted that AICTEC would provide cross-jurisdictional and cross-sectoral policy advice to MCEETYA, COAG's Productivity Agenda Working Group and relevant subgroups, and the Australian Government on the implementation of the Digital Education Revolution and related ICT issues and, in this context, facilitate national consultation, collaboration and coordination
- ▶ Members of the National Youth Careers and Transitions Advisory Group (NYCTAG), which focuses on the transition of young Australians through school and from school to further education, training and employment, were appointed on 3 July 2007.

Specialist Services Group

The department consults with Disability Employment Network members and peak organisations. Among peak bodies consulted are the National Employment Services Association (NESA), ACE National, National Disability Services (NDS) and the AFDO.

The Disability Employment Services Branch holds regular meetings with ACE National and NDS.

The Disability Employment Network and Vocational Rehabilitation Services help people with disabilities to obtain and retain employment under conditions that meet the requirements of the *Disability Services Act 1986*. The Disability Services Standards require that disability employment services have an internal complaint-handling mechanism that is accessible and effective. Consumers also have access to the National Complaint Resolution and Referral Service—an independent service funded by the government to investigate and assist in the resolution of complaints from consumers of specialist disability services.

The department consults with Job Placement, Employment and Training (JPET) providers to inform program policy development. At times arrangements have existed for meetings with a representative group of JPET providers. More regular communication occurs through account managers and through the JPET Secure Site.

The department also consults widely with key stakeholders in the Personal Support Programme (PSP), including with individual providers and through bodies such as the National Employment Services Association PSP Special Interest Group. Formal arrangements exist for quarterly consultations with a PSP working party on program matters. Membership of the working party comprises representatives of national PSP providers and industry bodies such as the National Employment Services Association and Jobs Australia.

Vocational Education and Training

The department is in regular contact with a broad range of industry, government and external stakeholders in order to ensure the relevance and responsiveness of the national training system.

The National Governance and Accountability Framework, which forms part of the 2005–08 Commonwealth–State Agreement for Skilling Australia's Workforce, sets out the decision-making bodies and processes within the national training system. Bodies such as the National Industry Skills Committee, the National Quality Council, National Centre for Vocational

Education Research, and specific-purpose action groups provide advice to ministers and enable a range of stakeholders, including industry, training providers, and clients of the system, to provide input to the decision-making process.

In addition to ongoing engagement with a broad range of industry, government and external stakeholders, the department regularly undertakes specific consultations in relation to Vocational Education and Training (VET).

In April 2008, in developing the Productivity Places Program, the department released the discussion paper *Skilling Australia for the Future*, inviting key stakeholders to provide feedback on the issues and approaches raised in it. Feedback was received from state professional and industrial peak bodies, public, private and community registered training organisations, industry associations, state advisory councils, universities, state and territory governments, Australian Government departments, employment service providers, unions, and individuals. Stakeholder feedback is available at <www.productivityplaces.deewr.gov.au>. The department also consults with state and territory governments, Centrelink, the Department of the Prime Minister and Cabinet, Treasury, and industry skills councils through a variety of forums, including the COAG Productivity Agenda Working Group

Through the Skilling Australia for the Future policy, the Australian Government announced it would build on and expand the existing Australian Apprenticeships Centres (AACs) and work with state and territory governments to establish a network of Skills and Training Information Centres (STICs). Extensive consultations were conducted with state and territory governments and AACs prior to the establishment of STICs on 1 April 2008. Initial consultations received a positive response, with state and territory governments and AACs agreeing to work together with the Australian Government to develop the best model for delivery of services into the future. Consultations will continue, with a view to establishing a longer term service delivery model, following the expiry of the current Australian Apprenticeships Support Services contracts on 30 June 2009.

Working Age Policy Group

Working Age Policy Group works with key stakeholders on matters relating to amendments and changes to social security legislation, with a particular focus on post Welfare to Work reforms and implementation of the government's social inclusion agenda.

In 2007–08, the group worked with key stakeholders on matters relating to the implementation of the Improving School Enrolment and Attendance through the Welfare Reform Measure announced in the 2008–09 Budget.

Workplace Relations Implementation Group

The Workplace Relations Implementation Group provides secretariat support for a number of consultative forums established by the Minister. The consultative meetings specifically focus on the substantive workplace relations legislation and the Fair Dismissal Code. These consultative forums include the Business Advisory Group; the Small Business Working Group; the Workers Advisory Group; and the ACTU Consultation on Unfair Dismissal.

Membership of these groups has been drawn from some of Australia's largest companies and key industry associations. Members represent a broad cross-section of industries and sectors, locations, workplace arrangements, large and small business, and the unions.

The *Tradesmen's Rights Regulation Act 1946* facilitates the national recognition of tradespeople in 49 metal and electrical trades through the issue of Australian Recognised Trade Certificates. These certificates are issued by central and local trades committees at the state and territory level and cover the engineering, electrical, boilermaking, blacksmithing and sheet metal trades.

Appointees to each committee are drawn from the relevant employer and employee organisations and are required to possess a high degree of technical knowledge and experience in the relevant trades. All appointments to the committees are made by the Minister, in accordance with the Act, and the appointees serve 'during the pleasure of the Minister'. The committees meet as required to assess applications for Australian Recognised Trade Certificates.

The group consults with the Insolvency Practitioners Association, Insolvency and Trustee Service Australia and the Australian Securities and Investment Commission on insolvency matters relating to the administration of the employee entitlements schemes.

The group also consults with a number of peak legal and alternative dispute resolution organisations on matters relating to the creation and maintenance of provider panels under the Unlawful Termination Assistance Scheme and the Alternative Dispute Resolution Assistance Scheme.

Workplace Relations Legal Group

The Committee of Industrial Legislation is a subcommittee of the NWRCC and provides a mechanism for the department to consult with peak employer and union organisations on workplace and related legislative matters. Meetings are arranged as required.

Workplace Relations Policy Group

The National Workplace Relations Consultative Council (NWRCC) is a tripartite peak consultative body established by the *National Workplace Relations Consultative Council Act 2002*. Under the Act, the purpose of the council is to provide, in the public interest, a regular and organised means of allowing representatives of government, employers and employees and, when the Minister considers it appropriate, representatives of other bodies and organisations to consult on workplace relations matters of national concern. The Act also sets out procedures for appointment to the council and specifies that the council must meet once every six months.

The International Labour Affairs Committee is a subcommittee of the NWRCC that discusses the adoption of, and reporting on, International Labour Organization (ILO) standards. The committee was established as part of Australia's obligations under Tripartite Consultation (International Labour Standards) 1976—ILO Convention 144—to consult regularly with the most representative organisations of employers and workers. It normally meets twice a year.

The ILO Technical Officers Meeting is an annual meeting of Australian Government, state and territory officials responsible for ILO matters. The meeting serves to fulfil Australia's obligation under Article 19.7 of the ILO Constitution, which requires federal states such as Australia to consult with their constituent states in relation to unratified ILO conventions (including compliance matters and attitudes to ratification). The department convenes the meeting, which is hosted by one of the participants. Other purposes served by the meeting include sharing information on the ILO's standard-setting activities, informing states and territories of important developments in the ILO that relate to standard setting, and discussing reports required by the ILO on Australia's compliance with international labour standards.

Categories of documents held by the department

The department maintains the following documents for which access can be requested under the *Freedom of Information Act 1982*. Certain documents may, however, be exempt under the Act. Some categories of documents are held throughout the department, including the following:

- ▶ Cabinet documents
- ▶ documents relating to internal administration—financial, staffing, office procedures, governance, and so on

- ▶ documents relating to audits, investigations and Ombudsman inquiries
- ▶ documents relating to policy advice and portfolio administration—including reports, briefings, secretariat papers, correspondence, minutes and submissions
- ▶ documents relating to program administration—including applications and approvals, progress reports, payments, research and evaluation reports, program evaluation and audit reports, and relevant correspondence
- ▶ electronic records maintained on departmental databases
- ▶ grant applications, supporting documentation, assessments, decisions, and consequential accounting documents
- ▶ legal advice and related documentation
- ▶ ministerial briefings
- ▶ records of correspondence to the Minister and the department
- ▶ reference material used by staff and contract providers—including guidelines, manuals and operational advice
- ▶ request for tender documentation, exposure drafts, tender proposals, evaluations, contracts and funding agreements
- ▶ research papers
- ▶ submissions to and reports on public inquiries.

Other holdings include the Job Seeker Classification Instrument.

Facilities for access to documents available free of charge or for purchase

The following facilities were made available to people by the department to give them access to documents, either free of charge or for a fee.

Employment Business Service Group

Publicly available information from the Employment Business Service Group is contained in documents relating to complaints processes, including codes of practice, service guarantees, forms and guidelines.

Higher Education Group

Documents relating to higher education, and which are free of charge include:

- ▶ guidelines for programs under the *Higher Education Support Act 2003*
- ▶ the *Higher Education 2020* newsletter
- ▶ booklets and leaflets on the Higher Education Loan Programme, including HECS-HELP, FEE-HELP and OS-HELP.

A wide range of additional reports, publications, pamphlets and brochures are available to the public through the department's website at www.dest.gov.au/sectors/higher_education/publications_resources.

Income Support Payments Group

The following public documents are available from the Income Support Payments Group:

- ▶ Labour Market and Related Payments—a monthly profile available from www.workplace.gov.au/lmrp. This document provides statistics, primarily on Newstart Allowance, Youth Allowance and other income support payments

- ▶ links to Centrelink information on working age income support payments is available on the department's website
- ▶ the Guide to Social Security Law and the Social Security Legislation—available on the Department of Housing, Families, Community Services and Indigenous Affairs website at <www.facsia.gov.au/guides_acts/homeint.html>
- ▶ forms and leaflets relating to working age income support payments delivered by Centrelink.

Indigenous Employment and Business Group

Information available for organisations seeking funding through the Emerging Indigenous Entrepreneurs Initiative (EIEI) is contained in the Emerging Indigenous Entrepreneurs Initiative guidelines. These guidelines are available at no cost by contacting the department.

Intensive Support Group

The following public documents are available from the Intensive Support Group:

- ▶ information on Job Network—available in paper form, on video or online at the Workplace website. It includes information about the Active Participation Model, Job Network services and the performance of Job Network
- ▶ the Job Seeker Classification Instrument
- ▶ information on employment services for people with disability, including forms, brochures, pamphlets, fact sheets and posters
- ▶ web-based toolboxes are available at <www.toolboxes.deewr.gov.au> to help employment services providers train staff and assist disadvantaged job seekers
- ▶ web-based resources to assist mature age job seekers <www.jobwise.gov.au>, young people <www.jobjuice.gov.au>, and people with disability <www.jobable.gov.au>, in their search for employment
- ▶ information on the various elements of the Indigenous Employment Policy, in forms, brochures, pamphlets, posters, proponent guidelines and application forms are available online on the Workplace website at <www.workplace.gov.au/Indigenous>.

The department maintains a dedicated telephone contact number (the Indigenous Employment Line), to enable members of the public to gain access to documents relating to Indigenous employment programs. The Indigenous Employment Line contact number 1802 102 is included on all Indigenous employment publications.

International Education Group

Documents relating to international education, which are available free of charge, include:

- ▶ International Student Exchange Programs Client Guidelines
- ▶ brochures and pamphlets regarding the Endeavour Awards
- ▶ course and provider information extracted from the Commonwealth Register of Institutions and Courses for Overseas Students available at <cricos.deewr.gov.au>
- ▶ guidelines for providers of education and training to overseas students (including the National Code 2007 and Education Services for Overseas Students Explanatory Guide), available at <aei.gov.au/AEI/ESOS/default.htm>
- ▶ brochures and booklets on Australian education and training for international promotion purposes to international students (including the Easy Guide to ESOS), available at <aei.gov.au/AEI/ESOS/QuickInfo/default.htm>
- ▶ brochures regarding the Assessment Subsidy for Overseas Trained Professionals program

- ▶ brochures and guidelines for the Professional Services Development Program available at <aei.gov.au/AEI/QualificationsRecognition/Information/Psdp.htm>
- ▶ additional information regarding the Endeavour Awards and the International Student Exchange Programs are available to the public free of charge through the department's website.

In addition, the Country Education Profiles Online is available for purchase at <aei.dest.gov.au/AEI/QualificationsRecognition/Information/CEP.htm>. (The Australian Country Education profile is available free of charge.)

Job Search Support Group

Publicly available information from the Job Search Support Group includes:

- ▶ brochures and pamphlets about NEIS
- ▶ information about Job Placement Services in various formats—including web pages on <www.workplace.gov.au/jobplacement>, the Job Placement Services 2006–2009 licence application pack, Guidelines for Assessment, Licensing Arrangements 2006–2009, sample contracts including Job Placement Code of Practice, the Vacancy Web Services brochure, pamphlets, and postcards on Job Placement Services
- ▶ information about Harvest Labour Service, including the Harvest Trail fact sheet and National Harvest Guide, available at <www.workplace.gov.au/workplace/Programmes/HarvestLabour> and <jobsearch.gov.au/harvesttrail/default.aspx>
- ▶ Australian JobSearch employer and job seeker promotional brochures and web services
- ▶ the New Enterprise Incentive Scheme 2006–2009 Request for Tender
- ▶ the Harvest Labour Service 2006–2009 Request for Tender
- ▶ Community Work Coordinator information leaflets
- ▶ a list of Work for the Dole activities approved by month and year
- ▶ Green Corps information leaflets
- ▶ Your guide to Drought Force information leaflet
- ▶ information about Green Corps is available at <www.greencorps.gov.au>
- ▶ quarterly job seeker compliance data
- ▶ NEIS Guide to BSB40401 Certificate IV in Business (Small Business Management).

Labour Market Strategies Group

Labour market information, contained in two quarterly publications, Small Area Labour Markets and Australian Regional Labour Markets:

- ▶ Small Area Labour Markets presents estimates of the number of people unemployed, the unemployment rate and the labour force for approximately 1350 statistical local areas across Australia. The publication is available free of charge via hard copy mail-out and in PDF format through the Workplace website
- ▶ Australian Regional Labour Markets contains employment, unemployment, unemployment rate, participation rate and employment rate data for the 77 ABS labour force regions, and is available free of charge via hard copy mail-out and in PDF format through the Workplace website.

A telephone number and email address, provided both on the internet and in the back of labour market information publications, can be used to contact the department to obtain copies of free-of-charge and charged-for documents. Free-of-charge documents are also made available in electronic format over the internet through the department's Workplace website <www.workplace.gov.au>.

Several publications are published free of charge on the SkillsInfo website <www.skillsinfo.gov.au>. The following reports are available as PDF downloads:

- ▶ Vacancy Report is a monthly report providing information on skilled vacancies, ICT vacancies and Australian JobSearch vacancies
- ▶ New Jobs: Employment Trends and Prospects for Australian Industries provides an overview of employment trends and prospects for all industries and covers several aspects of new jobs in Australia in the past 10 years
- ▶ Industry Employment Outlooks provide detailed analysis of employment characteristics, trends and prospects by industry. This series highlights sectors where job growth is the strongest.

Other reports are published free of charge on the Workplace website <www.workplace.gov.au/workplace/Publications/LabourMarketAnalysis>. The following reports are available as PDF downloads:

- ▶ Australian Jobs is designed to help Australians find up-to-date information on the job they want and is a guide to occupations and industries with good job prospects
- ▶ Survey of Employers' Recruitment Experiences reports present findings of surveys of employers regarding their recent recruitment experiences.

Guidelines and selection criteria for EDDP and MAIS were available on the Workplace and Jobwise websites respectively until 2008. All documentation about the grants was available at no charge. A list of approved EDDP and MAIS proposals can be found at:

- ▶ EDDP—<www.workplace.gov.au/workplace/Organisation/Businessassistance/EmployerDemandDemonstrationProjects.htm>
- ▶ MAIS—<www.jobwise.gov.au/Jobwise/Employers/Industry/currentprojects.htm>.

Jobs for Parents Month

Guidelines and information on the development of proposals for funding for the Jobs for Parents Month were provided on the Contract Managers Portal, a secure site providing information to employment service providers. All documentation about this grant was available at no charge.

Mitsubishi Employment Assistance Projects Package

Information on applications for funding under the Mitsubishi Employment Assistance Projects Package is located on the Workplace website. This funding was available under the Mitsubishi Labour Adjustment Package. The website directs interested parties to contact DEEWR Labour Adjustment Packages staff on 1300 663 946 or email <lap@deewr.gov.au>. All documentation about this program is available at no charge.

When grant funding is available to the public, information and guidelines are usually made available on the department's websites (unless eligibility was limited to employment service providers such as Jobs for Parents Month. In that instance the information was available on the Contract Managers Portal, which is a secure site). All documentation about grants is available at no charge.

In addition, labour market information in the Small Area Labour Markets Data Files is available through paid subscription by contacting the department.

National Review into Model OHS Laws

A website has been established at <www.nationalohsreview.gov.au> to provide information about the review, to deal with inquiries and to facilitate the lodgement of submissions. The website contains information about the review process, the panel members, terms of

reference, media releases and resources that include reports of occupational health and safety reviews in other jurisdictions. The website also provides access to an issues paper, and to all submissions that are not confidential.

Office of Early Childhood Education and Child Care

Information regarding early childhood education and child care, including publications, forms and fact sheets, are publicly available online on <www.oececc.gov.au> and at <www.ncac.gov.au>.

Office of the Australian Safety and Compensation Council

The website of the Australian Safety and Compensation Council at <www.ascc.gov.au> provides a range of brochures, fact sheets, newsletters, research papers, reports, national occupational health and safety standards, codes of practice, guidelines, training and educational material relating to occupational health and safety and workers' compensation.

Office of the Federal Safety Commissioner

The website of the Office of the Federal Safety Commissioner (OFSC) at <www.fsc.gov.au> provides information on the role and functions of the office as well as information about the scheme and related links, including:

- ▶ a scheme overview
- ▶ case studies
- ▶ Compliance Policy Manual
- ▶ fact sheets
- ▶ Federal Safety Officers
- ▶ frequently asked questions
- ▶ Guidance for Australian Government Agencies
- ▶ legislation applicable to the OFSC
- ▶ publications produced by the OFSC
- ▶ research conducted or collated by the OFSC
- ▶ site audits
- ▶ speeches given by representatives of the OFSC
- ▶ the Accreditation Register
- ▶ the appeals process.

Research and Evaluation Group

Research and Evaluation Group publications are available online from the Workplace website and through the department's national and state offices. They include evaluations of labour market programs and services.

Schools, Youth and Transitions Groups

Profiles for documents and publications from 2002 to the present have been produced by the department. Profiles for pre-2002 documents and publications will be available over time. The profiles are available as web pages and can be accessed at the department's website at: <www.dest.gov.au/sectors/school_education/publications_resources/profiles/default.htm>.

A large number of documents are available, including:

- ▶ Australian Government Programs for Schools Quadrennial Administrative Guidelines for 2005–08 <www.dest.gov.au/sectors/school_education/publications_resources/profiles/quadrennial_administrative_guidelines_2005_2008.htm>
- ▶ Assistance for Isolated Children Scheme Guidelines <www.dest.gov.au/sectors/school_education/programmes_funding/programme_categories/rural_and_regional_assistance/aic/assistance_for_isolated_children_scheme.htm>
- ▶ Drought Assistance Guidelines for Government Schools <www.dest.gov.au/NR/rdonlyres/9D974659-8846-4E82-B17C-1E3FA367983B/20497/DroughtAssistanceGuidelinesforGovernmentSchools26F.pdf>
- ▶ Drought Assistance Guidelines for Non-government Schools <www.dest.gov.au/NR/rdonlyres/D98DFAA6-321A-4F28-B0A4-D66E0AC746A0/20496/DroughtAssistanceGuidelinesforNongovernmentSchools.pdf>
- ▶ Guidance Notes for non-government schools—Short Term Emergency Assistance Program <www.dest.gov.au/sectors/school_education/programmes_funding/general_funding/operating_grants/short_term_emergency_assistance_programme.htm>
- ▶ An Even Start—National Tuition Program Guidelines <www.anevenstart.deewr.gov.au/NR/rdonlyres/695BD72A-D6AE-4BE5-92DB-DDF6CB828E26/21709/aes_guidelinespdf.pdf>.

Specialist Services Group

Information on disability employment and related services, including Disability Employment Network (DEN) and Vocational Rehabilitation Services (VRS), available at <www.jobaccess.gov.au>.

Other essential information on DEN was developed and placed on other departmental websites—for example, the Workplace website, and the department's home site <www.deewr.gov.au>. Personal Support Programme and Job Placement Employment and Training documents can be obtained by writing to the department.

Additionally, publicly available information includes:

- ▶ brochures and service provider locations relating to the Job Placement, Employment and Training programme
- ▶ brochures relating to Vocational Rehabilitation Services
- ▶ brochures, posters, and pamphlets relating to the Disability Employment Network and Employer Incentive Schemes
- ▶ brochures and pamphlets relating to the Personal Support Programme.

Personal Support Programme

The following Personal Support Programme documents can be obtained by writing to the department. There is no charge for these documents.

- ▶ Personal Support Programme Guidelines
- ▶ Personal Support Programme Contract Manager Guidelines
- ▶ Complaints Handling Guidelines for the Personal Support Programme
- ▶ Personal Support Programme Override Guidelines.

Job Placement Employment and Training

The following Personal Support Programme documents can be obtained by writing to the department. There is no charge for these documents.

- ▶ Job Placement Employment and Training Funding Agreement

- ▶ Job Placement Employment and Training Programme Guidelines
- ▶ Job Placement Employment and Training Guidelines 2005
- ▶ Job Placement Employment and Training Transition Guidelines 2006.

Workplace Relations Implementation Group

Industry-specific information from the Workplace Relations Implementation Group is available on the Workplace website. The following information relating to the building and construction industry is available:

- ▶ the National Code of Practice for the Construction Industry
- ▶ the Australian Government Implementation Guidelines (for the National Code of Practice)
- ▶ model contract clauses for directly and indirectly funded projects
- ▶ fact sheets explaining how the code and the guidelines apply to government agencies, head contractors and subcontractors
- ▶ the *E-Code User Guide*, an online reporting tool that enables Australian Government departments and agencies to report on construction activity and the application of the code and the guidelines.

This information, plus other information on workplace relations reform in the building and construction industry, is available on the Workplace website at <www.workplace.gov.au/building>.

The Workplace Programs Branch provides free access to documents about the Unlawful Termination Assistance Scheme and the Alternative Dispute Resolution Assistance Scheme through the Workplace website or by emailing <utas@deewr.gov.au> or <adras@deewr.gov.au>.

Trades Recognition Australia material, including application forms, assessment standards and procedures, is freely available on the Workplace website.

The Building Industry Branch provides free access to documents about the National Code of Practice and Implementation Guidelines through the Workplace website, by telephoning 1300 731 293 or by emailing <building@deewr.gov.au>.

Remuneration Tribunal determinations, reports and associated statements are publicly available on the tribunal's website at <www.remtribunal.gov.au>.

The Employee Entitlements Branch provides free access to documents about the General Employee Entitlements and Redundancy Scheme and the Special Employee Entitlements Scheme for Ansett group employees through the Workplace website, by telephoning 1300 135 040 or by emailing <GEERS@deewr.gov.au>. The available information includes:

- ▶ the General Employee Entitlements and Redundancy Scheme Operational Arrangements, which contain eligibility criteria, rules and guidelines for the Scheme
- ▶ fact sheets explaining the operation of the employee entitlements schemes
- ▶ claim forms for assistance under the General Employee Entitlements and Redundancy Scheme
- ▶ reports for the Special Employee Entitlements Scheme for Ansett group employees, made under s. 24 of the *Air Passenger Ticket Levy (Collection) Act 2001*.

Australian Government Employment has information available at <www.workplace.gov.au/workplace/Organisation>. The information includes:

- ▶ the Australian Government Employment Bargaining Framework
- ▶ the Supporting Guidance to the Australian Government Employment Bargaining Framework

- ▶ Workplace relations advice on various workplace relations issues of relevance to Australian government employment
- ▶ Australian Public Service Remuneration Survey reports (multiple years).

In addition, a number of subscription services that provide workplace relations advice, including on allowance rates, are available to employers. Information about these services can be obtained from the Workplace website.

Workplace Relations Policy Group and Workplace Relations Legal Group

The *Workplace Relations Act 1996*, Acts and Bills amending it, and workplace relations regulations are available on the Workplace website, which also provides the following:

- ▶ government submissions in key cases before the Australian Industrial Relations Commission and the Australian Fair Pay Commission
- ▶ data on developments in federal agreement making—Trends in Federal Enterprise Bargaining
- ▶ information and advice on work and family issues in the workplace and access to a range of work and family publications
- ▶ other workplace relations documents and information about the Workplace Relations Ministers' Council
- ▶ information on employee share ownership.

Access to documents

People who wish to access documents under the *Freedom of Information Act 1982* should make inquiries to:

The FOI Coordinator
 Administrative Law Branch
 Department of Education, Employment and Workplace Relations
 GPO Box 9880
 CANBERRA ACT 2601

Or by email to: <foi@deewr.gov.au>.

Applications for access to documents in the department's possession must be made in writing. There is no mandatory form. The application must include an address to which notices can be sent and a telephone number for use during business hours. It should generally be accompanied by the prescribed application fee of \$30. Applicants may seek remission of the application fee for reasons of financial hardship or public interest, or any other reason. If remission of the fee is sought, supporting evidence should be forwarded with the application. Further processing charges may be imposed.

Applicants may wish to discuss the nature and scope of an intended request or the freedom of information process with one of the department's Freedom of Information (FOI) coordinators.

Freedom of information requests in 2007–08

Due to the machinery of government changes following the 2007 general election, information on FOI requests received in 2007–08 is presented in three tables.

Table A6.1 shows the status of FOI applications for access to departmental information in the possession of the former Department of Education, Science and Training for the period 1 July 2007 to 3 December 2007.

Table A6.1**FOI applications for access to the former DEST departmental information, 2007–08**

Applications considered	Number
On hand at 1 July 2007	3
Received	27
Granted in full	4
Granted in part	9
Not granted	3
Withdrawn	12
Transferred	1
On hand at 3 December 2007	1
Internal reviews	4
Appeals to the Administrative Appeals Tribunal	3

Table A6.2 shows the status of FOI applications for access to departmental information in the possession of the former Department of Employment and Workplace Relations for the period 1 July 2007 to 3 December 2007.

Table A6.2**FOI applications for access to the former DEWR departmental information, 2007–08**

Applications considered	Number
On hand at 1 July 2007	14
Received*	41
Granted in full*	19
Granted in part	11
Not granted	3
Withdrawn	9
Transferred	1
On hand at 3 December 2007	12
Internal reviews	5
Appeals to the Administrative Appeals Tribunal	2

*Note this figure includes requests to amend or annotate a record.

Table A6.3 shows the status of FOI applications for access to departmental information in the possession of the Department of Education, Employment and Workplace Relations for the period 3 December 2007 to 30 June 2008.

Table A6.3**FOI applications for access to DEEWR departmental information, 2007–08**

Applications considered	Number
On hand at 3 December 2007	13
Received	86
Granted in full	23
Granted in part	34
Not granted	4
Withdrawn	15
Transferred	4
On hand at 30 June 2008	19
Internal reviews	6
Appeals to the Administrative Appeals Tribunal	0

Appendix 7

Tripartite consultations on International Labour Organization matters

This report on the tripartite consultations on international labour standards has been prepared in accordance with Australia's obligations under International Labour Organization (ILO) Convention No. 144, Tripartite Consultation (International Labour Standards), 1976. Australia ratified Convention 144 in June 1979.

Tripartite consultation on international labour standards occurs in a number of ways: regular meetings of the International Labour Affairs Committee (ILAC)—a committee of the National Workplace Relations Consultative Council (NWRCC)—and direct consultation between the Department of Education, Employment and Workplace Relations and the representative worker and employer organisations (the social partners); that is, the Australian Council of Trade Unions (ACTU), the Australian Chamber of Commerce and Industry (ACCI) and the Australian Industry Group (Ai Group).

ILAC was established in 1978 under s. 12(1) of the then *National Labour Consultative Council Act 1977*. Its terms of reference require it to consider matters of substance relating to the ILO and other relevant international bodies.

In 2007–08, ILAC met on two occasions—20 August 2007 and 3 March 2008.

Article 5 of Convention 144 requires consultation on several matters. Those matters, and the way in which the Australian Government responded to them in 2007–08, are discussed in the following sections.

Government replies to questionnaires

During 2007–08, the International Labour Office (the Office) requested the Australian Government's response to a questionnaire on HIV/AIDS and the world of work, in preparation for discussion of this matter at the Ninety-eighth session (2009) of the International Labour Conference. The social partners were invited to contribute to the Australian Government's response to the questionnaire.

The social partners were also invited to contribute to briefs prepared by the Australian Government for the International Labour Conference on the following topics:

- ▶ strengthening the ILO's capacity to assist its members' efforts to reach its objectives in the context of globalisation
- ▶ promotion of rural employment for poverty reduction
- ▶ skills for improved productivity, employment growth and development.

Comments received were taken into account when determining the government's position.

Submission of new conventions and recommendations to the competent authority

The Ninety-sixth (May–June 2007) session of the International Labour Conference adopted the Work in Fishing Convention, 2007 (No. 188) and the associated Work in Fishing Recommendation, 2007 (No. 199).

In accordance with Article 19 of the Constitution of the ILO, member states are required to submit the texts of new instruments to the 'competent authority' and subsequently to report

to the ILO on action proposed to be taken in respect of the new instruments. In Australia, the competent authority is the Parliament of the Commonwealth of Australia. The instruments and the government's submission report will be tabled towards the end of 2008.

The views of the social partners and of state and territory governments on these instruments will be sought.

The Ninety-seventh (May–June 2008) session of the International Labour Conference adopted a Declaration on Social Justice for a Fair Globalisation. This instrument is required to be tabled in Parliament within 18 months of its adoption.

Re-examination at appropriate intervals of unratified conventions and of recommendations

Protocol of 2002 to Convention No. 155, Occupational Safety and Health, 2002

The former Minister for Employment and Workplace Relations, the Hon Kevin Andrews MP, wrote to state and territory labour ministers, the ACTU and the ACCI in 2004 and again in 2005 seeking their support for ratification of Protocol 155 and their views on Australia's compliance with Protocol 155. ILAC members noted that state and territory governments are continuing to investigate their law and practice in relation to Protocol 155.

Convention No. 162, Asbestos, 1986

The former Minister for Employment and Workplace Relations, the Hon Kevin Andrews MP, wrote to his counterpart state and territory ministers, the ACTU and the ACCI in 2004 and again in 2005 seeking their support for ratification of Convention 162 and their views on Australia's compliance with Convention 162. ILAC members noted that state and territory governments are continuing to investigate their law and practice in relation to Convention 162.

Convention No. 175, Part-time Work, 1994

The department has sought law and practice reports from the state and territory governments to determine whether they agree to ratification of Convention 175, and to establish whether law and practice in all Australian jurisdictions complies with the convention.

Questions arising out of reports made to the ILO under Article 22 of the ILO Constitution

In late 2007, in accordance with Article 22 of the ILO Constitution, reports were submitted to the ILO on the following ratified ILO conventions. The ACTU and the ACCI were invited to contribute to those reports prior to their preparation, and were also invited to comment on the final reports:

- ▶ Convention No. 12, Workmen's Compensation (Agriculture), 1921
- ▶ Convention No. 19, Equality of Treatment (Accident Compensation) Convention, 1925
- ▶ Convention No. 27, Marking of Weight (Packages Transported by Vessels) Convention, 1929
- ▶ Convention No. 42, Workmen's Compensation (Occupational Diseases) Convention (Revised), 1934
- ▶ Convention No. 100, Equal Remuneration Convention, 1951
- ▶ Convention No. 111, Discrimination (Employment and Occupation) Convention, 1958
- ▶ Convention No. 122, Employment Policy Convention, 1964

- ▶ Convention No. 137, Dock Work Convention, 1973
- ▶ Convention No. 144, Tripartite Consultation (International Labour Standards) Convention, 1976.

Comments received from the ACTU and the ACCI were either attached to the relevant Article 22 report, or forwarded to the ILO separately. The social partners have been invited to contribute to similar reports, which are due with the ILO late in 2008, prior to their preparation for the following ratified conventions:

- ▶ Convention No. 29, Forced Labour Convention, 1930
- ▶ Convention No. 47, Forty-Hour Week Convention, 1935
- ▶ Convention No. 81, Labour Inspection Convention, 1947
- ▶ Convention No. 105, Abolition of Forced Labour Convention, 1957
- ▶ Convention No. 142, Human Resources Development Convention, 1975
- ▶ Convention No. 182, Worst Forms of Child Labour Convention, 1999.

Appendix 8

Commonwealth involvement in proceedings before courts and tribunals

This appendix describes matters dealt with by courts or tribunals in 2007–08 in which the Minister for Employment and Workplace Relations participated or where funding was provided by the department.

State industrial relations tribunals

- ▶ *TWU v Bon McArthur Transport Pty Ltd*—in which the Transport Workers Union (TWU) applied to the NSW Industrial Relations Commission (NSW IRC) to issue a summons to the former Minister for Employment and Workplace Relations, the Hon Joe Hockey MP, to participate in a conciliation conference involving the TWU and Bon McArthur Transport Pty Ltd. The TWU contended that the Minister should be required to attend the conference on the basis that he was responsible for the decision as to whether or not General Employee Entitlements and Redundancy Scheme payments would be made to owner-drivers formerly contracted to Bon McArthur. The NSW IRC refused to issue the summons at a hearing on 21 November 2007.

Federal Court

- ▶ *CPSU & Ors v Commonwealth of Australia*—in which an action was brought by the Community and Public Sector Union alleging that four agencies (the Department of Veterans' Affairs, the Australian Customs Service, the Australian Taxation Office and the former Department of Education, Science and Training) breached the freedom of association (FOA) provisions and their agreements by refusing staff leave to attend the Australian Council of Trade Unions national day of action protest in 2005. The court found that the Commonwealth breached the FOA provisions (6 September 2007) and made orders imposing a penalty on 31 October 2007. The department managed this matter on behalf of the Commonwealth.

High Court

- ▶ *Gabor Horvath Senior v Commonwealth Bank of Australia and Ors*—in which Mr Horvath applied to bring an application in the High Court seeking relief against, among others, the Commonwealth. One of his claims was that government members of parliament who voted for the *Workplace Relations Amendment (Work Choices) Act 2005* committed treason and were disqualified from sitting in the Parliament. In February 2008, a justice of the High Court refused leave to Mr Horvath to bring the proceeding.

Appendix 9

Fraud control certificate



Australian Government
Department of Education, Employment and Workplace Relations

Secretary
Lisa Paul PSM

Annual Report 2007-08 – Fraud Control Certification

In accordance with Guideline 2.8 of the Commonwealth *Fraud Control Guidelines 2002* ('the Guidelines'), issued by the Minister for Justice and Customs pursuant to Regulation 19 of the *Financial Management and Accountability Regulations 1997*, I, Lisa Paul, Secretary of the Department of Education, Employment and Workplace Relations, hereby certify to the Minister for Education, Employment and Workplace Relations that I am satisfied that:

- The department has prepared fraud risk assessments and fraud control plans that comply with the Guidelines;
- Appropriate fraud prevention, detection, investigation and reporting procedures and processes are in place; and
- Annual fraud data has been collected and reported that complies with the Guidelines.

Lisa Paul

21 August 2008

16–18 Mort Street, Canberra ACT 2601
GPO Box 9880, Canberra ACT 2601 | Phone (02) 6121 6000
www.deewr.gov.au | ABN 63 578 775 294

Financial performance reporting

A decorative graphic consisting of a horizontal bar divided into several segments of varying shades of blue. The number '5' is prominently displayed in white on a dark blue background in the rightmost segment.

5

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INDEPENDENT AUDITOR'S REPORT

To the Minister for Education
To the Minister for Employment and Workplace Relations
To the Minister for Social Inclusion

Scope

I have audited the accompanying financial statements of the Department of Education, Employment and Workplace Relations for the year ended 30 June 2008, which comprise: a Statement by the Chief Executive and Chief Finance Officer; Income Statement; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Contingencies; Schedule of Administered Items and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

The Responsibility of the Chief Executive for the Financial Statements

The Department's Chief Executive is responsible for the preparation and fair presentation of the financial statements in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards (which include the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of

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the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Department's Chief Executive, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial statements of the Department of Education, Employment and Workplace Relations:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of Education, Employment and Workplace Relations' financial position as at 30 June 2008 and its financial performance and cash flows for the year then ended.



Ian McPhee
Auditor-General

Canberra
10 October 2008

STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2008 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Order made under the *Financial Management and Accountability Act 1997*, as amended.



L Paul
Chief Executive

10 October 2008



C Storen
Chief Finance Officer

10 October 2008

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

(Incorporating the former Department of Education, Science and Training and former Department of Employment and Workplace Relations for the period 1 July 2007 to 2 December 2007)

INCOME STATEMENT

for the period ended 30 June 2008

	Notes	2008 \$'000	2007 \$'000
INCOME			
Revenue			
Revenue from government	3A	1,799,215	1,951,497
Sale of goods and rendering of services	3B	75,339	47,005
Interest	3C	140	107
Other revenues	3D	10,545	10,463
Total revenue		1,885,239	2,009,072
Gains			
Other gains	3E	21,198	22,397
Total gains		21,198	22,397
TOTAL INCOME		1,906,437	2,031,469
EXPENSES			
Employee benefits	4A	509,236	529,165
Suppliers	4B	1,292,481	1,441,230
Grants	4C	2,811	1,860
Depreciation and amortisation	4D	72,561	64,820
Losses from asset sales	4E	-	484
Write-down and impairment of assets	4F	4,987	3,659
TOTAL EXPENSES		1,882,076	2,041,218
Surplus (Deficit)		24,361	(9,749)
Surplus (Deficit) attributable to the Australian Government		24,361	(9,749)

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

The comparative figures for the 2006-07 financial year contained in these financial statements are those of the former Department of Education, Science and Training and former Department of Employment and Workplace Relations.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

BALANCE SHEET

as at 30 June 2008

	Notes	2008 \$'000	2007 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	6A	10,128	8,350
Trade and other receivables	6B	189,049	185,738
Accrued revenue	6C	677	3,498
Investments	6D	-	1,584
Total financial assets		199,854	199,170
Non-financial assets			
Land and buildings	7A	60,536	113,642
Infrastructure, plant and equipment	7B	65,388	88,332
Intangibles	7C	94,993	83,468
Inventories	7D	721	1,995
Other non-financial assets	7E	24,087	21,151
Total non-financial assets		245,725	308,588
TOTAL ASSETS		445,579	507,758
LIABILITIES			
Payables			
Suppliers	8A	50,024	91,194
Other payables	8B	14,204	26,794
Total payables		64,228	117,988
Provisions			
Employee provisions	9A	162,505	154,081
Other provisions	9B	12,070	11,110
Total provisions		174,575	165,191
TOTAL LIABILITIES		238,803	283,179
NET ASSETS		206,776	224,579
EQUITY			
Contributed equity		144,585	166,761
Reserves		19,853	29,116
Retained surplus		42,338	28,702
TOTAL EQUITY		206,776	224,579
Current Assets		224,662	222,316
Non-Current Assets		220,917	285,442
Current Liabilities		198,550	243,256
Non-Current Liabilities		40,253	39,923

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

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

STATEMENT OF CHANGES IN EQUITY
as at 30 June 2008

	Retained Earnings		Asset Revaluation Reserves		Contributed Equity/Capital		Total Equity	
	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
Opening balance	28,702	43,368	29,116	23,852	166,761	144,128	224,579	211,348
Balance carried forward from previous period	-	-	-	-	-	-	-	-
Adjustment for changes in accounting policies	-	-	(798)	-	-	-	(798)	-
Revaluation adjustment	-	-	-	-	-	-	-	-
Adjusted opening balance	28,702	43,368	28,318	23,852	166,761	144,128	223,781	211,348
Income and expense	-	-	(96)	5,264	-	-	(96)	5,264
Revaluation adjustment	-	-	(96)	5,264	-	-	(96)	5,264
Sub-total income and expenses recognised directly in Equity	24,361	(9,749)	-	-	-	-	24,361	(9,749)
Surplus (Deficit) for the period	24,361	(9,749)	(96)	5,264	-	-	24,265	(4,485)
Total income and expenses	-	-	-	-	-	-	-	-
Transactions with owners	-	-	-	-	(2,783)	-	(2,783)	-
Distributions to owners	-	-	-	-	-	-	-	-
Return on capital:	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Contributions by owners	-	-	-	-	21,982	20,003	21,982	20,003
Appropriations (equity injections)	(60,143)	4	-	-	-	-	(60,143)	4
Restructuring (Note 10)	(326)	(2,291)	-	-	-	-	(326)	(2,291)
Transfer quarantined funds to Finance	(60,469)	(2,287)	-	-	19,199	20,003	(41,270)	17,716
Sub-total transactions with owners	49,744	(2,630)	(8,369)	-	(41,375)	2,630	-	-
Transfers between equity components	42,338	28,702	19,853	29,116	144,585	166,761	206,776	224,579
Closing balance as at 30 June								

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

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

CASH FLOW STATEMENT

for the period ended 30 June 2008

	Notes	2008 \$'000	2007 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		74,544	45,185
Net GST received		33,012	42,598
Appropriations		1,801,015	1,794,761
Interest		140	107
Other cash received		8,050	11,689
Total cash received		<u>1,916,761</u>	<u>1,894,340</u>
Cash used			
Employees		496,317	509,401
Suppliers		1,360,990	1,431,845
Grants		2,811	1,860
Other cash used		269	-
Total cash used		<u>1,860,387</u>	<u>1,943,106</u>
Net cash from or (used by) operating activities	11	<u>56,374</u>	<u>(48,766)</u>
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		-	1,050
Investments under section 39 FMA Act		-	1,638
Total cash received		<u>-</u>	<u>2,688</u>
Cash used			
Purchase of land and buildings		11,355	3,148
Purchase of property, plant and equipment		22,982	66,424
Purchase/development of intangibles		40,528	45,029
Investments under section 39 FMA Act		-	1,077
Total cash used		<u>74,865</u>	<u>115,678</u>
Net cash from or (used by) investing activities		<u>(74,865)</u>	<u>(112,990)</u>
FINANCING ACTIVITIES			
Cash received			
Appropriations – contributed equity		21,684	41,885
Funds from the OPA		-	117,717
Total cash received		<u>21,684</u>	<u>159,602</u>
Cash used			
Funds to the OPA		2,999	-
Total cash used		<u>2,999</u>	<u>-</u>
Net cash from financing activities		<u>18,685</u>	<u>159,602</u>
Net increase or (decrease) in cash held		194	(2,154)
Cash and cash equivalents at the beginning of the reporting period		9,934	12,088
Cash and cash equivalents at the end of the reporting period	6A, 6D	<u>10,128</u>	<u>9,934</u>

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF COMMITMENTS

as at 30 June 2008

	2008 \$'000	2007 \$'000
BY TYPE		
Commitments receivable		
National Science and Technology Sponsorship	-	(1,364)
Sublease rental income	(32,927)	(896)
GST recoverable on commitments	(39,072)	(38,270)
Total commitments receivable	(71,999)	(40,530)
Capital commitments		
Land and buildings	5,370	554
Total capital commitments	5,370	554
Other commitments		
Operating leases ¹	297,673	299,226
Research and development	2,523	5,073
IT commitments ²	60,515	74,242
Other commitments ³	34,261	39,814
Total other commitments	394,972	418,355
Net commitments by type	328,343	378,379
BY MATURITY		
Commitments receivable		
One year or less	(20,906)	(14,741)
From one to five years	(36,825)	(22,033)
Over five years	(14,268)	(3,756)
Total commitments receivable	(71,999)	(40,530)
Commitments payable		
Capital commitments		
One year or less	4,846	554
From one to five years	524	-
Over five years	-	-
Total capital commitments	5,370	554
Operating lease commitments		
One year or less	72,243	65,064
From one to five years	175,135	192,671
Over five years	50,295	41,491
Total operating lease commitments	297,673	299,226

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

	2008 \$'000	2007 \$'000
Research and development commitments		
One year or less	1,479	1,416
From one to five years	1,044	3,657
Over five years	-	-
Total research and development commitments	<u>2,523</u>	<u>5,073</u>
Other commitments		
One year or less	73,149	76,512
From one to five years	20,819	37,528
Over five years	808	16
Total other commitments	<u>94,776</u>	<u>114,056</u>
Net commitments by maturity	<u>328,343</u>	<u>378,379</u>

NB: Commitments are GST inclusive where relevant.

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

Nature of lease	General description of leasing arrangement
Leases for office accommodation	Lease payments are subject to periodic market value or indexed increases.
Sub lease revenue for office accommodation	Vacant office space is sub leased where possible. The total of future minimum lease payments expected to be received over the next five years is \$24,038,882 including GST.
Agreement for provision of motor vehicles to senior executive officers	No contingent rentals exist. There are no renewal or purchase options available to the department.

² IT commitments include contracts for data services, IT software licensing and hardware maintenance agreements.

³ Other commitments include a range of contracts such as fees for provision of services. The department has an agreement with Centrelink for the provision of employment program related services. The value of this service is renegotiated each financial year and as such cannot be reliably measured or reported as a commitment at 30 June.

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF CONTINGENCIES

as at 30 June 2008

	Indemnities		Claims for damages or costs		TOTAL	
	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
Contingent Assets						
Balance from previous period	-	-	376	15,000	376	15,000
New	-	-	1,055	376	1,055	376
Re-measurement	-	-	186	-	186	-
Assets crystallised	-	-	(456)	-	(456)	-
Expired	-	-	-	(15,000)	-	(15,000)
Total contingent assets	-	-	1,161	376	1,161	376
Contingent Liabilities						
Balance from previous period	63,000	35,809	123	101	63,123	35,910
New	43,300	63,000	1,737	23	45,037	63,023
Re-measurement	-	-	39	-	39	-
Liabilities crystallised	-	-	(290)	(1)	(290)	(1)
Obligations expired	(13,000)	(35,809)	-	-	(13,000)	(35,809)
Total contingent liabilities	93,300	63,000	1,609	123	94,909	63,123
Net Contingent Assets (Liabilities)	(93,300)	(63,000)	(448)	253	(93,748)	(62,747)

NB: Contingencies are GST inclusive where relevant.

Details of each class of contingent liabilities and assets, including those not included above because they are unquantifiable or considered remote, are disclosed in **Note 12: Contingent Liabilities and Assets**.

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF ADMINISTERED ITEMS			
	Notes	2008 \$'000	2007 \$'000
Income administered on behalf of Government <i>for the period ended 30 June 2008</i>			
Revenue			
Taxation revenue			
Other taxes	16A	72,482	67,161
Total taxation revenue		72,482	67,161
Non-taxation revenue			
Interest	16B	255,910	282
Commonwealth asset recoveries	16C	74,357	117,201
Other non-taxation revenue	16D	62,913	43,450
Total non-taxation revenue		393,180	160,933
Total revenues administered on behalf of Government		465,662	228,094
Gains			
Reversals of previous asset write-downs	16E	-	8
Gain-fair value of financial instruments	16F	1,026,201	663,119
Total gains administered on behalf of Government		1,026,201	663,127
Total income administered on behalf of Government		1,491,863	891,221
Expenses administered on behalf of Government <i>for the period ended 30 June 2008</i>			
Grants	17A	17,559,212	16,221,043
Subsidies	17B	743,360	679,753
Personal benefits	17C	18,241,425	23,200,603
Suppliers	17D	2,644,235	2,164,423
Interest		42	38
Write-down and impairment of assets	17E	29,959	9,213
Other expenses	17F	527,662	482,214
Total expenses administered on behalf of Government		39,745,895	42,757,287

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF ADMINISTERED ITEMS		2008	2007
	Notes	\$'000	\$'000
Assets administered on behalf of Government <i>as at 30 June 2008</i>			
Financial assets			
Cash and cash equivalents	18A	6,266,907	10,357
Receivables	18B	12,970,475	11,379,368
Investments	18C	2,056,436	3,934,950
Total financial assets		21,293,818	15,324,675
Non-financial assets			
Land and buildings	18D , 18F	-	154
Infrastructure, plant and equipment	18E , 18F	-	139
Inventories	18G	368	216
Other non-financial assets	18H	40,361	64,731
Total non-financial assets		40,729	65,240
Total assets administered on behalf of Government		21,334,547	15,389,915
Liabilities administered on behalf of Government <i>as at 30 June 2008</i>			
Payables			
Suppliers	19A	136,818	117,016
Subsidies	19B	25,044	20,485
Personal benefits	19C	774,581	468,437
Grants	19D	55,033	27,801
Other payables	19E	123,432	96,667
Total payables		1,114,908	730,406
Provisions			
Provision for grants	19F	3,013,000	2,808,000
Total provisions		3,013,000	2,808,000
Total liabilities administered on behalf of Government		4,127,908	3,538,406

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF ADMINISTERED ITEMS	Notes	2008 \$'000	2007 \$'000
Administered Cash Flows <i>for the period ended 30 June 2008</i>			
OPERATING ACTIVITIES			
Cash received			
Interest		255,863	261
Levies		72,482	64,822
Other		1,358,080	170,972
GST received from the ATO (net)		870,728	921,251
Total cash received		2,557,153	1,157,306
Cash used			
Finance costs		42	38
Grant payments		20,146,991	19,180,625
Subsidies paid		738,799	684,147
Personal benefits		18,514,905	23,153,748
Suppliers		2,874,673	2,361,765
Total cash used		42,275,410	45,380,323
Net cash from or (used by) operating activities		(39,718,257)	(44,223,017)
FINANCING ACTIVITIES			
Cash used			
Prior year adjustments		-	(390)
Total cash used		-	(390)
Net cash used by financing activities		-	(390)
Net increase/(decrease) in cash held		(39,718,257)	(44,223,407)
Cash at the beginning of the reporting period		10,357	11,034
Cash from Official Public Account for:			
- Appropriations		47,566,870	45,737,479
- GST and annotation loan		940,651	904,087
		48,507,521	46,641,566
Cash to Official Public Account for:			
- GST and annotation loan		(897,863)	(906,912)
- Appropriations		(1,634,851)	(1,511,924)
		(2,532,714)	(2,418,836)
Cash and cash equivalents at end of reporting period	18A	6,266,907	10,357

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF ADMINISTERED ITEMS			
Administered Commitments <i>as at 30 June 2008</i>	Notes	2008 \$'000	2007 \$'000
BY TYPE			
Commitments receivable			
Operating lease income		-	-
GST recoverable on commitments		(471,601)	(633,996)
Other		-	-
Total commitments receivable		(471,601)	(633,996)
Commitments payable			
Other commitments			
Research		220	1,260
Employment programs ¹		2,786,491	4,399,923
Workforce participation programs ²		-	329,128
Operating leases		632	-
Goods and services ³		606,143	898,182
Grants		5,273,539	1,164,528
Legislative obligations ⁴		25,738,747	43,809,822
Other commitments		77,337	233,635
Total other commitments		34,483,109	50,836,478
Net commitments by type		34,011,508	50,202,482
BY MATURITY			
Commitments receivable			
One year or less		(429,948)	(489,254)
From one to five years		(41,653)	(144,742)
Over five years		-	-
Total commitments receivable		(471,601)	(633,996)
Operating lease commitments			
One year or less		-	-
From one to five years		-	-
Over five years		-	-
Total operating lease commitments		-	-
Commitments payable			
Other commitments			
One year or less		10,687,035	16,957,284
From one to five years		23,795,654	33,879,143
Over five years		420	51
Total other commitments		34,483,109	50,836,478
Net commitments by maturity		34,011,508	50,202,482

NB: All commitments are GST inclusive where relevant.

The value of commitments is determined based on the expected value of services contracted, but yet to be performed.

This schedule should be read in conjunction with the accompanying notes.

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¹ Employment program commitments relate to amounts payable under agreements in respect of which the payee has yet to provide the services under the agreement.

² Workforce participation program commitments relate to amounts payable under agreements to indigenous communities.

³ Goods and services contracts include amounts relating to consultancies and the provision of information technology products and services.

⁴ Legislative obligations relate to amounts specified in legislation where a funding determination has not yet been made, comprising the *Higher Education Support Act 2003*; *Skillling Australia's Workforce Act 2005*; *Australian Technical Colleges (Flexibility in Achieving Australia's Skills Needs) Act 2005*; and state grants to educational institutions.

This schedule should be read in conjunction with the accompanying notes.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SCHEDULE OF ADMINISTERED ITEMS						
Administered Contingencies <i>as at 30 June 2008</i>						
	Indemnities		Claims for damages or costs ^{1,2}		TOTAL	
	2008	2007	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered Contingent Assets						
Balance from previous period	-	-	31,690	84,549	31,690	84,549
New	-	-	5	21	5	21
Re-measurement	-	-	24,133	(1,704)	24,133	(1,704)
Assets crystallised	-	-	(33,407)	(51,176)	(33,407)	(51,176)
Expired	-	-	(47)	-	(47)	-
Total administered contingent assets	-	-	22,374	31,690	22,374	31,690
Administered Contingent Liabilities						
Balance from previous period	-	-	1,712	405	1,712	405
New	5,000	-	-	1,663	5,000	1,663
Re-measurement	-	-	(1,706)	(304)	(1,706)	(304)
Liabilities crystallised	-	-	(6)	-	(6)	-
Obligations expired	-	-	-	(52)	-	(52)
Total administered contingent liabilities	5,000	-	-	1,712	5,000	1,712
Net Contingent Assets (Liabilities)	(5,000)	-	22,374	29,978	17,374	29,978

¹ Claims for damages/costs are comprised of estimated payments and recoveries in relation to the Special Employee Entitlements Scheme for Ansett Group Employees (SEESA) and proceedings currently underway in the Dust Disease Tribunal.

² Claims for damages/costs (contingent asset) are also comprised of dividends in relation to the General Employee Entitlements and Redundancy Scheme (GEERS). In 2007, this was incorrectly classified as Guarantees. This change is included in the 2007 comparative for Claims for damages/costs.

Unquantifiable and remote but material contingencies are disclosed in **Note 21: Administered Contingent Liabilities and Assets**.

This schedule should be read in conjunction with the accompanying notes.

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Note 1: Summary of Significant Accounting Policies

1.1 Objectives of DEEWR

The Department of Education, Employment and Workplace Relations (the department) is an Australian Government Public Service organisation.

The department was created as a result of the Administrative Arrangements Order (AAO) on 3 December 2007. Functions transferred into the new department were the majority of the functions from the former Department of Education, Science and Training and the former Department of Employment and Workplace Relations. Early childhood education and child care and youth functions were transferred to the department as a result of the AAO on 25 January 2008 from the Department of Families, Housing, Community Services and Indigenous Affairs.

The department provides advice to the Government and administers programs to achieve the Government's objectives for education, employment and workplace relations. The department works in partnership with the states and territories, non-government authorities, providers and industry.

For 2007-08 the department was structured to meet nine outcomes:

Outcome 1: Early Childhood Education and Child Care;

Outcome 2: School Education;

Outcome 3: Higher Education;

Outcome 4: Vocational Education and Training;

Outcome 5: Transitions and Youth;

Outcome 6: International Influence;

Outcome 7: Labour Market Assistance;

Outcome 8: Workforce Participation; and

Outcome 9: More Productive and Safer Workplaces.

The department's activities contributing toward these outcomes are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right. Administered activities involve the management or oversight by the department, on behalf of the Government, of items controlled or incurred by the Government.

Departmental activities are identified under three Outputs: Policy Services, Program Management and Service Delivery.

The continued existence of the department in its present form and with its present programs is dependent on Government policy and on continuing appropriations by Parliament for the department's administration and programs.

1.2 Objectives of the former Department of Education, Science and Training and former Department of Employment and Workplace Relations abolished 3 December 2007

The Department of Education Science and Training (DEST) and the Department of Employment and Workplace Relations (DEWR) were abolished by the Governor-General in Council on 3 December 2007. The majority of the functions of DEST and DEWR were transferred to DEEWR.

These financial statements incorporate DEST and DEWR activities for the period 1 July to 2 December 2007.

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The objective of DEST was to support the Government's efforts to respond in an integrated and balanced way to the education, training and science needs of Australia and all Australians.

At the commencement of 2007-08 the department was structured around six outcomes:

- Outcome 1 School Education - Individuals achieve high quality foundation skills and learning outcomes from schools and other providers;
- Outcome 2 Higher Education - Individuals achieve relevant learning from participation in Higher Education;
- Outcome 3 Vocational Education and Training – individuals achieve relevant skills from post school training;
- Outcome 4 Transitions – People enhance their skills through improved transitions to further education and training or work;
- Outcome 5 Science, Research and Innovation – Australia maintains the strong science, research and innovation capacity required to generate and utilise knowledge (this outcome was subsequently transferred as part of the December 2007 Machinery of Government changes); and
- Outcome 6 International Influence – Australia's international influence is enhanced through international recognition of Australia's education, research and training and strengthening and diversifying international linkages and collaboration.

DEST's activities contributing toward these outcomes were classified as either departmental or administered. Departmental activities involved the use of assets, liabilities, revenues and expenses controlled or incurred by DEST in its own right. Administered activities involved the management or oversight by DEST, on behalf of the Government, of items controlled or incurred by the Government.

Departmental activities were identified under three outputs.

The objective of DEWR was to maximise the ability of working age Australians to participate actively in the workforce and improve the productive performance of enterprises in Australia.

At the commencement of 2007-08 the department was structured to meet three outcomes:

- Outcome 1 Efficient and effective labour market assistance;
- Outcome 2 Higher productivity, higher pay workplaces; and
- Outcome 3 Increased workforce participation.

DEWR activities contributing toward these outcomes were classified as either departmental or administered. Departmental activities involved the use of assets, liabilities, revenues and expenses controlled or incurred by DEWR in its own right. Administered activities involved the management or oversight by DEWR, on behalf of the Government, of items controlled or incurred by the Government.

Departmental activities were identified under six output groups, two for each outcome.

1.3 Basis of Preparation of the Financial Report

The Financial Statements and notes are required by section 49 of the *Financial Management and Accountability Act 1997* and are a General Purpose Financial Report.

The Financial Statements and notes have been prepared in accordance with:

- Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2007; and

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- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial report has been prepared on an accrual basis and is in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial report is presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless an alternative treatment is specifically required by an Accounting Standard or the FMOs, assets and liabilities are recognised in the balance sheet when and only when it is probable that future economic benefits will flow to the Entity or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets that are unrealised are reported in the Schedule of Commitments and the Schedule of Contingencies.

Unless alternative treatment is specifically required by an accounting standard, revenues and expenses are recognised in the income statement when and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

Administered revenues, expenses, assets and liabilities and cash flows reported in the Schedule of Administered Items and related notes are accounted for on the same basis and using the same policies as for departmental items, except where otherwise stated at Note 1.22.

The comparative figures for the 2006-07 financial year contained in these financial statements are those of the former DEST and former DEWR.

1.4 Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the department has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- Provision for Unfunded University Superannuation – because of the volatility of the discount rate. The carrying amount as at 30 June 2008 is \$3.013 billion.
- Concessional loans – because of the volatility of the discount rate. The carrying amount being the fair value as at 30 June 2008 is:
 - HELP/HECS loans \$10.566 billion
 - SFSS loans Austudy \$850 million
 - SFSS loans Abstudy \$44 million

No other accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

1.5 Statement of Compliance

Adoption of new Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the application date as stated in the standard. The following new standards are applicable to the current reporting period:

Financial instrument disclosure

AASB 7 Financial Instruments: Disclosures is effective for reporting periods beginning on or after 1 January 2007 (the 2007-08 financial year) and amends the disclosure requirements for financial

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instruments. In general, AASB 7 requires greater disclosure than that previously required. Associated with the introduction of AASB 7 a number of accounting standards were amended to reference the new standard or remove the present disclosure requirements through 2005-10 Amendments to Australian Accounting Standards [AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023 and AASB 1038]. These changes have no financial impact but will affect the disclosure presented in future financial reports.

The following new standards, amendments to standards or interpretations for the current financial year have no material financial impact on the department.

- AASB 7 *Financial Instruments: Disclosures*
- AASB 101 *Presentation of Financial Statements* (issued October 2006)
- AASB 1048 *Interpretation and Application of Standards* (reissued September 2007)
- AASB 2005-10 *Amendments to Australian Accounting Standards* [AASB 1, 4, 101, 114, 117, 132, 133, 139, 1023, 1038]
- AASB 2007-1 *Amendments to Australian Accounting Standards arising from AASB Interpretation 11 (AASB 2)*
- AASB 2007-4 *Amendments to Australian Accounting Standards arising from ED 151 and Other Amendments and Erratum: Proportionate Consolidation*
- AASB 2007-5 *Amendments to Australian Accounting Standard – Inventories Held for Distribution by Not-for-Profit Entities (AASB 102)*
- AASB 2007-7 *Amendments to Australian Accounting Standards* [AASB 1, 2, 4, 5, 107, 128]
- AASB 2008-4 *Amendments to Australian Accounting Standard – Key Management Personnel Disclosures by Disclosing Entities (AASB 124)*
- EER Erratum Proportionate Consolidation (AASB 101, AASB 107, AASB 121, AASB 127, Interpretation 113)
- AASB Interpretation 10 *Interim Financial Reporting and Impairment*
- AASB Interpretation 11 AASB 2 *Group and Treasury Share Transactions*
- AASB Interpretation 1003 *Australian Petroleum Resource Rent Tax*
- UIG Interpretation 11 AASB 2 – *Group and Treasury Share Transactions and 2007-1 Amendments to Australian Accounting Standards arising from AASB Interpretation 11*

Future Australian Accounting Standard requirements

The following new standards, amendments to standards or interpretations have been issued by the Australian Accounting Standards Board but are effective for future reporting periods. It is estimated that the impact of adopting these pronouncements when effective will have no material financial impact on future reporting periods.

- AASB 3 *Business Combinations*
- AASB 8 *Operating Segments* and 2007-3 *Amendments to Australian Accounting Standards arising from AASB 8*
- AASB 101 *Presentation of Financial Statements (issued September 2007)*
- AASB 127 *Consolidated and Separate Financial Statements*
- AASB 1004 *Contributions*

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- AASB 1049 *Whole of Government and General Government Sector Financial Reporting*
- AASB 1050 *Administered Items*
- AASB 1051 *Land Under Roads*
- AASB 1052 *Disaggregated Disclosures*
- AASB 2007-2 *Amendments to Australian Accounting Standards arising from AASB Interpretation 12 [AASB 1, AASB 117, AASB 118, AASB 120, AASB 121, AASB 127, AASB 131 and AASB 139]*
- AASB 2007-3 *Amendments to Australian Accounting Standards arising from AASB 8*
- AASB 2007-6 *Amendments to Australian Accounting Standards arising from AASB 123 Borrowing Costs*
- AASB 2007-8 *Amendments to Australian Accounting Standards arising from AASB 101*
- AASB 2007-9 *Amendments to Australian Accounting Standards arising from the Review of AASs 27, 29 and 31 [AASB 3, AASB 5, AASB 8, AASB 101, AASB 114, AASB 116, AASB 127 and AASB 137]*
- AASB 2008-1 *Amendments to Australian Accounting Standards – Share-based Payments: Vesting Conditions and Cancellations [AASB 2]*
- AASB 2008-2 *Amendments to Australian Accounting Standards – Puttable Financial Instruments and Obligations arising on Liquidation [AASB 7, AASB 101, AASB 132, AASB 139 and Interpretation 2]*
- AASB 2008-3 *arising from AASB 3 and AASB 127 [AASBs 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138 and 139, and interpretations 9 and 107]*
- AASB Interpretation 1 *Changes in Existing Decommissioning, Restoration and Similar Liabilities*
- AASB Interpretation 4 *Determining Whether an Arrangement Contains a Lease*
- AASB Interpretation 12 *Service Concession Arrangements* and 2007-2 *Amendments to Australian Accounting Standards arising from AASB Interpretation 12*
- AASB Interpretation 13 *Customer Loyalty Programmes*
- AASB Interpretation 14 *AASB 119 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction*
- AASB Interpretation 129 *Service Concession Arrangements Disclosures*
- AASB Interpretation 1038 *Contribution by Owners Made to Wholly-Owned Public Sector Entities*

Other

The following standards and interpretations have been issued but are not applicable to the operations of the department.

- AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

AASB 1049 specifies the reporting requirements for the General Government Sector, and therefore, has no effect on the department's financial statements.

1.6 Revenue

Revenue from Government

Amounts appropriated for departmental output appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue when the agency gains control of the

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appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

On 24 June 2008 the Minister for Finance and Deregulation issued a determination to reduce Departmental Output Appropriations by \$1.954 million.

Other Types of Revenue

Revenue from the sale of goods is recognised when:

- The risks and rewards of ownership have been transferred to the buyer;
- The seller retains no managerial involvement nor effective control over the goods;
- The revenue and transaction costs incurred can be reliably measured; and
- It is probable that the economic benefits associated from the transaction will flow to the department.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- The amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- The probable economic benefits with the transaction will flow to the department.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*.

1.7 Gains

Other Resources Received Free of Charge

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

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government Agency or Authority as a consequence of a restructuring of administrative arrangements (Refer to Note 10).

Resources received free of charge are recorded as either revenue or gains depending on their nature.

Sale of Assets

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

1.8 Transactions with the Government as Owner

Equity injections

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Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) are recognised directly in Contributed Equity in that year.

Restructuring of Administrative Arrangements

Net assets received from, or relinquished to, another Australian Government Agency or Authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

Other distributions to owners

The FMOs require that distributions to owners be debited to Contributed Equity unless in the nature of a dividend.

1.9 Employee Benefits

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

Liabilities for 'short-term employee benefits' (as defined in AASB 119) and termination benefits due within twelve months of balance date are measured at their nominal amounts.

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

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

Leave

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

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

The liability for long service leave has been determined by reference to the work of an actuary as at 30 June 2008. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The department recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

Staff of the department are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), the PSS accumulation plan (PSSap) or the Australian Government Employees Superannuation Trust (AGEST).

The CSS, PSS and AGEST are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation as an administered item.

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The department makes employer contributions to the employee superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government of the superannuation entitlements of the department's employees. The department accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

1.10 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased non-current assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Surplus lease space

The net present value of future net outlays in respect of surplus lease space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives

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

1.11 Borrowing Costs

All borrowing costs are expensed as incurred.

1.12 Cash

Cash and cash equivalents includes notes and coins held and any deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Cash is recognised at its nominal amount. Deposits are held at call under Section 39 of the FMA Act. These deposits are classified as investments.

1.13 Financial assets

The department classifies its financial assets in the following categories:

- financial assets 'at fair value through profit or loss';
- 'held-to-maturity investments';
- 'available-for-sale' financial assets; and
- 'loans and receivables'.

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The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Financial assets are recognised and derecognised upon 'trade date'.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts over the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets 'at fair value through profit or loss'.

Financial assets at fair value through profit or loss

Financial assets are classified as financial assets at fair value through profit or loss where the financial assets:

- have been acquired principally for the purpose of selling in the near future;
- are a part of an identified portfolio of financial instruments that the department manages together and has a recent actual pattern of short-term profit-taking; or
- are derivatives that are not designated and effective as a hedging instrument.

Assets in this category are classified as current assets.

Financial assets at fair value through profit or loss are stated at fair value, with any resultant gain or loss recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest earned on the financial asset.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the asset within 12 months of the balance sheet date.

Available-for-sale financial assets are recorded at fair value. Gains and losses arising from changes in fair value are recognised directly in the reserves (equity) with the exception of impairment losses. Interest is calculated using the effective interest method and foreign exchange gains and losses on monetary assets are recognised directly in profit or loss. Where the asset is disposed of or is determined to be impaired, part (or all) of the cumulative gain or loss previously recognised in the reserve is included in profit for the period.

Where a reliable fair value cannot be established for unlisted investments in equity instruments, cost is used. The department has no such instruments.

Held-to-maturity investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the group has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets. Loans and receivables are measured at amortised cost using the

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effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Impairment of financial assets

Financial assets are assessed for impairment at each balance date.

- *Financial assets held at amortised cost* - If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the income statement.
- *Available-for-sale financial assets* - If there is objective evidence that an impairment loss on an available-for-sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the income statement.
- *Available-for-sale financial assets (held at cost)* - If there is objective evidence that an impairment loss has been incurred the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

1.14 Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Financial liabilities are recognised and derecognised upon 'trade date'.

Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

Supplier and other payables

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.15 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Contingent Assets are not recognised in the balance sheet but are reported in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably

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measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

Indemnities

The maximum amounts payable under the indemnities given is disclosed in the Schedule of Contingencies. At the time of completion of the financial statements, there was no reason to believe that the indemnities would be called upon, and no recognition of any liability was therefore required.

1.16 Financial Guarantee Contracts

Financial guarantee contracts are accounted for in accordance with AASB 139. They are not treated as a contingent liability, as they are regarded as financial instruments outside the scope of AASB 137.

1.17 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

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

1.18 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the balance sheet, except for purchases costing less than \$2,000, (or \$50,000 for leasehold improvements) which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'makegood' provisions in property leases taken up by the department where there exists an obligation to restore the property to its original condition. These costs are included in the value of the department's leasehold improvements with a corresponding provision for the 'makegood' recognised.

Revaluations

Fair values for each class of asset are determined as shown below:

Asset Class	Fair value measured at
Land	Market selling price
Buildings exc. Leasehold improvements	Market selling price
Leasehold improvements	Depreciated replacement cost
Infrastructure, plant and equipment	Market selling price

Following initial recognition at cost, property plant and equipment are carried at fair value less accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the

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assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through operating result. Revaluation decrements for a class of assets are recognised directly through operating result except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the department using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

Asset Class	DEEWR 2008	DEST 2007	DEWR 2007
Buildings on freehold land	40-50 years	50 years	40 years
Leasehold improvements	3-20 years	3-20 years	Lesser of lease term or useful life
Infrastructure, plant and equipment	3-15 years	3-15 years	5 years
Computer equipment	3-8 years	4-5 years	3-8 years
Artwork	100 years	100 years	Not applicable

Impairment

All assets were assessed for impairment at 30 June 2008. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the department were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Assets not previously recognised

A major part of the department's education library collection was brought to account for the first time as at 30 June 2008. A valuation of the collection, consisting of monographs, electronic publications, audio-visual material, serials and microfiche records was completed by the Australian Valuation Office. The valuation of this collection at fair value is \$1,622,900.

The collection will be written off to the estimated residual value over its estimated useful life using the straight-line method of depreciation.

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1.19 Intangibles

The department's intangibles comprise internally developed software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses. Purchases costing less than \$200,000, are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the department's software are 2-5 years (DEST 2006-07: 2-5 years, DEWR 2006-07: 3 years).

All software assets were assessed for indications of impairment as at 30 June 2008.

1.20 Inventories

Inventories held for sale are valued at the lower of cost and net realisable value.

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- raw materials and stores – purchase cost on a first-in-first-out basis; and
- finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that are capable of being allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

1.21 Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

1.22 Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the Schedule of Administered Items and related notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

Administered Cash Transfers to and from the Official Public Account

Revenue collected by the department for use by the Government rather than the department is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance and Deregulation. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the department on behalf of the Government and reported as such in the Statement of Cash Flows in the Schedule of Administered Items and in the Administered Reconciliation Table in Note 20. The Schedule of Administered Items largely reflects the Government's transactions, through the department, with parties outside the Government.

Revenue

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All administered revenues are revenues relating to the ordinary activities performed by the department on behalf of the Australian Government.

Administered fee revenue is recognised when the service is provided. Collectability of the debt is reviewed at balance date. Allowances are made when collectability of the debt is judged to be less, rather than more, likely.

Penalty interest is recognised when it is received.

Gains

Administered gains under the Higher Education Loan Programme (HELP) and the Student Loan Supplement Scheme are recognised at 30 June each year based on an actuarial assessment of the fair value.

Loans and Receivables

Where loans and receivables are not subject to concessional treatment, they are carried at amortised cost using the effective interest method. Gains and losses due to impairment, derecognition and amortisation are recognised through surplus and deficit.

The HELP scheme is administered under the *Higher Education Support Act 2003*. HELP consists of HECS-HELP, FEE-HELP and OS-HELP, and any resulting debts are called a HELP debt.

The HELP debts are reflected as a receivable in the Schedule of Administered Items. The ATO collects repayments of the debts through the PAYG income tax system.

The department has recorded the total accumulated HECS and/or HELP debt in its financial statements at fair value in accordance with AASB 139. This varies from the debt level shown on the Australian Taxation certificate.

Receivables subject to concessional treatment are carried at cost. Administered receivables, including those relating to personal benefit overpayments, represent debts owed to the department by past and present customers. All debts known to be irrecoverable are excluded from the value of administered receivables. Irrecoverable debts comprise amounts written off pursuant to section 1236 of the *Social Security Act 1991* and amounts waived pursuant to section 1237 of the *Social Security Act 1991*. In accordance with departmental guidelines for the operation of waivers under section 1237 of the *Social Security Act 1991*, where a debt is not likely to exceed a threshold amount and it is not cost effective for the Australian Government to recover the debt, the total value of such amounts are waived.

Independent valuations are conducted with sufficient frequency to ensure that the carrying amounts of doubtful debts do not differ materially from the fair value as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in the programs.

Administered Investments

Administered investments in subsidiaries, joint ventures and associates are not consolidated because their consolidation is relevant only at the Whole of Government level.

Administered investments other than those held for sale are classified as 'available-for-sale' and are measured at their fair value as at 30 June 2008. Fair value has been taken to be the net assets of the entities as at balance date.

Grants and Subsidies

The department administers a number of grant and subsidy schemes on behalf of the Government.

Grant and subsidy liabilities are recognised to the extent that (i) the services required to be performed by the grantee have been performed or (ii) the grant eligibility criteria have been satisfied, but payments due have not been made. A commitment is recorded when the Government enters into an agreement to make these grants but services have not been performed or criteria satisfied.

Voluntary Disclosure

The department administers a number of personal benefit programs on behalf of the Government that provide income support, family assistance and other entitlements to individuals. Payments are determined in accordance with provisions under Social Security Law and other legislation. Payments made under the *Social Security (Administration) Act 1999*, *A New Tax System (Family Assistance)*

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(Administration) Act 1999 and *Student Assistance Act 1973* legislation are assessed, determined and paid by officers of Centrelink under delegation from the department.

Payments made by Centrelink appear in the financial statements of the department, which receives appropriations for the payments.

The *Social Security (Administration) Act 1999*, *A New Tax System (Family Assistance) (Administration) Act 1999* and *Student Assistance Act 1973* impose an obligation on payment recipients to disclose to Centrelink information about financial and personal circumstances that affect entitlement to payment. Unreported changes in circumstances can lead to incorrect payment, even if no deliberate fraud is intended. However, risks associated with relying on voluntary disclosure are mitigated by a risk management strategy which focuses on prevention, detection and deterrence.

In addition, the department conducts a comprehensive program of reviews. Compliance reviews of payment recipient's circumstances are the main tool to detect overpayment and benefit fraud. Recipients are generally selected for compliance reviews based on inconsistencies in income, assets or other data across Centrelink systems, or between Centrelink and data gathered through the Job Network, or held by other agencies such as the ATO.

Centrelink conducts Random Sample Survey (RSS) reviews on behalf of the department. Under the RSS program a detailed review (including in-person interviews and third party checks) is undertaken for each selected recipient in order to determine whether the right person has been paid accurately, according to their entitlement. The RSS also examines the reasons and source for any payment variation, debt or administrative error. Data drawn from the RSS was used as part of a multi-media campaign to encourage income support recipients to notify Centrelink of any changes to their circumstances that may affect their payments. Informing recipients about their notification obligations is an important part of a balanced compliance strategy that incorporates prevention, detection and deterrence.

While Centrelink acts promptly to address all areas of material risk as they emerge, the department accepts that a small proportion of non compliance may go undetected. Much of the resultant inaccuracy is subsequently detected through the compliance framework and the department is satisfied that the incidence of incorrect payment is not material in terms of total payments, and that the financial statements materially reflect the activities of the department's administered programs.

Financial Guarantee Contracts

Financial guarantee contracts are accounted for in accordance with AASB 139. They are not treated as a contingent liability, as they are regarded as financial instruments outside the scope of AASB 137.

Note 2: Events after the Balance Sheet Date

There have been no events after balance date that have potential to significantly affect the ongoing structure and financial activities of the department.

Note 3: Income

	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun- 08 \$'000	2008 \$'000	2007 \$'000
Revenue				
Note 3A: Revenue from government				
Appropriations:				
Departmental outputs	<u>821,514</u>	<u>977,701</u>	<u>1,799,215</u>	<u>1,951,497</u>
Total revenue from government	<u>821,514</u>	<u>977,701</u>	<u>1,799,215</u>	<u>1,951,497</u>
			2008 \$'000	2007 \$'000
Note 3B: Sale of goods and rendering of services				
Provision of goods – related entities			-	-
Provision of goods – external entities			3,930	1,936
Rendering of services – related entities			46,845	16,049
Rendering of services – external entities			<u>24,564</u>	<u>29,020</u>
Total sale of goods and rendering of services			<u>75,339</u>	<u>47,005</u>
Note 3C: Interest				
Investments (section 39 FMA)			<u>140</u>	<u>107</u>
Total interest			<u>140</u>	<u>107</u>
Note 3D: Other revenues				
Staff contributions			212	210
International projects			9,964	7,842
Rent			354	429
Sponsorships			-	1,981
Other			<u>15</u>	<u>1</u>
Total other revenue			<u>10,545</u>	<u>10,463</u>
Gains				
Note 3E: Other gains				
Resources received free of charge			18,889	18,854
First time recognition of assets			1,623	1,419
Other gains			<u>686</u>	<u>2,124</u>
Total other gains			<u>21,198</u>	<u>22,397</u>

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Note 4: Expenses

	2008	2007
	\$'000	\$'000
Note 4A: Employee benefits		
Wages and salaries	367,522	378,682
Superannuation	67,273	69,867
Leave and other entitlements	60,048	66,035
Separation and redundancies	3,977	5,017
Other employee expenses	10,416	9,564
Total employee benefits	<u>509,236</u>	<u>529,165</u>

Note 4B: Suppliers

Provision of goods – related entities	-	3
Provision of goods – external entities	97,497	118,865
Rendering of services – related entities	974,492	1,066,745
Rendering of services – external entities	152,093	186,802
Operating lease rentals:		
Minimum lease payments	60,086	61,068
Contingent rentals	4,238	2,941
Workers compensation premiums	4,075	4,806
Total supplier expenses	<u>1,292,481</u>	<u>1,441,230</u>

	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun- 08 \$'000	2008 \$'000	2007 \$'000
Note 4C: Grants				
Private sector:				
Non-profit organisations	541	2,270	2,811	1,860
Other	-	-	-	-
Overseas	-	-	-	-
Other	-	-	-	-
Total grants	<u>541</u>	<u>2,270</u>	<u>2,811</u>	<u>1,860</u>

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	2008 \$'000	2007 \$'000
Note 4D: Depreciation and amortisation		
Depreciation		
Buildings	419	844
Infrastructure, plant and equipment	26,993	27,633
Total depreciation	27,412	28,477
Amortisation		
Intangibles	29,223	20,983
Leasehold improvements	15,926	15,360
Total amortisation	45,149	36,343
Total depreciation and amortisation	72,561	64,820
Note 4E: Losses from asset sales		
Intangibles		
Carrying value of assets disposed	-	19
Infrastructure, plant and equipment		
Proceeds from disposal	-	(1,050)
Carrying value of assets disposed	-	1,515
Total losses from asset sales	-	484
Note 4F: Write-down and impairment of assets		
Write-down of financial assets		
Receivables – goods and services	265	2
Inventory held for distribution	(287)	537
Write-down of non-financial assets		
Land and buildings	93	197
Other infrastructure, plant and equipment	857	84
Intangibles	447	2,839
Impairment of non-financial assets		
Intangibles	3,612	-
Total write-down and impairment of assets	4,987	3,659

Note 5: Operating Result

	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Total income	868,299	1,038,138	1,906,437	2,031,469
Total expenditure	(853,935)	(1,028,141)	(1,882,076)	(2,041,218)
Surplus (Deficit)	14,364	9,997	24,361	(9,749)

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Note 6: Financial Assets

	2008 \$'000	2007 \$'000
Note 6A: Cash and cash equivalents		
Cash at bank	10,084	8,302
Cash on hand	44	48
Total cash and cash equivalents	10,128	8,350
Note 6B: Trade and other receivables		
Goods and services	22,407	7,818
Appropriations receivable:		
for existing outputs	147,804	162,489
for additional outputs	-	768
Total appropriation receivable	147,804	163,257
Special account receivable	8,777	8,647
GST receivable from the Australian Taxation Office	10,595	6,306
Total trade and other receivables (gross)	189,583	186,028
Less: Impairment allowance for doubtful debts:		
Goods and services	(534)	(290)
Total trade and other receivables (net)	189,049	185,738
All receivables are current assets. Credit terms are net 30 days		
Receivables are aged as follows:		
Not overdue	179,262	183,410
Overdue by:		
Less than 30 days	4,647	1,723
30 to 60 days	1,446	149
61 to 90 days	395	33
More than 90 days	3,833	713
Total receivables (gross)	189,583	186,028
The allowance for doubtful debts is aged as follows:		
Not overdue	-	-
Overdue by:		
Less than 30 days	(213)	-
30 to 60 days	-	-
61 to 90 days	(7)	(24)
More than 90 days	(314)	(266)
Total allowance for doubtful debts	(534)	(290)

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Reconciliation of the impairment allowance		
Movements in relation to 2008		
	Goods and Services 2008	Total 2008
	\$'000	\$'000
Opening balance	(290)	(290)
Amounts written off	9	9
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	(253)	(253)
Closing balance	(534)	(534)
Movements in relation to 2007		
	Goods and Services 2007	Total 2007
	\$'000	\$'000
Opening balance	(305)	(305)
Amounts written off	-	-
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	15	15
Closing balance	(290)	(290)

2008	2007
\$'000	\$'000

Note 6C: Accrued revenue

Goods and services	<u>677</u>	3,498
Total accrued revenue	<u>677</u>	<u>3,498</u>

All accrued revenue is current.

Note 6D: Investments (section 39 FMA Act)

Deposit (at call)	-	<u>1,584</u>
Total investments	<u>-</u>	<u>1,584</u>

All investments are current.

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Note 7: Non-Financial Assets

	2008 \$'000	2007 \$'000
Note 7A: Land and buildings		
Freehold land – at fair value	1,418	980
Buildings - work in progress	-	591
Buildings - fair value	2,267	34,951
Buildings - accumulated depreciation	(44)	-
Total land and buildings	<u>3,641</u>	<u>36,522</u>
Leasehold improvements:		
- work in progress	2,483	118
- fair value	103,621	110,877
- accumulated amortisation	(49,209)	(33,875)
Total leasehold improvements	<u>56,895</u>	<u>77,120</u>
Total land and buildings (non-current)	<u>60,536</u>	<u>113,642</u>

No indicators of impairment were found for land and buildings.

Note 7B: Infrastructure, plant and equipment

Infrastructure, plant and equipment:		
- work in progress	216	2,724
- fair value	130,470	133,070
- accumulated depreciation	(65,298)	(47,462)
Total infrastructure, plant and equipment (non-current)	<u>65,388</u>	<u>88,332</u>

All revaluations are conducted in accordance with the revaluation policy stated at Note 1. In 2007-08, independent valuers, C Dunsford for former DEWR assets and I Hyman for former DEST assets conducted the revaluations.

Revaluation increments of \$438,000 for land (2007: increment of \$485,000), \$255,000 for buildings on freehold land (2007: increment of \$2,424,000), and \$3,833,000 for leasehold improvements (2007: increment of \$2,001,000) were credited to the asset revaluation reserve by asset class and included in the equity section of the balance sheet. A decrement of \$4,622,000 for plant and equipment (2007: increment of \$354,000) was debited to the asset revaluation reserve by asset class and included in the equity section of the balance sheet as an offset to previous revaluation increments for the class.

The former DEST Library was valued by the AVO and recognised for the first time at a value of \$1,622,900.

No indicators of impairment were found for infrastructure, plant and equipment.

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**Analysis of Property, Plant and Equipment
TABLE A – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2007-2008)**

	Land \$'000	Buildings \$'000	Leasehold Improvements \$'000	Total Land and Buildings \$'000	Infrastructure, Plant and Equipment \$'000	Total \$'000
As at 1 July 2007						
Gross book value	980	35,542	110,995	147,517	135,794	283,311
Accumulated depreciation/amortisation and impairment	-	-	(33,875)	(33,875)	(47,462)	(81,337)
Opening net book value	980	35,542	77,120	113,642	88,332	201,974
Additions:						
by purchase	-	420	11,066	11,486	22,744	34,230
from acquisition of entities or operations (including restructuring)	-	-	-	-	37	37
Movements:						
Revaluations and impairments through equity	438	255	3,833	4,526	(4,622)	(96)
Reclassification	-	-	-	-	(34)	(34)
Depreciation/amortisation expense	-	(419)	(15,926)	(16,345)	(26,993)	(43,338)
Impairments recognised in the operating result	-	-	-	-	-	-
Other movements	-	-	-	-	1,623	1,623
Disposals:						
Other disposals	-	-	-	-	-	-
Disposals of operations - restructuring	-	(33,575)	(19,105)	(52,680)	(14,842)	(67,522)
Write-offs	-	-	(93)	(93)	(857)	(950)
Net book value 30 June 2008	1,418	2,223	56,895	60,536	65,388	125,924
Net book value as at 30 June 2008 represented by:						
Gross book value	1,418	2,267	106,104	109,789	130,686	240,475
Accumulated depreciation/amortisation and impairment	-	(44)	(49,209)	(49,253)	(65,298)	(114,551)
Closing net book value	1,418	2,223	56,895	60,536	65,388	125,924

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TABLE B – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2006-2007)

	Land \$'000	Buildings \$'000	Leasehold Improvements \$'000	Total Land and Buildings \$'000	Infrastructure, Plant and Equipment \$'000	Total \$'000
As at 1 July 2006						
Gross book value	602	33,834	76,104	110,540	129,903	240,443
Accumulated depreciation/amortisation and impairment	-	(86)	(27,111)	(27,197)	(42,091)	(69,288)
Net book value 1 July 2006	602	33,748	48,993	83,343	87,812	171,155
Additions:						
by purchase	-	214	41,576	41,790	28,969	70,759
Movements:						
Revaluations and impairments through equity	485	2,424	2,001	4,910	354	5,264
Reclassification	-	-	-	-	(505)	(505)
Depreciation/amortisation expense	-	(844)	(15,360)	(16,204)	(27,633)	(43,837)
Impairments recognised in the operating result	-	-	-	-	-	-
Other movements	-	-	-	-	944	944
Disposals:						
Other disposals	(107)	-	(90)	(197)	(1,599)	(1,796)
Disposals of operations - restructuring	-	-	-	-	(10)	(10)
Net book value 30 June 2007	980	35,542	77,120	113,642	88,332	201,974
Net book value as at 30 June 2007 represented by:						
Gross book value	980	35,542	110,995	147,517	135,794	283,311
Accumulated depreciation/amortisation and impairment	-	-	(33,875)	(33,875)	(47,462)	(81,337)
Closing net book value	980	35,542	77,120	113,642	88,332	201,974

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	2008	2007
	\$'000	\$'000
Note 7C: Intangibles		
Computer software at cost:		
Internally developed - in progress	46,808	41,777
Internally developed - in use	154,127	124,572
Externally acquired	9,064	10,339
Total computer software	209,999	176,688
Accumulated amortisation – internally developed	(107,418)	(85,742)
Accumulated amortisation – externally acquired	(7,588)	(7,478)
Total amortisation	(115,006)	(93,220)
Total intangibles (non-current)	94,993	83,468

Intangible assets were assessed for impairment with an amount of \$3,612,000 being expensed (2007: \$0 expensed).

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Intangibles Reconciliation Table
 Table A – Reconciliation of the Opening and Closing Balances of
 Intangibles (2007-2008)

	Computer Software Internally Developed \$'000	Computer Software Externally Acquired \$'000	Total \$'000
As at 1 July 2007			
Gross book value	166,349	10,339	176,688
Accumulated depreciation/amortisation and impairment	(85,742)	(7,478)	(93,220)
Net book value 1 July 2007	80,607	2,861	83,468
Additions:			
by purchase / internally developed	39,944	263	40,207
from acquisition of entities or operations (including restructuring)	11,050	-	11,050
Movements:			
Revaluations and impairments through equity	-	-	-
Reclassification	-	-	-
Depreciation/amortisation expense	(27,611)	(1,612)	(29,223)
Impairments recognised in the operating result	(3,604)	(8)	(3,612)
Other movements	-	-	-
Disposals:			
Write offs	(447)	-	(447)
Disposals of operations - restructuring	(6,421)	(29)	(6,450)
Other disposals	-	-	-
Net book value 30 June 2008	93,517	1,476	94,993
Net book value as at 30 June 2008 represented by:			
Gross book value	200,935	9,064	209,999
Accumulated depreciation/amortisation and impairment	(107,418)	(7,588)	(115,006)
Closing net book value	93,517	1,476	94,993

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Table B – Reconciliation of the Opening and Closing Balances of Intangibles (2006-2007)

	Computer Software Internally Developed \$'000	Computer Software Externally Acquired \$'000	Total \$'000
As at 1 July 2006			
Gross book value	122,972	9,518	132,490
Accumulated depreciation/amortisation and impairment	(66,425)	(5,829)	(72,254)
Net book value 1 July 2006	56,547	3,689	60,236
Additions:			
by purchase / internally developed	46,071	497	46,568
Movements:			
Revaluations and impairments through equity	-	-	-
Reclassification	-	505	505
Depreciation/amortisation expense	(19,153)	(1,830)	(20,983)
Impairments recognised in the operating result	-	-	-
Assets transferred in/(out)	-	-	-
Other movements	-	-	-
Disposals:			
Other disposals	(2,858)	-	(2,858)
Net book value 30 June 2007	80,607	2,861	83,468
Net book value as at 30 June 2007 represented by:			
Gross book value	166,349	10,339	176,688
Accumulated depreciation/amortisation and impairment	(85,742)	(7,478)	(93,220)
Closing net book value	80,607	2,861	83,468

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	2008 \$'000	2007 \$'000
Note 7D: Inventories		
Inventories held for sale:		
Finished goods	-	134
Provision for obsolete stock	-	-
<i>Inventories held for sale</i>	<u>-</u>	<u>134</u>
Inventories held for distribution:		
Inventories held for distribution	971	2,398
Impairment allowance of inventory held for distribution	(250)	(537)
<i>Inventories held for distribution</i>	<u>721</u>	<u>1,861</u>
<i>Total inventories (current)</i>	<u><u>721</u></u>	<u><u>1,995</u></u>

No items of inventory are recognised at fair value less cost to sell.

Reconciliation of the impairment allowance for inventory held for distribution

Movements in relation to 2008		
	Inventory held for distribution 2008 \$'000	Total 2008 \$'000
Opening balance	(537)	(537)
Amounts written off	-	-
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	287	287
<i>Closing balance</i>	(250)	(250)

Movements in relation to 2007		
	Inventory held for distribution 2007 \$'000	Total 2007 \$'000
Opening balance	-	-
Amounts written off	-	-
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	(537)	(537)
<i>Closing balance</i>	(537)	(537)

Note 7E: Other non-financial assets

Prepayments	24,087	21,151
<i>Total other non-financial assets (current)</i>	<u><u>24,087</u></u>	<u><u>21,151</u></u>

No indicators of impairment were found for other non-financial assets.

All other non-financial assets are current assets.

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Note 8: Payables		
	2008	2007
	\$'000	\$'000
Note 8A: Suppliers		
Trade creditors	46,881	87,766
Other creditors	-	10
Operating lease rentals	3,143	3,418
Total supplier payables	50,024	91,194
Supplier payables are represented by:		
Current	46,894	87,794
Non-current	3,130	3,400
Total supplier payables	50,024	91,194
Settlement is usually made net 30 days.		
Note 8B: Other Payables		
Prepayments received/unearned revenue	520	3,737
Surplus lease space	108	-
Lease incentive	7,270	14,613
Accrued expenses	6,306	6,490
Payable to the Official Public Account	-	1,954
Total other payables	14,204	26,794
Other payables are represented by:		
Current	8,408	14,397
Non-current	5,796	12,397
Total other payables	14,204	26,794

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Note 9: Provisions

	2008	2007
	\$'000	\$'000
Note 9A: Employee provisions		
Salaries and wages	28,329	25,870
Leave	130,151	127,433
Superannuation	358	223
Separations and redundancies	3,096	372
Other	571	183
Total employee provisions	<u>162,505</u>	<u>154,081</u>

Employee provisions are represented by:

Current	142,390	138,551
Non-current	20,115	15,530
Total employee provisions	<u>162,505</u>	<u>154,081</u>

The classification of current employee provisions includes amounts for which there is not an unconditional right to defer settlement by one year, hence in the case of employee provisions the above classification does not represent the amount expected to be settled within one year of reporting date. Employee provisions expected to be settled in twelve months from the reporting date is \$65.897 million (2007: \$61.087 million), in excess of one year \$96.608 million (2007: \$92.994 million).

Note 9B: Other provisions

Restoration obligations	12,070	11,110
Total other provisions	<u>12,070</u>	<u>11,110</u>

Other provisions are represented by:

Current	858	2,514
Non-current	11,212	8,596
Total other provisions	<u>12,070</u>	<u>11,110</u>

Carrying amount at 1 July 2007	11,110	11,483
Additional provisions made	2,703	176
Amount Used	(134)	-
Amount Reversed	(2,587)	(1,570)
Unwinding of discount or change in discount rate	978	1,021
Closing balance at 30 June 2008	<u>12,070</u>	<u>11,110</u>

The department currently has 10 agreements for the leasing of premises which have provisions requiring the department to restore the premises to their original condition at the conclusion of the lease.

The department has made a provision to reflect the present value of this obligation.

Note 10: Departmental Restructuring**Departmental Restructuring 2007-08 (Department of Education, Employment and Workplace Relations)**

As a result of the abolition of the Department of Education, Science and Training and the Department of Employment and Workplace Relations on 3 December 2007, the department assumed responsibility for the following functions:

- Education
- Employment
- Workplace Relations

These functions were performed by the Department of Education, Science and Training and the Department of Employment and Workplace Relations for the period 1 July to 2 December 2007.

In respect of functions relinquished, the net book values of assets and liabilities transferred by the department for which no consideration was received as at the date of transfer were:

	2008 \$'000	2007 \$'000
Total assets recognised	449,624	-
Total liabilities recognised	<u>(215,005)</u>	-
Net assets assumed	<u>234,619</u>	-

Note however, that this does not result in an increase in net assets in these financial statements because the Department of Education, Science and Training and the Department of Employment and Workplace Relations and the Department of Education, Employment and Workplace Relations are presented as a single department.

The following functions were relinquished by the department on 3 December 2007:

- the Research Quality Framework program to the Australian Research Council
- the Radioactive Waste Management program to the Department of Resources, Energy and Tourism
- the Science Research and Innovation programs to the Department of Innovation, Industry, Science and Research
- the Community Development Employment Projects and Disability Support Pension programs to the Department of Families, Housing, Community Services and Indigenous Affairs

	2008 \$'000	2007 \$'000
Total assets relinquished	(61,910)	-
Total liabilities relinquished	<u>11,334</u>	-
Net assets relinquished	<u>(50,576)</u>	-

As a result of a restructuring of administrative arrangements of 25 January 2008, the department assumed responsibility for Child Care and Youth Bureau programs from the Department of Families, Housing, Community Services and Indigenous Affairs.

In respect of functions assumed, the net book values of assets and liabilities transferred to the department for no consideration and recognised as at the date of transfer were:

	2008 \$'000	2007 \$'000
Total assets recognised	15,630	-
Total liabilities recognised	<u>(7,990)</u>	-
Net assets assumed	<u>7,640</u>	-

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	2008 \$'000	2007 \$'000
Child Care and Youth Bureau		
Revenues		
Recognised by DEEWR	10,543	-
Recognised by FAHCSIA	30,933	-
Total revenues	41,476	-
Expenses		
Recognised DEEWR	10,543	-
Recognised FAHCSIA	30,303	-
Total expenses	40,846	-

Other Restructures

In accordance with the Government decision as referenced by the Prime Minister's announcement on 4 May 2007, the Department of Employment and Workplace Relations relinquished the Office of the Employment Advocate function to the Workplace Authority on 1 July 2007.

In respect of functions relinquished, the net book values of assets and liabilities transferred by the Agency for which no consideration was received as at the date of transfer were:

	2008 \$'000	2007 \$'000
Total assets relinquished	(30,057)	-
Total liabilities relinquished	12,850	-
Net assets relinquished	(17,207)	-

In accordance with the decision as referenced by the Prime Minister's announcement on 4 May 2007, the Department of Employment and Workplace Relations relinquished the compliance functions relating to the *Workplace Relations Act 1996* to the Workplace Ombudsman on 1 July 2007.

In respect of the functions relinquished, there was nil net book values of assets and liabilities transferred by the Agency.

Departmental Restructuring 2006-07 (Department of Employment and Workplace Relations)

As a result of the prior year Machinery of Government (MOG) changes and in accordance with the government decision as referenced in the letter signed by the Prime Minister on 12 March 2006, the department relinquished the functional responsibility of compliance investigators to the Office of Workplace Services (OWS), which was prescribed as an executive agency on 27 March 2006 under the *Public Service Act 1999*.

	2008 \$'000	2007 \$'000
Total assets relinquished	-	(31)
Total liabilities relinquished	-	35
Net assets relinquished	-	4
Net increase (decrease) in net assets during the year	(60,143)	4

Note 11: Cash Flow Reconciliation

	2008 \$'000	2007 \$'000
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Report cash and cash equivalents as per:		
Cash Flow Statement	10,128	9,934
Balance sheet items comprising above cash:		
Financial asset - Cash	10,128	8,350
Investment	-	1,584
Reconciliation of operating result to net cash from operating activities:		
Operating result	24,361	(9,749)
First time recognition of library	(1,623)	(944)
Depreciation/amortisation	72,561	64,820
Net write down of non-financial assets	3,476	3,651
Non-cash asset acquisitions	-	(100)
(Gain)/ loss on disposal of assets	1,565	492
(Increase) / decrease in net receivables	(15,138)	(149,110)
(Increase) / decrease in accrued revenue	2,835	439
(Increase) / decrease in prepayments	(3,273)	(8,684)
(Increase) / decrease in inventories	1,086	(2,172)
(Increase) / decrease in other financial assets	-	(561)
Increase / (decrease) in employee provisions	14,377	19,470
Increase / (decrease) in supplier payables	(39,895)	23,908
Increase / (decrease) in revenue received in advance	(3,064)	709
Increase / (decrease) in other provisions	393	(1,000)
Increase / (decrease) in other payables	(1,287)	10,065
Net cash from or (used by) operating activities	56,374	(48,766)

Note 12: Contingent Liabilities and Assets

Quantifiable Contingencies

Quantifiable Departmental Contingencies that are not remote are disclosed in the Schedule of Contingencies.

Unquantifiable Contingencies

The value of other contingent assets likely to be received in respect of claims for damages/costs is not quantifiable (2007: not quantifiable) and possible to be received is not quantifiable (2007: not quantifiable).

There were 75 open matters in the hands of the department's legal representatives at 30 June 2008 (2007: 106). These open matters relate to a wide range of legal issues (departmental and administered), with varying probabilities of success.

Remote

The value of other contingent assets and liabilities where the likelihood of receipt or payment is remote and is not quantifiable (2007: nil).

In addition to the unquantifiable contingencies listed above, the department has provided an indemnity to the Reserve Bank of Australia against loss or damage arising from the bank acting in good faith on the instructions given to it under the provisions of the contract for the department's transactional banking services, any error, mistake, fraud or negligence and any failure of the department to observe its obligations. The likelihood of any payment being required under the indemnity is remote and unquantifiable.

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Note 13: Senior Executive Remuneration

	2008	2007
The number of senior executives who received or were due to receive total remuneration of \$130,000 or more:		
\$130,000 to \$144,999	4	7
\$145,000 to \$159,999	11	7
\$160,000 to \$174,999	12	27
\$175,000 to \$189,999	25	33
\$190,000 to \$204,999	24	33
\$205,000 to \$219,999	29	20
\$220,000 to \$234,999	22	16
\$235,000 to \$249,999	11	7
\$250,000 to \$264,999	11	11
\$265,000 to \$279,999	11	4
\$280,000 to \$294,999	4	2
\$295,000 to \$309,999	8	3
\$310,000 to \$324,999	4	4
\$325,000 to \$339,999	1	2
\$340,000 to \$354,999	3	-
\$355,000 to \$369,999	1	-
\$370,000 to \$384,999	-	-
\$385,000 to \$399,999	-	-
\$400,000 to \$414,999	-	-
\$415,000 to \$429,999	-	-
\$430,000 to \$444,999	-	1
\$445,000 to \$459,999	1	-
\$460,000 to \$474,999	-	1
\$475,000 to \$489,999	1	-
Total	183	178
<i>The aggregate amount of total remuneration of executives shown above.</i>	<u>40,662,641</u>	<u>37,001,581</u>
<i>The aggregate amount of separation and redundancy/termination benefit payments during the year to executives shown above.</i>	<u>-</u>	<u>240,915</u>

Note 14: Remuneration of Auditors

	2008	2007
	\$'000	\$'000
Financial statement audit services are provided free of charge to the department		
The fair value of the services provided was:	<u>1,740</u>	<u>1,510</u>
No other services are provided by the Auditor-General.		

Note 15: Departmental Financial Instruments

	2008	2007
	\$'000	\$'000

Note 15A: Categories of financial instruments**Financial assets**

Loans and receivables financial assets:

Cash and cash equivalents	10,128	8,350
Goods and services	22,407	7,818
Accrued revenue	677	3,498
Investments	-	1,584
Carrying amount of financial assets	33,212	21,250

Financial liabilities

At amortised cost:

Trade creditors	46,881	87,766
Accrued expenses	6,306	6,490
Carrying amount of financial liabilities	53,187	94,256

Note 15B: Net income and expense from financial assets and liabilities**Financial assets**

Loans and receivables

Interest revenue	140	107
Impairment	(244)	15
Net gain/(loss) from loans and receivables	(104)	122
Net gain/(loss) from financial assets	(104)	122

The interest income from financial assets not at fair value through profit or loss is \$140,000 in 2008 (2007: \$107,000)

Note 15C: Fair values of financial assets and liabilities

	Notes	Carrying	Fair Value	Carrying	Fair Value
		Amount	2008	Amount	2007
		2008	2008	2007	2007
		\$'000	\$'000	\$'000	\$'000
Financial assets					
Loans and receivables					
Cash and cash equivalents		10,128	10,128	8,350	8,350
Goods and services		22,407	21,873	7,818	7,526
Accrued revenue		677	677	3,498	3,498
Investments		-	-	1,584	1,584
Total financial assets		33,212	32,678	21,250	20,958
Financial liabilities					
At amortised cost					
Trade creditors		46,881	46,881	87,766	87,766
Accrued expenses		6,306	6,306	6,490	6,490
Total financial liabilities		53,187	53,187	94,256	94,256

All assets and liabilities carried at fair value were valued with reference to market inputs to determine a market value.

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Note 15D: Credit risk exposures

The department is exposed to minimal credit risk as loans and receivables are cash, cash on deposit and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total amount of trade receivables (2008: \$22,407,000 and 2007: \$7,818,000). The department has assessed the risk of the default on payment and has allocated \$534,000 in 2008 (2007: \$290,000) as an allowance for doubtful debts account.

The department has no significant exposures to any concentrations of credit risk. All figures for credit risk referred to do not take into account the value of any collateral or other security.

The following table illustrates the department's gross exposure to credit risk, excluding any collateral or credit enhancements:

	2008	2007
	\$'000	\$'000
Financial assets at fair value		
Loans and receivables		
Cash and cash equivalents	10,128	8,350
Goods and services	22,407	7,818
Accrued revenue	677	3,498
Investments	-	1,584
Total	33,212	21,250

In relation to the entities gross credit risk there is no collateral held however 9 limited indemnities were given in respect of venue hire between the Commonwealth and third parties.

Credit quality of financial instruments not past due or individually determined as impaired:

	Not Past Due Nor Impaired 2008 \$'000	Not Past Due Nor Impaired 2007 \$'000	Past Due or Impaired 2008 \$'000	Past Due or Impaired 2007 \$'000
Financial assets				
Loans and receivables				
Cash and cash equivalents	10,128	8,350	-	-
Goods and services	12,086	5,198	10,321	2,618
Accrued revenue	677	3,498	-	-
Investments	-	1,584	-	-
Total	22,891	18,630	10,321	2,618

Ageing of financial assets that are past due but not impaired for 2008:

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Financial assets					
Loans and receivables					
Goods and services	4,434	1,446	388	3,519	9,787
Total	4,434	1,446	388	3,519	9,787

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Ageing of financial assets that are past due but not impaired for 2007:

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Financial assets					
Loans and receivables					
Goods and services	1,723	149	9	447	2,328
Total	<u>1,723</u>	<u>149</u>	<u>9</u>	<u>447</u>	<u>2,328</u>

The following list of assets have been individually assessed as impaired:

- Trade receivables have been individually assessed for impairment including an assessment made on an historical basis.

Note 15E: Liquidity Risk

The department is appropriated funding from the Australian Government. The department manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due. In addition, the department has policies in place to ensure timely payments are made when due and has no past experience of default.

The following tables illustrate the maturities for financial liabilities:

	On demand 2008 \$'000	Within 1 year 2008 \$'000	1 to 5 years 2008 \$'000	>5 years 2008 \$'000	Total 2008 \$'000
Financial liabilities					
Trade creditors	-	46,881	-	-	46,881
Accrued expenses	-	6,306	-	-	6,306
Total	<u>-</u>	<u>53,187</u>	<u>-</u>	<u>-</u>	<u>53,187</u>

	On demand 2007 \$'000	Within 1 year 2007 \$'000	1 to 5 years 2007 \$'000	>5 years 2007 \$'000	Total 2007 \$'000
Financial liabilities					
Trade creditors	-	87,776	-	-	87,776
Accrued expenses	-	6,490	-	-	6,490
Total	<u>-</u>	<u>94,266</u>	<u>-</u>	<u>-</u>	<u>94,266</u>

Note 15F: Market Risk

The department is not exposed to any market risk.

Note 16: Income Administered on Behalf of Government			
		2008	2007
		\$'000	\$'000
Revenue			
Taxation Revenue			
Note 16A: Other taxes			
Levies		<u>72,482</u>	67,161
Total other taxes		<u>72,482</u>	<u>67,161</u>
Non-Taxation Revenue			
Note 16B: Interest			
Commonwealth entities		-	21
Interest from other sources		<u>255,910</u>	261
Total interest		<u>255,910</u>	<u>282</u>
Note 16C: Commonwealth asset recoveries			
Special Employee Entitlements Scheme for Ansett Group Employees (SEESA) recoveries		21,540	41,594
General Employee Entitlements and Redundancy Scheme (GEERS) recoveries		16,102	9,487
Recognition of prior year receivable movement		<u>36,715</u>	66,120
Total Commonwealth asset recoveries		<u>74,357</u>	<u>117,201</u>
Note 16D: Other revenue			
Doubtful debt write back		40,076	18,527
Other		<u>22,837</u>	24,923
Total other revenue		<u>62,913</u>	<u>43,450</u>
Gains			
Note 16E: Reversals of previous asset write-downs			
Asset revaluation increment – infrastructure, plant and equipment (Maralinga assets)		-	8
Total reversal of previous asset write-downs		<u>-</u>	<u>8</u>
Note 16F: Fair value gain of financial instruments			
Gains from remeasuring financial instruments held at fair value through profit or loss		1,026,201	663,119
Total fair value gain of financial instruments		<u>1,026,201</u>	<u>663,119</u>

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Note 17: Expenses Administered on Behalf of Government				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun- 08 \$'000	2008 \$'000	2007 \$'000
Note 17A: Grants				
Public sector:				
Australian Government entities (related entities)	-	1,706	1,706	1,706
State and Territory Governments	4,790,859	5,293,633	10,084,492	9,653,630
Private sector:				
Non-profit organisations	271,642	525,987	797,629	1,124,205
Multi-jurisdictional sector	3,419,882	3,177,319	6,597,201	5,368,772
Overseas	-	35	35	229
Other	27,662	50,487	78,149	72,501
Total grants	8,510,045	9,049,167	17,559,212	16,221,043
Note 17B: Subsidies				
Payable to related entities			-	-
Payable to external parties		743,360		679,753
Total subsidies		743,360		679,753
Note 17C: Personal benefits				
Direct		18,178,976		23,127,762
Indirect		62,449		72,841
Total personal benefits		18,241,425		23,200,603
Note 17D: Suppliers				
Rendering of services - related parties		198,259		165,706
Rendering of services - external parties		2,445,976		1,998,717
Total suppliers		2,644,235		2,164,423
Note 17E: Write down and impairment of assets				
Impairment of financial assets – receivables:				
Student allowances (Student Assistance Act)		722		1,904
Student allowances (Social Security Act)		12,716		7,279
Child Care benefits: (Child Care Act)		16,423		-
Other		98		30
Total write down and impairment of assets		29,959		9,213
Note 17F: Other Expenses				
Asbestos claims		-		114
HECS/HELP – write-down on initial recognition of fair value for new loans		527,662		482,100
Total other expenses		527,662		482,214

Note 18: Assets Administered on Behalf of Government		
	2008	2007
	\$'000	\$'000
Financial Assets		
Note 18A: Cash and cash equivalents		
Cash at bank and on hand	11,662	10,357
Cash and cash equivalents – Higher Education Endowment Fund	6,255,245	-
Total cash and cash equivalents	6,266,907	10,357
Note 18B: Receivables		
HECS/HELP loans	10,566,260	9,153,400
SFSS loans ABSTUDY	44,263	45,351
SFSS loans Austudy	850,311	873,221
Student allowances (Student Assistance Act)	28,754	27,546
Student allowances (Social Security Act)	272,024	164,973
Unfunded university superannuation	672,000	662,000
Goods and services receivable	15,595	22,682
GST receivable from the Australian Taxation Office	111,826	43,761
Personal benefits receivable	936,964	972,096
Other receivables	3,652	4,474
Total receivables	13,501,649	11,969,504
Less: Impairment allowance for doubtful debts:		
Goods and services	(1,009)	(578)
Personal benefits	(214,501)	(278,040)
Student allowances (Student Assistance Act)	(2,624)	(3,270)
Student allowances (Social Security Act)	(13,040)	(8,248)
Unfunded university superannuation	(300,000)	(300,000)
Total allowance for doubtful debts	(531,174)	(590,136)
Total receivables (net)	12,970,475	11,379,368
Receivables are aged as follows:		
Not Overdue	12,268,891	10,803,620
Overdue by:		
Less than 30 days	9,999	12,951
30 to 60 days	8,582	8,707
61 to 90 days	7,581	8,406
More than 90 days	1,206,596	1,135,820
Total receivables (gross)	13,501,649	11,969,504
The impairment allowance for doubtful debts is aged as follows:		
Not Overdue	(2,070)	(2,984)
Overdue by:		
Less than 30 days	(1,867)	(3,817)
30 to 60 days	(1,625)	(2,475)
61 to 90 days	(1,252)	(2,242)
More than 90 days	(524,360)	(578,618)
Total allowance for doubtful debts	(531,174)	(590,136)

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Reconciliation of the impairment allowance				
Movements in relation to 2008				
	Taxation Receivables \$'000	Advances and Loans \$'000	Other Receivables \$'000	Total \$'000
Opening balance			(590,136)	(590,136)
Amounts written off	-	-	(24,430)	(24,430)
Amounts recovered and reversed	-	-	43,316	43,316
Increase/decrease recognised in net surplus	-	-	40,076	40,076
Closing balance	-	-	(531,174)	(531,174)
Movements in relation to 2007				
	Taxation Receivables \$'000	Advances and Loans \$'000	Other Receivables \$'000	Total \$'000
Opening balance	-	-	(607,754)	(607,754)
Amounts written off	-	-	(917)	(917)
Amounts recovered and reversed	-	-	9	9
Increase/decrease recognised in net surplus	-	-	18,526	18,526
Closing balance	-	-	(590,136)	(590,136)

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	2008	2007
	\$'000	\$'000
Note 18C: Investments		
Investments in associates		
Commonwealth authorities		
Australian Institute of Aboriginal and Torres Strait Islander Studies	-	28,216
Comcare	166,415	71,325
Associated Entities		
Anglo-Australian Telescope Board	-	23,385
Australian National University	1,869,030	1,810,504
Commonwealth Controlled Entities		
Australian Institute of Marine Science	-	74,771
Australian Nuclear Science and Technology Organisation	-	729,526
Commonwealth Scientific and Industrial Research Organisation	-	1,165,181
Commonwealth Entities (Controlling Interest)		
Teaching Australia	4,543	4,948
The Carrick Institute of Learning and Teaching in Higher Education Ltd.	16,448	27,094
Total investments	2,056,436	3,934,950
Non-Financial Assets		
Note 18D: Land and buildings		
Buildings – at fair value 30 June 2008	-	154
Total land and buildings	-	154
Note 18E: Infrastructure, plant and equipment		
Other infrastructure, plant and equipment:		
Fair value	-	139
Accumulated depreciation	-	-
Total infrastructure, plant and equipment	-	139

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Note 18F: Analysis of Property, Plant and Equipment

TABLE A – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2007-2008)

	Buildings \$'000	Other IP & E \$'000	Total \$'000
As at 1 July 2007			
Gross book value	154	139	293
Accumulated depreciation/amortisation and impairment	-	-	-
Net book value 1 July 2007	154	139	293
Disposals:			
Impairments recognised in the operating result	-	-	-
Other disposals	-	(139)	(293)
Disposals of operations – restructuring	(154)	-	(293)
Net book value 30 June 2008	-	-	-

TABLE B – Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2006-2007)

	Buildings \$'000	Other IP & E \$'000	Total \$'000
As at 1 July 2006			
Gross book value	129	54	183
Accumulated depreciation/amortisation and impairment	-	-	-
Net book value 1 July 2006	129	54	183
Movements:			
Revaluations and impairments through equity	25	76	101
Other movements	-	9	9
Net book value 30 June 2007	154	139	293
Net book value as at 30 June 2007 represented by:			
Gross book value	154	139	293
Accumulated depreciation/amortisation and impairment	-	-	-
Closing net book value	154	139	293

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	2008	2007
	\$'000	\$'000
Note 18G: Inventories		
Inventories held for distribution	368	216
Total inventories	368	216
Note 18H: Other non-financial assets		
Prepayments	36,825	61,697
International Labour Organisation membership	3,536	3,034
Total other non-financial assets	40,361	64,731
Total assets administered on behalf of Government	21,334,547	15,389,915

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Note 19: Liabilities Administered on Behalf of Government		
	2008	2007
	\$'000	\$'000
Payables		
Note 19A: Suppliers		
Trade creditors	136,818	117,016
Total suppliers	<u>136,818</u>	<u>117,016</u>
Note 19B: Subsidies		
Payable to related entities	-	-
Payable to external parties	25,044	20,485
Total subsidies	<u>25,044</u>	<u>20,485</u>
Note 19C: Personal benefits		
Direct	772,836	464,608
Indirect	1,745	3,829
Total personal benefits	<u>774,581</u>	<u>468,437</u>
Note 19D: Grants		
Public Sector:		
State and Territory Governments	12,881	2,628
Other	26,777	24,742
Private Sector:		
Non-profit organisations	6,651	422
Commercial entities	8,724	9
Total grants	<u>55,033</u>	<u>27,801</u>
Note 19E: Other Payables		
Unearned revenue	37,021	54,714
GST annotation loan	86,411	41,953
Total other payables	<u>123,432</u>	<u>96,667</u>
Provisions		
Note 19F: Provisions		
Unfunded university superannuation	3,013,000	2,808,000
Total provisions	<u>3,013,000</u>	<u>2,808,000</u>

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Note 20: Administered Reconciliation Table		
	2008	2007
	\$'000	\$'000
Opening administered assets less administered liabilities as at 1 July	11,851,509	10,072,300
Opening balance fair value adjustment – Administered Investments		
Plus: Administered revenues	1,491,863	891,221
Less: Administered expenses	(39,745,895)	(42,757,287)
Administered transfers to/from Australian Government:		
Annual appropriations administered items	5,078,320	4,132,477
Administered assets and liabilities appropriations		
Special appropriations (limited)	303,334	259,591
Special appropriations (unlimited)	42,218,394	41,736,018
Transfers to OPA	(1,634,852)	(1,901,708)
Transfers from OPA – Fair Value Transactions	-	(1,074,423)
Restructuring	(2,498,598)	-
Administered revaluations taken to/from reserves	142,564	35,349
Equity injections	-	343,230
Other gains	-	(60)
Changes in Accounting Policies	-	114,801
Closing administered assets less administered liabilities as at 30 June	17,206,639	11,851,509

Note 21: Administered Contingent Liabilities and Assets**Quantifiable Administered Contingencies**

Quantifiable Administered Contingencies that are not remote are disclosed in the Schedule of Administered Items as Quantifiable Administered Contingencies.

Contingent liabilities and assets are substantially comprised of respective estimated payments and recoveries in relation to Special Employee Entitlements Scheme for Ansett Group Employees (SEESA), dividends for General Employee Entitlements and Redundancy Scheme (GEERS) and proceedings in the Dust Disease Tribunal as a result of DEWR's administration in prior years.

Unquantifiable Administered Contingencies

At 30 June 2008, the department had a number of legal claims against it. The department has denied liability and is defending the claims. It is not possible to estimate the amounts of any eventual payment that may be required in relation to these claims.

In addition, there are currently a number of cases before both the Administrative Appeals Tribunal (AAT) and the Social Security Appeals Tribunal (SSAT) for which the outcomes are not yet known or able to be quantified.

Remote

The department has a number of legal cases that are considered to be remote and quantifiable, with the potential liability estimated to be \$1.3 million, and one case which is unquantifiable.

Note 22: Administered Investments

The principle activity of the department's administered investments is as follows:

- *Higher Education Endowment Fund* – The Higher Education Endowment Fund (HEEF) will provide funding to Australian higher education institutions for capital expenditure and research facilities. From 2009, HEEF will become part of the Education Investment Fund (EIF) announced in the 2008-09 Budget.
- *Australian National University* – provision of research and teaching services.
- *Teaching Australia* – Australian Institute for Teaching and School Leadership Ltd – supports and enhances the teaching profession for the benefit of all Australians.
- *The Carrick Institute for Learning and Teaching in Higher Education Ltd* – provides a national focus for the enhancement of learning and teaching in Australian higher education providers.
- *Comcare* – the minimisation of human and financial costs in relation to workplace injury in Commonwealth employment.

The administration of the following investments has been transferred to the Department of Innovation, Industry, Science and Research on 3 December 2007.

- Anglo-Australian Telescope Board.
- Australian Institute of Marine Science.
- Australian Nuclear Science and Technology Organisation.
- Commonwealth Scientific and Industrial Research Organisation.
- Australian Institute of Aboriginal and Torres Strait Islander Studies.

Note 23: Administered Restructuring

As a result of the abolition of the Department of Education, Science and Training and the Department of Employment and Workplace Relations on 3 December 2007, the department assumed responsibility for the following functions:

Education
Employment
Workplace Relations

In respect of functions assumed, the net book values of assets and liabilities transferred to the department for no consideration and recognised as at the date of transfer were:

	2008 \$'000	2007 \$'000
Total assets recognised	17,661,525	-
Total liabilities recognised	<u>(3,442,774)</u>	-
Net assets assumed	14,218,751	-

Note however, that this does not result in an increase in net assets in these financial statements because the Department of Education, Science and Training and the Department of Employment and Workplace Relations and the Department of Education, Employment and Workplace Relations are presented as a single department.

The following functions were relinquished by the department on 3 December 2007:

- the Research Quality Framework program to the Australian Research Council
- the Radioactive Waste Management program to the Department of Resources, Energy and Tourism
- the Science Research and Innovation programs to the Department of Innovation, Industry, Science and Research
- the Community Development Employment Projects and Disability Support Pension programs to the Department of Families, Housing, Community Services and Indigenous Affairs

	2008 \$'000	2007 \$'000
Total assets relinquished	(2,158,075)	-
Total liabilities relinquished	<u>127,252</u>	-
Net assets relinquished	(2,030,823)	-

As a result of a restructuring of administrative arrangements of the 25 January 2008, the department assumed responsibility for Child Care and Youth Bureau programs from the Department of Families, Housing, Community Services and Indigenous Affairs.

In respect of functions assumed, the net book values of assets and liabilities transferred to the department for no consideration and recognised as at the date of transfer were:

	2008 \$'000	2007 \$'000
Total assets recognised	31,495	-
Total liabilities recognised	<u>(499,269)</u>	-
Net assets assumed	(467,774)	-

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Child Care and Youth Engagement		
	2008	2007
	\$'000	\$'000
Recognised by DEEWR	(3,447)	-
Recognised by FaHCSIA	(24,437)	-
Total revenues	(27,884)	-
Expenses		
Recognised by DEEWR	975,154	-
Recognised by FaHCSIA	1,654,720	-
Total expenses	2,629,874	-
Net Increase/Decrease in assets during the year	(2,498,597)	-

Note 24: Administered Financial Instruments		
	2008	2007
	\$'000	\$'000
Note 24A: Categories of financial assets and liabilities		
Financial assets		
Loans and receivables financial assets:		
Cash at bank and on hand	11,662	10,357
Cash and Cash Equivalents - Higher Education	6,255,245	-
Endowment Fund		
Goods and services receivable	15,595	22,682
Other receivables	1,913,394	1,831,089
	<u>8,195,896</u>	<u>1,864,128</u>
Fair value through profit and loss (designated):		
HECS/HELP loans	10,566,260	9,153,400
SFSS loan ABSTUDY	44,263	45,351
ISFSS loan Austudy	850,311	873,221
	<u>11,460,834</u>	<u>10,071,972</u>
Carrying amount of financial assets	<u>19,656,730</u>	<u>11,936,100</u>
Financial liabilities		
At amortised cost:		
Trade creditors	136,818	117,016
Subsidies payable	25,044	20,485
Grants payable	55,033	27,801
Carrying amount of financial liabilities	<u>216,895</u>	<u>165,302</u>

	2008	2007
	\$'000	\$'000
Note 24B: Net income and expense from financial assets and liabilities		
Financial assets		
Loans and receivables		
Interest revenue	255,910	282
Impairment	(29,959)	(9,213)
Net gain/(loss) from loans and receivables	<u>225,951</u>	<u>(8,931)</u>
Net gain/(loss) from financial assets	<u>225,951</u>	<u>(8,931)</u>
The net income/expense from financial assets not at fair value from profit and loss for 2008 is a gain of \$225,951,000 (2007: loss of \$8,931,000).		

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Note 24C: Fair values of financial instruments

	Total Carrying Amount 2008 \$'000	Aggregate Fair Value 2008 \$'000	Total Carrying Amount 2007 \$'000	Aggregate Fair Value 2007 \$'000
Financial assets				
Loans and receivables financial assets				
Cash at bank and on hand	11,662	11,662	10,357	10,357
Cash and cash equivalents – Higher Education Endowment Fund	6,255,245	6,255,245	-	-
Receivables for goods and services	15,595	14,586	22,682	22,104
Other receivables	1,913,394	1,383,229	1,831,089	1,241,531
Fair value through profit and loss (designated):				
HECS/HELP Loans	10,566,260	10,566,260	9,153,400	9,153,400
SFSS Loan ABSTUDY	44,263	44,263	45,351	45,351
SFSS Loan Austudy	850,311	850,311	873,221	873,221
Total financial assets	19,656,730	19,125,556	11,936,100	11,345,964
Financial liabilities				
At amortised cost				
Trade creditors	136,818	136,818	117,016	117,016
Subsidies payable	25,044	25,044	20,485	20,485
Grants payable	55,033	55,033	27,801	27,801
Total financial liabilities	216,895	216,895	165,302	165,302

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Valuation Method used for determining fair value of financial instruments

The following table identifies for those assets and liabilities (those at fair value through profit and loss or available for sale) carried at fair value (above) whether fair value was obtained by reference to market prices or by a valuation technique that employs observable market transactions, or one that uses non-observable market inputs to determine a fair value.

The carrying value of financial instruments presented in the department's balance sheet approximate their fair value, unless carried at cost due to an inability to determine a reliable fair value. The department used the services of actuaries to determine the fair value of the HECS/HELP, ABSTUDY and Austudy loans.

	Valuation Technique Utilising			Total
	Market values	Market inputs	Non-market inputs	
	\$'000	\$'000	\$'000	\$'000
Financial assets at fair value				
Fair value through profit and loss (designated)				
HECS/HELP loans	10,566,260	-	10,566,260	10,566,260
SFSS loans ABSTUDY	44,263	-	44,263	44,263
SFSS loans Austudy	850,311	-	850,311	850,311
Financial assets at fair value	11,460,834	-	11,460,834	11,460,834
Financial liabilities at fair value				
Trade creditors	136,818	136,818	-	136,818
Subsidies payable	25,044	25,044	-	25,044
Grants payable	55,033	55,033	-	55,033
Financial liabilities at fair value	216,895	216,895	-	216,895

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Note 24D: Credit risk

The administered loans and receivables of the department are not exposed to a high level of credit risk as the majority of financial assets are cash or cash equivalents, trade receivables or advances and loans to state, territory and local governments. The department manages its credit risk by undertaking background and credit checks prior to allowing a debtor relationship. In addition the department has policies and procedures that guide employees' debt recovery techniques that are to be applied.

The recoverability and credit quality of the fair value through profit and loss (designated) amounts are factored into the actuary assessment each year. No separate account is maintained of the write offs in the DEEWR accounts rather just the movement in the assessment as a gain or loss in the Income Statement. This accounting treatment is consistent with the basis for accounting for these instruments.

The Higher Education Endowment Fund (HEEF) presents the largest financial asset for the department. The HEEF is managed by the Future Fund Board of Guardians who set limits on the credit ratings of debt investments when appointing investment managers. The limits are reflected in the underlying investment mandates and are monitored by the Future Fund Management Agency with compliance reported to the Future Fund Board of Guardians. The HEEF's maximum exposure to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the balance sheet. Credit risk associated with receivables is considered minimal. Monthly reporting is provided by the Future Fund Management Agency to the department on the transactions of the Fund.

The following table illustrates the department's gross exposure to credit risk, excluding any collateral or credit enhancements:

	2008 \$'000	2007 \$'000
Loans and receivables financial assets		
Cash at bank and on hand	11,662	10,357
Cash and cash equivalents - HEEF	6,255,245	-
Goods and services receivables	15,595	22,682
Other receivables	1,913,394	1,831,089
Fair value through profit and loss (designated)		
HECS/HELP Loans	10,566,260	9,153,400
SFSS Loan ABSTUDY	44,263	45,351
SFSS Loan Austudy	850,311	873,221
Total	19,656,730	11,936,100

The department has assessed the risk of the default on payment and has allocated the following to an impairment allowance for doubtful debts:

Goods and services receivables \$1,009,000 in 2008 (2007: \$578,000)

Other receivables \$ 530,165,000 in 2008 (2007: \$589,558,000)

In relation to the entity's gross credit risk no collateral is held by the department.

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<u>Credit quality of financial instruments not past due or individually determined as impaired:</u>					
	Not Past Due Nor Impaired 2008 \$'000	Not Past Due Nor Impaired 2007 \$'000	Past Due or Impaired 2008 \$'000	Past Due or Impaired 2007 \$'000	
Loans and receivables financial assets					
Cash at bank and on hand	11,662	10,357	-	-	
Cash and cash equivalents - HEEF	6,255,245	-	-	-	
Goods and services receivables	12,624	11,879	2,971	10,803	
Other receivables	381,536	363,741	1,531,858	1,467,348	
Fair value through profit and loss (designated)					
HEC/HELP Loans	10,566,260	9,153,400	-	-	
SFSS ABSTUDY	44,263	45,351	-	-	
SFSS Austudy	850,311	873,221	-	-	
Total	18,121,901	10,457,949	1,534,829	1,478,151	
<u>Ageing of financial assets that are past due but not impaired for 2008:</u>					
	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Financial assets					
Goods and services receivable	39	217	151	1,555	1,962
Other receivables	8,093	6,740	6,179	980,681	1,001,693
Total	8,132	6,957	6,330	982,236	1,003,655
<u>Ageing of financial assets that are past due but not impaired for 2007:</u>					
	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ Days \$'000	Total \$'000
Financial assets					
Goods and services receivable	98	59	81	9,992	10,230
Other receivables	110	88	14	877,578	877,790
Total	208	147	95	887,570	888,020

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Note 24E: Liquidity risk

The department is appropriated funding from the Australian Government. The department manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due. In addition, the department has policies in place to ensure timely payments are made when due and has no past experience of default.

The following tables illustrates the maturities for financial liabilities:

	On demand 2008 \$'000	Within 1 year 2008 \$'000	1 to 5 years 2008 \$'000	> 5 years 2008 \$'000	Total 2008 \$'000
Financial liabilities					
Trade creditors	-	136,818	-	-	136,818
Subsidies payable	-	25,044	-	-	25,044
Grants payable	-	55,033	-	-	55,033
Total	-	216,895	-	-	216,895

	On demand 2007 \$'000	Within 1 year 2007 \$'000	1 to 5 years 2007 \$'000	> 5 years 2007 \$'000	Total 2007 \$'000
Financial liabilities					
Trade creditors	-	117,016	-	-	117,016
Subsidies payable	-	20,485	-	-	20,485
Grants payable	-	27,801	-	-	27,801
Total	-	165,302	-	-	165,302

Note 24F: Market risk

The department holds basic financial instruments that do not expose it to certain market risks including to 'currency risk' and 'other price risks'. The department will be exposed to interest rate risk primarily from investments in the Higher Education Endowment Fund (HEEF). Interest rate risk refers to the risk that the fair value of the future cash flows of financial instruments will fluctuate because of changes in market interest rates. As the current HEEF investment strategy is cash based and has a zero duration a parallel shift of +/- 100 basis points in Australian interest rates will not impact the market values of individual investments.

Note 24G: Assets Pledged/or held as collateral

No assets held by the department are pledged or held as collateral.

Note 25: Unfunded Superannuation Provision for Australian Universities

Funding responsibility for universities has varied from time to time between the Commonwealth and the States. A number of universities have employees of former employees who are members of State superannuation schemes which are unfunded or partly funded. In these schemes, current employer contributions for benefits cover many past years of accruals of benefit rights for individual members. Accordingly, there are cost sharing arrangements for these schemes in place between the Commonwealth and the States. The Commonwealth makes payments to the universities which are used to pay the required amount of employer contributions to the schemes. The Commonwealth is then reimbursed by the States for their share of the costs.

Prior to 2002-03, the Commonwealth recognised its involvement in the Annual Financial Statements of DEST as an administered commitment. However, as a result of the introduction of Accounting Standard AASB 1044 and UIG51 the Commonwealth recognised the administered commitment as a provision (liability) for the first time in 2002-03. AASB 1044 requires the recognition of a provision where it is probable that a future sacrifice of economic benefit will be required and where the amount of the provision can be measured reliably. It should be noted that inclusion of a provision as a liability in the Annual Financial Statements does not constitute recognition of a legal obligation or policy commitment.

For 2007-08 AASB 119 is the standard used to measure unfunded superannuation liabilities. The main difference with this approach is the economic assumptions used. AASB 119 requires the use of the 'best estimate; assumptions based on current market conditions/expectations. In particular, the interest rate should be based on the yields available on Government bonds so the liability has been calculated using the spot interest rate at the end of the financial year

The Australian Government Actuary provides an estimate of the provision. The Australian Government Actuary noted that the estimates are based on figures provided by respective State actuaries for the universities and that these calculations were at different dates and on different actuarial bases.

In accordance with the generally accepted accounting principles, the statements recognised a receivable from the States as the estimated reimbursement to the Commonwealth by the States of \$0.672 million (2006-07: \$0.662 million). In recognition of the uncertain nature of the receivable, an allowance for doubtful debts against that receivable has also been recognised of \$0.300 million (2006-07: \$0.300 million). The Annual Financial Statements include a total unfunded superannuation liability of \$3.013 billion (2006-07: \$2.808 billion) of which the Commonwealth's share is estimated to be \$2.641 billion (2006-07: \$2.446 billion).

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Note 26: Appropriations

Note 26A: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations and Borrowings

Table A1: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations for the period 1 July to 2 December 2007*

Particulars	Administered Expenses										Departmental Outputs	Total	
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6	Outcome 7	Outcome 8	Outcome 9				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance brought forward from previous period ⁽¹⁾	25,613	160,187	6,047	-	-	-	465,593	55,803	25,285	-	176,415	-	914,343
<i>Appropriation Act:</i>													
Appropriation Act (No.1) 2007-08	234,371	50,486	1,146,872	116,213	361,880	36,621	2,221,991	493,962	98,572	-	2,011,249	-	6,772,217
Appropriation Act (No.1) 2007-08 (NTER)	22,397	-	9,222	-	-	-	52,280	-	-	-	41,011	-	124,510
Flexible funding pool receipts (Appropriation Act section 12)	-	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation Act (No.3) 2007-08	-	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation Act (No.5) 2007-08	-	-	-	-	-	-	-	-	-	-	-	-	-
Reductions - prior years	-	-	-	-	-	-	-	-	-	-	(325)	-	(325)
Reductions of appropriations (Appropriation Act section 9)	-	-	-	-	-	-	-	-	-	-	(1,954)	-	(1,954)
Administered appropriation lapsed (Appropriation Act section 8)	(13,957)	(118,211)	(2,294)	-	-	-	(387,758)	(53,865)	(23,034)	-	-	-	(595,119)
Advance to the Finance Minister (Appropriation Act section 11)	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>FMA Act:</i>													
Refunds credited (FMA section 30)	-	-	774	85	1	28	2,708	640	1,130	-	-	-	5,366
Appropriations to take account of recoverable GST (FMA section 30A)	5,791	10	16,595	3,913	11,024	350	68,934	16,741	2,973	-	19,480	-	145,611
Annotations to 'net appropriations' (FMA section 31)	-	-	-	-	-	-	-	-	-	-	-	-	32,762
Adjustment of appropriations on change of entity function (FMA section 32)	(203,702)	(86,560)	(595,987)	(75,626)	(241,769)	(21,447)	(1,467,819)	(329,129)	(46,398)	-	(1,358,460)	-	(4,426,897)
Total appropriation available for payments	70,513	5,912	581,229	44,585	131,136	15,552	955,929	184,152	58,528	-	920,178	-	2,967,714
Cash payments made during the year (GST inclusive)	(70,513)	(5,912)	(581,229)	(44,585)	(131,136)	(15,552)	(955,929)	(184,152)	(58,528)	-	(920,178)	-	(2,967,714)
Appropriations credited to special accounts (excluding GST)	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Represented by:</i>													
Cash at bank and on hand	-	-	-	-	-	-	-	-	-	-	-	-	-
Departmental appropriations receivable	-	-	-	-	-	-	-	-	-	-	-	-	-
Undrawn, unapplied administered appropriations	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	-	-	-

(1) The opening balance was changed to reflect the amount determined by the Finance Minister under FMA section 8.

* Comparative amounts are contained in Table A3.

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Table A2: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations for the period 3 December 2007 to 30 June 2008*

Particulars	Administered Expenses									Departmental Outputs	Total	
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6	Outcome 7	Outcome 8	Outcome 9			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance brought forward from previous period	-	-	-	-	-	-	-	-	-	-	-	-
<i>Appropriation Act:</i>												
Appropriation Act (No.1) 2007-08	-	-	-	-	-	-	-	-	-	-	-	-
Flexible funding pool receipts (Appropriation Act section 12)	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation Act (No.3) 2007-08	13,000	151,851	44,180	218,855	1,500	-	-	400	62,438	-	10,749	502,973
Appropriation Act (No.5) 2007-08	-	-	500,000	-	-	-	-	-	-	-	-	500,000
Reductions - prior years	-	-	-	-	-	-	-	-	-	-	(101,295)	(101,295)
Reductions of appropriations (Appropriation Act section 9)	-	-	-	-	-	-	-	-	-	-	-	-
Administered appropriation lapsed (Appropriation Act section 8)	-	-	-	-	-	-	-	-	-	-	-	-
Advance to the Finance Minister (Appropriation Act section 11)	-	-	-	-	-	-	-	-	-	-	-	-
<i>FMA Act:</i>												
Refunds credited (FMA section 30)	1	965	-	252,423	2,350	103	3,798	-	7,365	-	-	267,905
Appropriations to take account of recoverable GST (FMA section 30A)	25	14,067	1,046	22,701	6,940	762	118,479	-	89	-	11,992	176,101
Annulations to net appropriations ¹ (FMA section 31) ⁽¹⁾	-	-	-	-	-	-	-	-	-	-	40,215	40,215
Adjustment of appropriations on change of entity function (FMA section 32)	146,215	203,702	88,139	594,349	75,633	19,344	1,467,819	-	46,398	-	1,187,901	3,829,500
Total appropriation available for payments	159,241	370,585	633,365	1,088,328	86,423	20,209	1,590,096	400	116,290	1,149,562	5,214,499	5,214,499
Cash payments made during the year (GST inclusive)	(109,561)	(182,628)	(589,998)	(1,033,161)	(81,272)	(18,972)	(1,267,619)	(281)	(47,010)	(990,643)	(4,321,145)	(4,321,145)
Appropriations credited to special accounts (excluding GST)	-	-	-	-	-	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations	49,680	187,957	43,367	55,167	5,151	1,237	322,477	119	69,280	158,919	893,354	893,354
<i>Represented by:</i>												
Cash at bank and on hand	-	-	-	-	-	-	-	-	-	-	10,128	10,128
Departmental appropriations receivable	-	-	-	-	-	-	-	-	-	-	148,791	148,791
Undrawn, unexpended administered appropriations	49,680	187,957	43,367	55,167	5,151	1,237	322,477	119	69,280	158,919	893,354	893,354
Total	49,680	187,957	43,367	55,167	5,151	1,237	322,477	119	69,280	158,919	893,354	893,354

(1) The department received \$521,725 from the Department of Families, Housing, Community Services and Indigenous Affairs in relation to the Northern Territory Flexible Funding Pool Special Account.

* Comparative amounts are contained in Table A3.

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Table A3: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations for the period 1 June 2006 to 30 June 2007

Comparative Year	Administered Expenses										Departmental Outputs	Total	
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6	Outcome 7	Outcome 8	Outcome 9	Outcome 9			
Particulars	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance brought forward from previous period	10,175	83,669	18,532	-	-	-	132,778	25,355	34,480	152,291	457,280		
Adjustment for prior year savings 1	-	-	-	-	-	-	-	-	(8,448)	-	(8,448)		
<i>Appropriation Act:</i>													
Appropriation Act (No.1) 2006-07	196,677	1,034,745	347,655	-	-	-	2,304,424	574,425	101,462	1,985,932	6,545,320		
Appropriation Act (No.3) 2006-07	11,158	38,739	2,825	-	-	-	-	-	171	33,136	86,029		
Appropriation Act (No.5) 2006-07	43,368	-	22,934	-	-	-	-	-	831	8,691	75,824		
Reductions- prior years	-	-	-	-	-	-	-	-	-	(73,690)	(73,690)		
Reductions of appropriations (Appropriation Act section 9)	-	-	-	-	-	-	-	-	-	(10,115)	(10,115)		
Administered appropriation lapsed (Appropriation Act section 8)	(1,488)	(4,665)	(5,004)	-	-	-	(91,035)	(24,336)	(26,347)	-	(152,875)		
Advance to the Finance Minister (Appropriation Act section 11)	-	-	-	-	-	-	-	-	-	-	-		
Comover receipts (Appropriation Act section 12)	-	-	-	-	-	-	-	-	-	-	-		
<i>FMA Act:</i>													
Refunds credited (FMA section 30)	-	-	-	-	-	-	5,713	87	3,332	1,573	10,705		
Appropriations to take account of recoverable GST (FMA section 30A)	21,542	35,044	27,080	-	-	-	171,380	46,589	-	42,487	344,122		
Annotations to 'net appropriations' (FMA section 31)	-	-	-	-	-	-	-	-	-	51,701	51,701		
Adjustment of appropriations on change of entity function (FMA section 32)	-	-	-	-	-	-	-	-	-	(1,407)	(1,407)		
Total appropriation available for payments	281,432	1,187,532	414,022	-	-	-	2,523,260	622,120	105,481	2,190,599	7,324,446		
Cash payments made during the year (GST inclusive)	(250,167)	(977,422)	(400,409)	-	-	-	(2,084,318)	(566,610)	(80,652)	(2,014,184)	(6,373,762)		
Appropriations credited to special accounts (excluding GST)	-	-	-	-	-	-	-	-	-	-	-		
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations	31,265	210,110	13,613	-	-	-	438,942	55,510	24,829	176,415	950,684		
<i>Represented by:</i>													
Cash at bank and on hand	-	-	-	-	-	-	6	-	-	8,350	8,356		
Departmental appropriations receivable	-	-	-	-	-	-	12,778	3,474	-	161,757	161,757		
GST receivable from the ATO	-	-	-	-	-	-	426,158	52,036	-	6,308	22,560		
Undrawn, unexpired administered appropriations	31,265	210,110	13,613	-	-	-	438,942	55,510	24,829	176,415	950,684		
Total	31,265	210,110	13,613	-	-	-	438,942	55,510	24,829	176,415	950,684		

(1) 2005-06 savings were identified in the 2005-06 Portfolio Additional Estimates Statements (AES), 2006-07 savings identified in the 2006-07 AES will be entered into the above table in 2007-08 as reductions to Administered Outcome 1, \$123.4m and Outcome 3 \$10.0m prior year savings.

* Comparative amounts are contained in Table A3.

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Note 26B: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Other than Ordinary Annual Services Appropriations									
Table B1: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Other than Ordinary Annual Services Appropriations for the period 1 July to 2 December 2007*									
Particulars	Operating Outcome 1 to 9			Non-operating				Total	
	SPPs	NAE	Equity	Loans	Previous Years' Outputs	Admin assets and liabilities (1)			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Balance brought forward from previous period	-	-	1,498	-	-	5,310	5,310	6,808	
<i>Appropriation Act:</i>									
Appropriation Act (No.2) 2007-08	-	-	16,590	-	768	-	-	17,358	
Appropriation Act (No.2) 2007-08 (NTER)	-	-	3,679	-	-	-	-	3,679	
Appropriation Act (No.4) 2007-08	-	-	-	-	-	-	-	-	
Appropriation Act (No.6) 2007-08	-	-	-	-	-	-	-	-	
Reductions of appropriations (Appropriation Act section 11)	-	-	-	-	-	-	-	-	
Administered appropriation lapsed (Appropriation Act sections 7 & 8)	-	-	-	-	-	-	-	-	
Advance to the Finance Minister (Appropriation Act section 12)	-	-	-	-	-	-	-	-	
<i>FMA Act:</i>									
Refunds credited (FMA section 30)	-	-	-	-	-	-	-	-	
Appropriations to take account of recoverable GST (FMA section 30A)	-	-	-	-	-	-	-	-	
Adjustment of appropriations on change of entity function (FMA section 32)	-	-	(16,766)	-	-	-	-	(16,766)	
Total appropriations available for payments	-	-	5,001	-	768	5,310	5,310	11,079	
Cash payments made during the year (GST inclusive)	-	-	(5,001)	-	(768)	-	-	(5,769)	
Appropriations credited to special accounts (GST exclusive)	-	-	-	-	-	-	-	-	
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Other Than Ordinary Annual Services Appropriations	-	-	-	-	-	5,310	5,310	5,310	
<i>Represented by:</i>									
Cash at bank and on hand	-	-	-	-	-	-	-	-	
Appropriations receivable	-	-	-	-	-	-	-	-	
Undrawn, unadministered appropriations	-	-	-	-	-	-	-	-	
Total	-	-	-	-	-	5,310	5,310	5,310	

(1) Administered assets and liabilities were not transferred to DEELWR. They will be formally lapsed in 2008-09.

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Table B2: A acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Other than Ordinary Annual Services Appropriations for the period 3 December 2007 to 30 June 2008

Particulars	Operating Outcome 1		Operating Outcome 2		Non-operating				Total
	SPPs	NAE	SPPs	NAE	Equity	Loans	Previous Years' Outputs	Admin assets and liabilities	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Balance brought forward from previous period	-	-	-	-	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Appropriation Act:</i>									
Appropriation Act (No.2) 2007-08	-	-	-	-	-	-	-	-	-
Appropriation Act (No.4) 2007-08	-	-	-	-	3,339	-	-	-	3,339
Appropriation Act (No.6) 2007-08	-	-	100,000	-	-	-	-	-	100,000
Reductions of appropriations (Appropriation Act section 11)	-	-	-	-	(2,783)	-	-	-	(2,783)
Administered appropriation lapsed (Appropriation Act sections 7 & 8)	-	-	-	-	-	-	-	-	-
Advance to the Finance Minister (Appropriation Act section 12)	-	-	-	-	-	-	-	-	-
<i>FMA Act:</i>									
Refunds credited (FMA section 30)	-	-	-	-	-	-	-	-	-
Appropriations to take account of recoverable GST (FMA section 30A)	-	-	-	-	-	-	-	-	-
Adjustment of appropriations on change of entity function (FMA section 32)	16,169	-	-	-	15,140	-	-	-	31,309
Total appropriations available for payments	16,169	-	100,000	-	15,696	-	-	-	131,865
Cash payments made during the year (GST inclusive)	(16,168)	-	(99,644)	-	(16,683)	-	-	-	(132,495)
Appropriations credited to special accounts (GST exclusive)	-	-	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Other Than Ordinary Annual Services Appropriations	1	-	356	-	(987)	-	-	-	(630)
<i>Represented by:</i>									
Cash at bank and on hand	-	-	-	-	-	-	-	-	-
Appropriations receivable	-	-	-	-	(987)	-	-	-	(987)
Undrawn, unlapsd administered appropriations	1	-	356	-	-	-	-	-	357
Total	1	-	356	-	(987)	-	-	-	(630)

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Particulars	Operating		Non-operating				Total
	Outcome 1 to 9		Equity	Loans	Previous Years' Outputs	Admin assets and liabilities	
	SPPs	NAE					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance brought forward from previous period	-	-	23,380	-	-	5,310	28,690
<i>Appropriation Act:</i>							
Appropriation Act (No.2) 2006-07	-	-	19,230	-	-	-	19,230
Appropriation Act (No.4) 2006-07	-	-	269	-	-	-	269
Appropriation Act (No.6) 2006-07	-	-	504	-	-	-	504
Reductions of appropriations (Appropriation Act section 11)	-	-	-	-	-	-	-
Administered appropriation lapsed (Appropriation Act sections 7 & 8)	-	-	-	-	-	-	-
Advance to the Finance Minister (Appropriation Act section 12)	-	-	-	-	-	-	-
<i>FMA Act:</i>							
Refunds credited (FMA section 30)	-	-	-	-	-	-	-
Appropriations to take account of recoverable GST (FMA section 30A)	-	-	-	-	-	-	-
Adjustment of appropriations on change of entity function (FMA section 32)	-	-	-	-	-	-	-
Total appropriations available for payments	-	-	43,383	-	-	5,310	48,693
Cash payments made during the year (GST inclusive)	-	-	(41,885)	-	-	-	(41,885)
Appropriations credited to special accounts (GST exclusive)	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Other Than Ordinary Annual Services Appropriations	-	-	1,498	-	-	5,310	6,808
<i>Represented by:</i>							
Cash at bank and on hand	-	-	-	-	-	-	-
Appropriations receivable	-	-	1,498	-	-	-	1,498
Undrawn, unapplied administered appropriations	-	-	-	-	-	5,310	5,310
Total	-	-	1,498	-	-	5,310	6,808

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Note 26C: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Unlimited Amount)

<i>A New Tax System (Family Assistance) (Administration) Act 1999</i>	Outcome 1			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to enable the payment of family assistance to support families. All transactions under this Act are recognised as administered items				
Cash payments made during the year	-	951,841	951,841	-
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	-	951,841	951,841	-
Estimated actual	-	-	861,446	-

<i>States Grants (Primary and Secondary Education Assistance) Act 1996 - Section 88</i>	Outcome 2			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to the States for 1997 to 2000 for primary and secondary education, and for related purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	-	-	-	-
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	-	-	-	-
Estimated actual	-	-	-	-

<i>States Grants (Primary and Secondary Education Assistance) Act 2000 - Section 111</i>	Outcome 2			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to the States for 2001 to 2004 for primary and secondary education, and for related purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	-	-	-	3,107
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	-	-	-	3,107
Estimated actual	-	-	-	3,110

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<i>Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004 - Section 133</i>	Outcome 2			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to the States for 2005 to 2008 for primary and secondary education, and for related purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	4,060,472	4,549,830	8,610,302	8,221,983
Refunds credited (net) (FMA act section 30)	(378)	(442)	(820)	-
Total charged to appropriation	4,060,094	4,549,388	8,609,482	8,221,983
Estimated actual	-	-	8,511,522	8,362,260

<i>Indigenous Education (Targeted Assistance) Act 2000 - Section 13</i>	Outcome 2			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide targeted financial assistance to advance the education of Indigenous persons, and for other related purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	6,497	22,561	29,058	33,838
Refunds credited (net) (FMA act section 30)	(789)	(55)	(844)	-
Total charged to appropriation	5,708	22,506	28,214	33,838
Estimated actual	-	-	28,875	33,838

<i>Student Assistance Act 1973 - Section 55A</i>	Outcome 2			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide certain benefits to certain students and for other purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	78,494	98,551	177,045	165,262
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	78,494	98,551	177,045	165,262
Estimated actual	-	-	177,087	168,186

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

<i>Student Assistance Act 1973 - Section 55A</i>	Outcome 3			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide certain benefits to certain students and for other purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	20,582	31,404	51,986	53,658
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	20,582	31,404	51,986	53,658
Estimated actual	-	-	57,938	62,043

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

<i>Flexibility in Achieving Australia's Skills Act 2005 - Section 23</i>	Outcome 2			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide certain benefits to certain students and for other purposes. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	31,018	69,171	100,189	87,887
Refunds credited (net) (FMA act section 30)	-	(1,168)	(1,168)	-
Total charged to appropriation	31,018	68,003	99,021	87,887
Estimated actual	-	-	34,874	168,872

<i>Higher Education Support Act 2003 - Section 164-25</i>	Outcome 3			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to support the higher education system for individuals and universities. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	2,832,985	4,569,854	7,402,839	4,754,443
Refunds credited (net) (FMA act section 30)	(379)	(19,808)	(20,186)	-
Total charged to appropriation	2,832,606	4,550,046	7,382,653	4,754,443
Estimated actual	-	-	4,841,175	4,874,087

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

<i>Higher Education Support Act 2003 - Section 164-25</i>	Outcome 5			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to support the higher education system for individuals and universities. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	506,733	-	506,733	539,851
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	506,733	-	506,733	539,851
Estimated actual	-	-	-	545,222

<i>Higher Education Support Act 2003 - Section 164-25</i>	Outcome 6			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to grant financial assistance to support the higher education system for individuals and universities. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	8,127	3,811	11,938	-
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	8,127	3,811	11,938	-
Estimated actual	-	-	-	-

<i>Skilling Australia's Workforce Act 2005 - Section 40</i>	Outcome 4			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide income support assistance for individuals. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	660,012	608,576	1,268,588	1,250,236
Refunds credited (net) (FMA act section 30)	(23)	(255)	(278)	-
Total charged to appropriation	659,989	608,321	1,268,310	1,250,236
Estimated actual	-	-	1,280,132	1,269,776

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Legislation: Social Security Administration Act 1999 - Section 242	Outcome 2			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide income support assistance for individuals. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	221,847	274,110	495,957	1,876,805
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	221,847	274,110	495,957	1,876,805
Estimated actual	-	-	545,880	1,891,803

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

Legislation: Social Security Administration Act 1999 - Section 242	Outcome 3			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide income support assistance for individuals. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	547,982	667,018	1,215,000	-
Refunds credited (net) (FMA act section 30)	-	(141)	(141)	-
Total charged to appropriation	547,982	666,877	1,214,859	-
Estimated actual	-	-	1,224,271	-

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

Legislation: Social Security Administration Act 1999 - Section 242	Outcome 4			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide income support assistance for individuals. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	81,344	100,507	181,851	-
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	81,344	100,507	181,851	-
Estimated actual	-	-	181,960	-

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Legislation: Social Security Administration Act 1999 - Section 242	Outcome 7			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide income support assistance for individuals. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	8,892,763	6,630,110	15,522,873	21,125,338
Refunds credited (net) (FMA act section 30)	(209,827)	(11,673)	(221,500)	- 286,380
Total charged to appropriation	8,682,936	6,618,437	15,301,373	20,838,958
Estimated actual	-	-	15,051,708	21,070,795

Note: FMA s27(1) (drawing rights), delegation has been provided to Centrelink

Legislation: Coal Mining Industry (Long Service Leave Funding) Act 1992	Outcome 9			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to manage the long service leave entitlement of the Coal Mining Industry. All transactions under this Act are recognised as administered items.				
Cash payments made during the year	32,723	37,097	69,820	64,822
Refunds credited (net) (FMA act section 30)	-	-	-	-
Total charged to appropriation	32,723	37,097	69,820	64,822
Estimated actual	-	-	68,080	62,000

Legislation: Judicial and Statutory Officers (Remuneration and Allowances) Act 1984 (Refer to the Attorney General's Department 2007-08 Annual Report for actual drawing amounts against these special appropriations)	Outcome 9			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide for relocation allowance payable to the Solicitor General.				
This special appropriation is administered by the Department of Education, Employment and Workplace Relations, but the department does not draw on the appropriation for this Act.				
Cash payments made during the year	-	-	-	-
Estimated actual	-	-	-	-

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Legislation: Remuneration and Allowances Act 1990 (Refer to the Department of the Senate and Department of the House of Representatives financial statements for 2007-08 for actual drawing amounts against these special appropriations)	Outcome 9			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide for the remuneration and allowances of holders and judicial offices, Secretaries of Departments and holders of public offices, Senators and Members of the House of Representatives, Ministers and office holders of the Parliament related matters.				
This special appropriation is administered by the Department of Education, Employment and Workplace Relations, but the department does not draw on the appropriation for this Act.				
Cash payments made during the year	-	-	-	-
Estimated actual	-	-	-	-

Legislation: Remuneration Tribunal Act 1973 (Refer to the Department of Finance and Administration and the Attorney-General's Department financial statements for 2007-08 for actual drawing amounts against these special appropriations)	Outcome 9			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to inquire into, and determine or provide advice on, remuneration and related matters.				
This special appropriation is administered by the Department of Education, Employment and Workplace Relations, but the department does not draw on the appropriation for this Act.				
Cash payments made during the year	-	-	-	-
Estimated actual	-	-	-	-

Legislation: Safety, Rehabilitation and Compensation Act 1988 (SRC Act) . (Refer to the Comcare financial statements for 2007-08 for actual drawing amounts against these special appropriations)	Outcome 9			
	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide for the payment of workers compensation claims and associated expenses in accordance with the provisions of the SRC Act.				
This special appropriation is administered by the Department of Education, Employment and Workplace Relations, but the department does not draw on the appropriation for this Act.				
Cash payments made during the year	-	-	-	-
Estimated actual	-	-	-	-

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

<i>Legislation: Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005</i> (Refer to Comcare's financial statements for 2007-08 for actual drawing amounts against these special appropriations)	Outcome 9			
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to assign responsibility for the management of certain liabilities relating to asbestos-related claims, and for related purposes.				
This special appropriation is administered by the Department of Education, Employment and Workplace Relations, but the department does not draw on the appropriation for this Act.				
Cash payments made during the year	-	-	-	-
Estimated actual	-	-	-	-

Totals for unlimited special appropriations	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
	Payments made	17,770,183	18,580,900	36,351,083
Estimated actual	-	-	32,864,948	38,511,992

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Note 26D: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriation (Limited Amount)

<i>Indigenous Education (Targeted Assistance) Act 2000 - Section 14</i>	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide targeted financial assistance to advance the education of Indigenous persons, and for related persons. All transactions under this Act are recognised as administered items.				
Balance carried from previous period	203,772	377,037	203,772	203,977
Appropriation for reporting period	284,687	-	284,687	259,267
GST Credits (FMA Act s30A)	-	-	-	-
Other annotations	-	-	-	-
Available for payments	488,459	377,037	488,459	463,244
Payments made	111,422	191,913	303,335	259,522
Balance carried to next period	377,037	185,124	185,124	203,722
<i>Represented by:</i>				
Undrawn, unlapsd administered appropriations	377,037	185,124	185,124	203,772
Total	377,037	185,124	185,124	203,772

<i>Appropriation (Supplementary Measures) Act (No. 1) 1999 - Book Industry Assistance Plan - Section 3</i>	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: An Act to provide assistance to university students for purchasing textbooks. All transactions under this Act are recognised as departmental and administered items.				
Balance carried from previous period	-	-	-	7,485
Appropriation for reporting period	-	-	-	-
GST Credits (FMA Act s30A)	-	-	-	-
Other annotations	-	-	-	-
Available for payments	-	-	-	7,485
Payments made	-	-	-	-
Money returned to the OPA ⁽¹⁾	-	-	-	7,485
Balance carried to next period	-	-	-	-
<i>Represented by:</i>				
Undrawn, unlapsd administered appropriations	-	-	-	-
Total	-	-	-	-

(1) The Book Industry Assistance Plan terminated in the 2004-05 financial year. The comparatives have been adjusted to reflect the transfer of the balance to the Official Public Account.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

<i>Legislation: Air Passenger Ticket Levy (Collection) Act 2001</i>				
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Purpose: To provide a safety net arrangement for former employees of the Ansett Group of Companies. All transactions under this Act are recognised as administered items. Appropriation limited to \$500,000,000.				
Amount available carried from previous period	257,558	262,642	257,558	256,041
Appropriation for reporting period	5,366	(5,366)	-	1,586
Available for payments	262,924	257,276	257,558	257,627
Cash payments made during the year (GST inclusive)	282	482	764	69
Amount available carried to the next period	262,642	256,794	256,794	257,558
<i>Represented by:</i>				
Appropriation receivable	262,642	256,794	256,794	257,558
Total	262,642	256,794	256,794	257,558

Note 26E: Disclosure by agent in relation to Special Appropriation

<i>Legislation: Textile, Clothing and Footwear Strategic Investment Program Act 1999</i>				
	<i>1-Jul-07 to 2-Dec-07</i>	<i>3-Dec-07 to 30-Jun-08</i>	2008	2007
	\$'000	\$'000	\$'000	\$'000
Total Receipt	-	889	889	1,143
Total Payments	-	889	889	1,143
Balance	-	-	-	-

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Note 27: Special Accounts

Other Trust Monies - Departmental				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: For the receipt of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	2,917	2,917	2,917	2,955
Appropriations for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	-
Other receipts	-	16	16	206
Available for payments	2,917	2,933	2,933	3,161
Total credits	2,917	2,933	2,933	3,161
Payments made to employees	-	(145)	(145)	(244)
Payments made to suppliers	-	-	-	-
Payments made for competitive neutrality	-	-	-	-
Total debits	-	(145)	(145)	(244)
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	2,709	2,709	2,709	2,709
Cash – held by the agency	208	79	79	208
Total balance carried to the next period	2,917	2,788	2,788	2,917

This account was abolished on 3 June 2008 under Financial Management and Accountability Determination 2008/16 – Special Accounts Abolition. The abolition will come into effect once the balance of the account reaches zero.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Services For Other Government and Non-Government Bodies - Departmental				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: For expenditure in connection with services performed for other Governments and bodies that are not FMA agencies</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	1,425	1,425	1,425	1,418
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	-
Comcare receipts	-	-	-	-
Other receipts	-	-	-	7
Total credits	1,425	1,425	1,425	1,425
Payments made:				
GST payments	-	-	-	-
Comcare payments	-	-	-	-
Other payments	-	-	-	-
Payments made to employees	-	-	-	-
Payments made to suppliers	-	900	900	-
Payments made for competitive neutrality	-	-	-	-
Total debits	-	900	900	-
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	1,425	525	525	1,425
Cash – held by the agency	-	-	-	-
Total balance carried to the next period	1,425	525	525	1,425

This account was abolished on 3 June 2008 under Financial Management and Accountability Determination 2008/16 – Special Accounts Abolition. The abolition will come into effect once the balance of the account reaches zero.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Australian International Education Foundation International Marketing Fund – Departmental				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: To provide a source of finance to resource the international marketing of Australian education and training services.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	-	-	-	4,679
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	92
Contributions from:				
Vocational Education and Training Sector	-	-	-	-
Higher Education Sector	-	-	-	-
Other receipts	-	-	-	343
Total credits	-	-	-	5,114
Payments made:				
GST payments	-	-	-	11
Salary payments	-	-	-	-
Other payments	-	-	-	2,125
Payments made to employees	-	-	-	-
Payments made to suppliers	-	-	-	-
Payments made for competitive neutrality	-	-	-	-
Total debits	-	-	-	2,136
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	-	-	-	2,978
Cash – held by the agency	-	-	-	-
Total balance carried to the next period	-	-	-	2,978

The Australian International Education Foundation International Marketing Account was abolished on 17 August 2006 per Financial Management and Accountability Determination 2006/41. The closing balance was transferred as the opening balance of the new special account following.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

International Marketing Of Education Special Account – Departmental				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: To provide a source of finance to resource the international marketing of Australian education and training services.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	4,513	3,163	4,513	2,978
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	59	-	59	19
Contributions from:				
Vocational Education and Training Sector	-	-	-	500
Higher Education Sector	-	5,969	5,969	5,847
Other receipts	738	2,853	3,591	1,156
Total credits	5,310	11,985	14,132	10,500
Payments made:				
GST payments	54	158	212	124
Salary payments	-	-	-	-
Other payments	2,093	6,284	8,377	5,863
Payments made to employees	-	-	-	-
Payments made to suppliers	-	-	-	-
Payments made for competitive neutrality	-	-	-	-
Total debits	2,147	6,442	8,589	5,987
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	3,163	5,543	5,543	4,513
Cash – held by the agency	-	-	-	-
Total balance carried to the next period	3,163	5,543	5,543	4,513

The International Marketing Education Special Account was activated on 17 August 2006 immediately after the abolition of the Australian International Education Foundation International Marketing Account per Financial Management and Accountability Determination 2006/42. The opening balance is the closing balance of the previous special account carried forward.

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

The Higher Education Endowment Fund - Administered				
<i>Legal Authority: Higher Education Endowment Fund Act 2007</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 21</i>				
<i>Purpose: to make grants of financial assistance to eligible higher education institutions in relation to capital expenditure and research facilities.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	-	-	-	-
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	-
Other receipts:				
Amounts transferred from investment account	-	617	617	-
Amount credited to the special account	6,000,000	-	6,000,000	-
Total credits	6,000,000	617	6,000,617	-
Payments made:				
Investments debited from the Special Account (HEEF Act s23)	6,000,000	-	6,000,000	-
Other payments	-	617	617	-
Total debits	6,000,000	617	6,000,617	-
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	-	-	-	-
Cash – held by the agency	-	-	-	-
Total balance carried to the next period	-	-	-	-

The Higher Education Endowment Fund Special Account was established on 12 October 2007 under the Higher Education Endowment Fund Act 2007.

The Higher Education Endowment Fund - Investment of Public Money - Administered				
<i>Legal Authority: Higher Education Endowment Fund Act 2007</i>				
<i>Purpose: to invest funds of the HEEF Special Account. This investment is managed by the Future Fund Management Agency.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	-	6,000,000	-	-
Investments made on transfer of funds from the Special Account	6,000,000	-	6,000,000	-
Realised investments reinvested	-	12,922,295	12,922,295	-
Interest earned reinvested	-	198,438	198,438	-
Total credits	6,000,000	19,120,733	19,120,733	-
Payments made:				
Amounts transferred to operations	-	617	617	-
Investments realised	-	12,921,677	12,921,677	-
Total debits	-	12,922,294	12,922,294	-
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	-	-	-	-
Cash – held by the Future Fund Management Agency	-	-	-	-
Total balance carried to the next period	6,000,000	6,198,439	6,198,439	-

DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

Higher Education Contribution Scheme - Administered				
<i>Legal Authority: Higher Education Funding Act 1988</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 21</i>				
<i>Purpose: for making payments under section 61 of the Higher Education Funding Act 1988.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	-	-	-	965,601
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	-
Contributions from:				
Vocational Education and Training Sector	-	-	-	-
Higher Education Sector	-	-	-	-
Other receipts	-	-	-	-
Total credits	-	-	-	965,601
Payments made:				
Payments made back to OPA	-	-	-	(965,601)
Total debits	-	-	-	(965,601)
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	-	-	-	-
Cash – held by the agency	-	-	-	-
Total balance carried to the next period	-	-	-	-

The Higher Education Contribution Scheme Special Account was abolished on 4 November 2006 under the *Higher Education Legislation Amendment (2006 Budget and Other Measures) Act 2006*. The funds in the special account were returned back to the Official Public Account.

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Superannuation Productivity Benefits ATAS Tutors - Administered				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: To provide a source of finance for the liability for the Superannuation Productivity Benefit entitlements owing tutors contracted under the Aboriginal Tutorial Assistance Scheme (ATAS).</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	757	774	757	718
Appropriation for reporting period	-	-	-	-
Costs recovered	-	-	-	-
GST credits (FMA Act section 30A)	-	-	-	-
Contributions from:				
Vocational Education and Training Sector	-	-	-	-
Higher Education Sector	-	-	-	-
Other receipts	17	24	41	39
Total credits	774	798	798	757
Payments made:				
Payments made to suppliers	-	-	-	-
Other payments	-	-	-	-
Total debits	-	-	-	-
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	757	757	757	757
Cash – held by the agency	17	41	41	-
Total balance carried to the next period	774	798	798	757

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National Youth Affairs Research Scheme Account - Administered				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 20</i>				
<i>Appropriation: Financial Management and Accountability Act 1997; section 20</i>				
<i>Purpose: For the receipt of monies from State Governments to meet expenditure in respect of the National Youth Affairs Research Scheme.</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Balance carried from previous period	-	-	-	-
Appropriation for reporting period	-	-	-	-
Costs recovered	-	690	690	-
GST credits (FMA Act section 30A)	-	-	-	-
Contributions from:				
Vocational Education and Training Sector	-	72	72	-
Higher Education Sector	-	-	-	-
Other receipts	-	-	-	-
Total credits	-	762	762	-
Payments made:				
GST payments	-	-	-	-
Other payments	-	(23)	(23)	-
Payments made to employees	-	-	-	-
Payments made to suppliers	-	-	-	-
Total debits	-	(23)	(23)	-
Balance carried to next period and represented by:				
Cash – transferred to the Official Public Account	-	-	-	-
Cash – held by the agency	-	739	739	-
Total balance carried to the next period	-	739	739	-

The National Youth Affairs Research Scheme Account was activated on 17 August 2006 immediately after the abolition of the previous National Youth Affairs Research Scheme Special Account per Financial Management and Accountability Determination 2006/45.

The Minister for Finance of The Commonwealth – Qwestacon – Departmental (National Science And Technology Centre Account)				
<i>Legal Authority: Financial Management and Accountability Act 1997; section 39</i>				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Opening balance	-	-	-	920
Investments made	-	-	-	1,236
Investment income	-	-	-	63
Transaction charges	-	-	-	-
Investments realised	-	-	-	(410)
Investment transferred to the <i>National Science and Technology Donations/Sponsorship Special Account</i>	-	-	-	(1,809)
Closing balance	-	-	-	-

The National Science and Technology Centre Account Special Account was abolished per Financial Management and Accountability Determination 2006/39 on 17 August 2006. The closing balance in this account was transferred to the Minister for Finance of the Commonwealth – Qwestacon – Departmental (Science and Technology Donations/Sponsorship Special Account, shown below).

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The Minister for Finance of The Commonwealth – Questacon – Departmental (Science And Technology Donations/Sponsorship Special Account)				
Legal Authority: Financial Management and Accountability Act 1997; section 39				
	1-Jul-07 to 2-Dec-07 \$'000	3-Dec-07 to 30-Jun-08 \$'000	2008 \$'000	2007 \$'000
Opening balance	1,584	-	1,584	-
Investment transferred <i>from</i> the <i>National Science and Technology Centre Account</i>	-	-	-	1,809
Investments made	-	-	-	402
Investment income	48	-	48	40
Transaction charges	-	-	-	-
Investments realised	(222)	-	(222)	(667)
Closing balance	1,410	-	1,410	1,584

The Science and Technology Donations/Sponsorship Special Account was activated on 15 January 2007 immediately after the abolition of the National Science and Technology Centre Account per Financial Management and Accountability Determination 2006/40.

DEEWR has the following special accounts containing nil balances and for which there were no transactions debited or credited for the years ended 30 June 2007 and 30 June 2008:

- Services for Other Entities and Trust Moneys Special Account. This account was established under section 20 of the *Financial Management and Accountability Act 1997* (FMA Act) (Financial Management and Accountability Determination 2008/14) on 3 June 2008. The purpose of the Account is for the receipt of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.
- Child Care Capital Replacement and Upgrade Program Trust account. This account was established under section 20 of the *Financial Management and Accountability Act 1997*. The purpose of the Child Care Capital Replacement and Upgrade Program Trust account is to receive and hold money arising from the sale of Commonwealth funded child care centres until such time as that money may be reinvested into the building of a new child care centre or another project funded under the capital replacement and upgrade program.
- Students (Financial) Supplement Account. This account was established under the *Student Financial Assistance Act 1973*. The purpose of this account is to provide a source of finance for liabilities arising under the *Student Assistance Act 1973*.

Northern Territory Flexible Funding Pool – Special Account

The Department of Families, Housing, Community Services and Indigenous Affairs made the following payments out of the Northern Territory Flexible Funding Pool Special Account, directly to third parties, on behalf of the Department of Education, Employment and Workplace Relations:

Administered: \$4,241,218

These amounts have been recognised in the primary financial statements and the schedule of items administered on behalf of Government as appropriate.

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Note 28: Compensation and Debt Relief

	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
	\$'000	\$'000	\$'000	\$'000
Administered				
No 'Act of Grace' payments were incurred by the department during the reporting period (2007: 5 payments made). The Department of Family, Housing, Community Services and Indigenous Affairs is reporting Act of Grace payments relating to Social Security programs for both 2007 and 2008	-	-	-	19
419,772 waivers of amounts owing to the Australian Government were made pursuant to sections 1237, 1237A and 1237AAD of the <i>Social Security Act 1991</i> (2007: 417,192 waivers).	13,743	18,466	32,209	31,407
182 ex-gratia payments were provided for during the period. (2007: 172 payments made).	70	153	223	258
No payments made or outstanding under 'Defective Administration Scheme' during the reporting period. (2007: no payments made).	-	-	-	-
No payments made or outstanding under s73 of the <i>Public Service Act 1999</i> during the reporting period. (2007: no payments).	-	-	-	-
62 waivers of amounts owing to the Australian Government were made pursuant to the <i>Financial Management & Accountability Act 1997</i> (2007: 8 waivers).	44	233	277	18
3,655 waivers of amounts owing to the Australian Government were made pursuant to the <i>Student Assistance Act 1973</i> (2007: 4,348 waivers).	316	425	741	764
62 HECS debt waivers of amounts owing to the Commonwealth (Pre 2005) were made under the <i>Higher Education Funding Act 1988</i> . (2007: 70 waivers).	27	42	69	68
5,202 HELP debt waivers of amounts owing to the Commonwealth (Post 2004) were made under the <i>Higher Education Support Act 2003</i> . (2007: 1,954 waivers).	381	7,725	8,106	6,002

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	1-Jul-07 to 2-Dec-07	3-Dec-07 to 30-Jun-08	2008	2007
<i>Departmental</i>	\$'000	\$'000	\$'000	\$'000
No 'Act of Grace' payments were incurred during the reporting period (2007: no payments made).	-	-	-	-
No waivers of amounts owing to the Australian Government were made pursuant to subsection 34(1) of the <i>Financial Management and Accountability Act 1997</i> (2007: no waivers made).	-	-	-	-
No ex-gratia payments were provided for during the period (2007: no payments made).	-	-	-	-
1 payment was made under the 'Defective Administration Scheme' (2007: 2 payments made)	-	130	130	55
No payments were made under s73 of the <i>Public Service Act 1999</i> during the reporting period (2007: no payments made).	-	-	-	-

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Note 29: Reporting of Outcomes

The Department of Education, Employment and Workplace Relations (DEEWR) was created on 3 December 2007. Functions were transferred, as a result of the Administrative Arrangement Orders of 2 December 2007 and 25 January 2008, from the Department of Education, Science and Training (DEST), the Department of Employment and Workplace Relations (DEWR) and the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

The outcome/output structure was revised during the year following the creation of the new department. The outcome/output structure aligns with DEEWR's operating structure, providing easier reporting and identifying clearer lines of accountability. The new output structure is significantly different from the output structure in the former DEST and DEWR. The former DEST and DEWR outputs were different for each outcome and directly reflected the specific activities/functions of the outcome. DEEWR has 3 outputs that are the same for each outcome. The data to enable reclassification of 2006-07 output structure to the current output structure was not collected in 2006-07 and it is now impracticable to re-create the information. As a consequence comparative information is only provided at the outcome level.

The department uses a cost allocation model to determine the attribution of its shared items.

Note 29A: Net Cost of Outcome Delivery

Current Outcome	Outcome 1 - Early Childhood Education and Child Care ⁽¹⁾		Outcome 2: School Education	
	Former Outcome (DEWR or DEST)	DEST Outcome 1	1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
	N/A		1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
	2008	2008	2008	2008
	\$'000	\$'000	\$'000	\$'000
Expenses				
Administered	972,450	-	4,558,701	10,012,617
Departmental	18,284	-	78,960	197,455
Total expenses	990,734	-	4,637,661	10,210,072
Costs recovered from provision of goods and services to the non government sector				
Administered	-	-	-	-
Departmental	-	-	-	-
Total costs recovered	-	-	-	-
Other external revenues				
Administered	-	-	536	215
Departmental	-	-	410	909
Total other external revenues	-	-	946	1,124
Net cost/(contribution) of outcome	990,734	-	4,636,715	10,208,948
				9,051,152

(1) Functions relating to Child Care and Youth were transferred from FaHCSIA as part of the AAO of 25 January 2008. There are no comparatives for this outcome.

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Current Outcome	Outcome 3: Higher Education		Outcome 4: Vocational Education and Training	
	DEST Outcome 2 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008	DEST Outcome 3 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
Former Outcome (DEWR or DEST)				
	2008 \$'000	2008 \$'000	2008 \$'000	2008 \$'000
Expenses				
Administered	3,626,210	7,494,088	1,269,380	2,787,001
Departmental	34,731	86,851	178,455	107,702
Total expenses	3,660,941	7,580,939	1,312,449	2,894,703
Costs recovered from provision of goods and services to the non government sector				2,251,344
Administered	-	-	-	-
Departmental	-	-	-	-
Total costs recovered	-	-	-	-
Other external revenues				
Administered	21,806	1,286,067	914	1,478
Departmental	8,314	18,439	680	1,509
Total other external revenues	30,120	1,304,506	1,594	2,987
Net cost/(contribution) of outcome	3,630,821	6,276,433	1,310,855	2,891,716
				2,247,160

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Current Outcome	Outcome 5: Transitions and Youth ⁽¹⁾		Outcome 6: International Influence	
	DEST Outcome 4 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008	DEST Outcome 6 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
Former Outcome (DEWR or DEST)				
	2008 \$'000	2008 \$'000	2008 \$'000	2008 \$'000
Expenses				
Administered	39,772	113,977	14,753	34,115
Departmental	12,159	30,406	21,714	54,300
Total expenses	51,931	144,383	36,467	88,415
Costs recovered from provision of goods and services to the non government sector				100,240
Administered	-	-	-	-
Departmental	-	-	7,417	16,449
Total costs recovered	-	-	7,417	16,449
Other external revenues				
Administered	-	86	28	56
Departmental	419	930	2,058	4,564
Total other external revenues	419	1,016	2,086	4,620
Net cost/(contribution) of outcome	51,512	143,367	26,964	67,346
				83,332

(1) Functions relating to Child Care and Youth were transferred from FaHCSIA as part of the AAO of 25 January 2008. There are no comparatives for the youth component of this outcome.

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Current Outcome	Outcome 7: Labour Market Assistance		Outcome 8: Workforce Participation	
	DEWR Outcome 1 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008	DEWR Outcome 3 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
Former Outcome (DEWR or DEST)				
	2008 \$'000	2008 \$'000	2008 \$'000	2008 \$'000
Expenses				
Administered	9,350,906	17,083,968	22,832,939	147,537
Departmental	526,218	1,121,882	1,242,918	106,120
Total expenses	9,877,124	18,205,850	24,075,857	278,082
Costs recovered from provision of goods and services to the non-government sector				
Administered	-	-	-	-
Departmental	184	407	737	1,634
Total costs recovered	184	407	737	1,634
Other external revenues				
Administered	22,148	85,407	88,472	5,045
Departmental	990	2,196	1,593	5,000
Total other external revenues	23,138	87,603	90,065	10,045
Net cost/(contribution) of outcome	9,853,802	18,117,840	23,974,274	266,403
			185,838	17,587
				292
				17,879
				581,120

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Current Outcome	Outcome 9: More Productive and Safer Workplaces	
	DEWR Outcome 2 1 July 2007 to 2 Dec 2007	1 July 2007 to 30 June 2008
Former Outcome (DEWR or DEST)		
	2008 \$'000	2008 \$'000
	2007 \$'000	2007 \$'000
Expenses		
Administered	116,935	195,956
Departmental	63,400	206,359
Total expenses	180,335	331,124
Costs recovered from provision of goods and services to the non-government sector		352,979
Administered	-	-
Departmental	4,511	10,004
Total costs recovered	4,511	10,004
Other external revenues		
Administered	41,812	113,509
Departmental	18,735	41,550
Total other external revenues	60,547	155,059
Net cost/(contribution) of outcome	115,277	166,061
		216,912

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Transfer from	DEST 1 July 2007 to 25 Jan 2008 (formerly Outcome 5) ⁽¹⁾		Total	
	1 July 2007 to 2 Dec 2007 2008 \$'000	1 July 2007 to 25 Jan 2008 2008 \$'000	1 July 2007 to 2 Dec 2007 2008 \$'000	1 July 2007 to 30 June 2008 2008 \$'000
Expenses				
Administered	771,570	879,761	19,466,344	39,745,895
Departmental	23,908	23,908	853,935	1,882,076
Total expenses	795,478	903,669	20,320,279	41,627,971
Costs recovered from provision of goods and services to the non government sector				
Administered	-	-	-	-
Departmental	-	-	12,848	28,494
Total costs recovered	-	-	12,848	28,494
Other external revenues				
Administered	-	-	95,727	1,491,863
Departmental	3,631	3,631	37,493	78,728
Total other external revenues	3,631	3,631	133,220	1,570,591
Net cost/(contribution) of outcome	791,847	900,038	20,174,211	40,028,886

(1) All other Machinery of Government changes are reflected against an existing DEEWR outcome.

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Note 29B: Major Classes of Departmental Revenues and Expenses by Outputs

	Outcome 1 – Early Childhood Education and Child Care ⁽¹⁾											
	For the period 1 July 2007 – 2 December 2007				For the period 1 July – 30 June 2008							
	Output 1.1	Output 1.2	Output 1.3	Total	Output 1.1	Output 1.2	Output 1.3	Total	Output 1.1	Output 1.2	Output 1.3	Total
	Policy Services	Program Management	Service Delivery		Policy Services	Program Management	Service Delivery		Policy Services	Program Management	Service Delivery	
	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses												
Employees	-	-	-	-	2,083	2,105	3,320	7,508				
Suppliers	-	-	-	-	2,803	2,831	4,467	10,101				
Other	-	-	-	-	187	189	299	675				
Total departmental expenses	-	-	-	-	5,073	5,125	8,086	18,284				
Funded by:												
Revenues from Government	-	-	-	-	7,076	7,149	11,278	25,503				
Other	-	-	-	-	-	-	-	-				
Total departmental revenues	-	-	-	-	7,076	7,149	11,278	25,503				

(1) Responsibility for departmental outputs for Early Childhood Education and Child Care transferred from FakhCSIA on 1 May 2008

	Outcome 2: School Education											
	For the period 1 July 2007 – 2 December 2007				For the period 1 July – 30 June 2008							
	Output 2.1	Output 2.2	Output 2.3	Total	Output 2.1	Output 2.2	Output 2.3	Total	Output 2.1	Output 2.2	Output 2.3	Total
	Policy Services	Program Management	Service Delivery		Policy Services	Program Management	Service Delivery		Policy Services	Program Management	Service Delivery	
	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses												
Employees	9,686	19,606	3,130	32,422	24,222	49,028	7,828	81,078				
Suppliers	13,032	26,378	4,212	43,622	32,588	65,963	10,532	109,083				
Other	871	1,763	282	2,916	2,179	4,411	704	7,294				
Total departmental expenses	23,589	47,747	7,624	78,960	58,989	119,402	19,064	197,455				
Funded by:												
Revenues from Government	23,467	47,499	7,584	78,550	58,717	118,852	18,976	196,546				
Other	122	248	40	410	272	550	88	909				
Total departmental revenues	23,589	47,747	7,624	78,960	58,989	119,402	19,064	197,455				

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	Outcome 3: Higher Education									
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008				
	Output 3.1 Policy Services 2008 \$'000	Output 3.2 Program Management 2008 \$'000	Output 3.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total 2008 \$'000	Output 3.1 Policy Services 2008 \$'000	Output 3.2 Program Management 2008 \$'000	Output 3.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total 2008 \$'000
Departmental expenses										
Employees	2,282	2,919	9,060	14,261	14,261	5,707	7,301	22,653	35,661	
Suppliers	3,070	3,928	12,189	19,187	19,187	7,677	9,822	30,481	47,980	
Other	205	263	815	1,283	1,283	513	657	2,040	3,210	
Total departmental expenses	5,557	7,110	22,064	34,731	34,731	13,897	17,780	55,174	86,851	
Funded by:										
Revenues from Government	4,227	5,408	16,782	26,417	26,417	10,947	18,505	43,460	72,912	
Other	1,330	1,702	5,282	8,314	8,314	2,950	3,775	11,714	18,439	
Total departmental revenues	5,557	7,110	22,064	34,731	34,731	13,897	22,280	55,174	91,351	

	Outcome 4: Vocational Education and Training									
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008				
	Output 4.1 Policy Services 2008 \$'000	Output 4.2 Program Management 2008 \$'000	Output 4.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total 2008 \$'000	Output 4.1 Policy Services 2008 \$'000	Output 4.2 Program Management 2008 \$'000	Output 4.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total 2008 \$'000
Departmental expenses										
Employees	6,283	9,832	1,569	17,684	17,684	15,715	24,586	3,923	44,224	
Suppliers	8,455	13,228	2,111	23,794	23,794	21,142	33,079	5,278	59,499	
Other	565	885	141	1,591	1,591	1,414	2,212	353	3,979	
Total departmental expenses	15,303	23,945	3,821	43,069	43,069	38,271	59,877	9,554	107,702	
Funded by:										
Revenues from Government	15,061	23,567	3,761	42,389	42,389	37,735	62,438	9,420	109,593	
Other	242	378	60	680	680	536	839	134	1,509	
Total departmental revenues	15,303	23,945	3,821	43,069	43,069	38,271	63,277	9,554	111,102	

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	Outcome 5: Transitions and Youth											
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008						
	Output 5.1	Output 5.2	Output 5.3	Total	Output 5.1	Output 5.2	Output 5.3	Total	Output 5.1	Output 5.2	Output 5.3	Total
	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000
Departmental expenses												
Employees	1,395	3,132	465	4,992	3,490	7,833	1,162	12,485				
Suppliers	1,878	4,214	625	6,717	4,696	10,538	1,563	16,797				
Other	126	282	42	450	314	705	105	1,124				
Total departmental expenses	3,399	7,628	1,132	12,159	8,500	19,076	2,830	30,406				
Funded by:												
Revenues from Government	3,282	7,365	1,093	11,740	8,240	18,493	2,743	29,476				
Other	117	263	39	419	260	583	87	930				
Total departmental revenues	3,399	7,628	1,132	12,159	8,500	19,076	2,830	30,406				

	Outcome 6: International Influence											
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008						
	Output 6.1	Output 6.2	Output 6.3	Total	Output 6.1	Output 6.2	Output 6.3	Total	Output 6.1	Output 6.2	Output 6.3	Total
	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000
Departmental expenses												
Employees	2,549	6,174	193	8,916	6,374	15,439	483	22,296				
Suppliers	3,430	8,306	260	11,996	8,577	20,771	651	29,999				
Other	229	556	17	802	573	1,389	43	2,005				
Total departmental expenses	6,208	15,036	470	21,714	15,524	37,599	1,177	54,300				
Funded by:												
Revenues from Government	3,499	8,475	265	12,239	9,517	27,472	722	37,730				
Other	2,709	6,561	205	9,475	6,007	14,550	455	21,013				
Total departmental revenues	6,208	15,036	470	21,714	15,524	42,042	1,177	58,743				

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	Outcome 7: Labour Market Assistance											
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008						
	Output 7.1	Output 7.2	Output 7.3	Total	Output 7.1	Output 7.2	Output 7.3	Total	Output 7.1	Output 7.2	Output 7.3	Total
	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000
Departmental expenses												
Employees	2,061	29,194	83,110	114,365	4,395	62,241	177,091	243,727				
Suppliers	6,996	99,080	282,060	388,136	14,915	211,234	601,438	827,587				
Other	427	6,054	17,236	23,717	911	12,908	36,749	50,568				
Total departmental expenses	9,484	134,328	382,406	526,218	20,221	286,383	815,278	1,121,882				
Funded by:												
Revenues from Government	9,463	134,028	381,553	525,044	20,174	285,719	813,386	1,119,279				
Other	21	300	853	1,174	47	664	1,892	2,603				
Total departmental revenues	9,484	134,328	382,406	526,218	20,221	286,383	815,278	1,121,882				

	Outcome 8: Workforce Participation											
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008						
	Output 8.1	Output 8.2	Output 8.3	Total	Output 8.1	Output 8.2	Output 8.3	Total	Output 8.1	Output 8.2	Output 8.3	Total
	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	2008 \$'000
Departmental expenses												
Employees	6,187	4,534	98	10,819	13,190	9,666	208	23,064				
Suppliers	20,997	15,386	331	36,714	47,711	22,981	7,582	78,274				
Other	1,283	940	20	2,243	2,735	2,004	43	4,782				
Total departmental expenses	28,467	20,860	449	49,776	63,636	34,651	7,833	106,120				
Funded by:												
Revenues from Government	28,325	18,010	449	46,784	63,320	39,316	1,649	104,285				
Other	142	2,850	-	2,992	316	134	6,184	6,634				
Total departmental revenues	28,467	20,860	449	49,776	63,636	39,450	7,833	110,919				

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	Outcome 9: More Productive and Safer Workplaces									
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008				
	Output 9.1 Policy Services 2008 \$'000	Output 9.2 Program Management 2008 \$'000	Output 9.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total	Output 9.1 Policy Services 2008 \$'000	Output 9.2 Program Management 2008 \$'000	Output 9.3 Service Delivery 2008 \$'000	Total 2008 \$'000	Total
Departmental expenses										
Employees	6,337	1,968	5,472	13,777		13,515	4,196	11,665	29,376	
Suppliers	21,514	6,680	18,571	46,765		45,866	14,241	39,593	99,700	
Other	1,315	408	1,135	2,858		2,803	870	2,419	6,092	
Total departmental expenses	29,166	9,056	25,178	63,400		62,184	19,307	53,677	135,168	
Funded by:										
Revenues from Government	18,472	5,736	15,947	40,154		39,467	11,943	33,204	83,614	
Other	10,694	3,320	9,231	23,246		23,717	8,734	20,473	51,554	
Total departmental revenues	29,166	9,056	25,178	63,400		62,184	19,307	53,677	135,168	

	Former DEST Outcome 5									
	For the period 1 July 2007 - 2 December 2007					For the period 1 July - 30 June 2008				
	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	Total 2008 \$'000	Total	Policy Services 2008 \$'000	Program Management 2008 \$'000	Service Delivery 2008 \$'000	Total 2008 \$'000	Total
Departmental expenses										
Employees	2,645	5,903	1,269	9,817		9,136	188,298	225,602	509,236	
Suppliers	3,559	7,941	1,707	13,207		189,534	399,401	703,292	1,292,227	
Other	239	531	114	884		11,868	25,876	42,869	80,613	
Total departmental expenses	6,443	14,375	3,090	23,908		292,738	613,575	975,763	1,882,076	
Funded by:										
Revenues from Government	5,465	12,191	2,621	20,277		259,657	602,098	937,460	1,799,215	
Other	978	2,184	469	3,631		35,084	30,643	41,495	107,222	
Total departmental revenues	6,443	14,375	3,090	23,908		294,741	632,741	978,955	1,906,437	

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Note 29C: Major Classes of Administered Revenues and Expenses by Outcomes

Current Outcome	Outcome 1		Outcome 2		Outcome 3		Outcome 4	
	Former Outcome (DEWR/DEST)	N/A	1 July to 30 June 2008	1 July to 30 June 2008	1 July to 30 June 2008	1 July to 30 June 2008	1 July to 30 June 2008	1 July to 30 June 2008
Administered Income			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Taxation	-	-	-	-	-	-	-	-
Non Taxation Revenue	-	-	-	536	215	21,806	1,286,067	914
Total administered income	-	-	-	536	215	21,806	1,286,067	914
Administered Expenses								
Subsidies	-	-	-	-	-	-	-	270,045
Personal Benefits	-	834,932	287,436	176,681	1,965,320	84,714	84,714	78,214
Grants	-	115,930	4,250,200	9,733,044	3,046,293	4,994,089	685,631	1,571,357
Suppliers	-	5,165	19,997	99,332	82	1,170	228,710	492,194
Other	-	16,423	877	3,560	2,399	536,509	280	1,171
Total Administered Expenses	-	972,450	4,558,701	10,012,617	3,626,210	7,494,088	1,269,380	2,787,001

Current Outcome	Outcome 5		Outcome 6		Outcome 7		Outcome 8	
	Former Outcome (DEWR/DEST)	DEST	DEST	DEWR	DEWR	DEWR	DEWR	
Administered Income								
Taxation	-	-	-	-	-	-	-	
Non Taxation Revenue	-	86	28	56	22,148	85,407	8,483	
Total Administered Income	-	86	28	56	22,148	85,407	8,483	
Administered Expenses								
Subsidies	-	-	-	-	12,028	26,813	-	
Personal Benefits	924	-	-	-	8,519,929	15,122,405	-	
Grants	25,199	66,737	13,995	30,438	100	-	147,537	
Suppliers	13,649	46,316	758	3,677	816,443	1,934,750	46	
Other	-	-	-	-	2,406	-	-	
Total Administered Expenses	39,772	113,977	14,753	34,115	9,350,906	17,083,968	147,537	

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Current Outcome Former Outcome (DEWR/DEST)	Outcome 9		- Formerly DEST Outcome 5 ⁽¹⁾		Total	
	DEWR 1 July to 2 Dec 2008 \$'000	1 July to 30 June 2008 \$'000	DEST 1 July to 2 Dec 2008 \$'000	1 July to 25 Jan 2008 \$'000	1 July to 2 Dec 2008 \$'000	1 July to 30 June 2008 \$'000
Administered Income						
Taxation	29,386	72,482	-	-	29,386	72,482
Non Taxation Revenue	12,426	41,027	-	-	66,341	1,419,381
Total Administered Income	41,812	113,509	-	-	95,727	1,491,863
Administered Expenses						
Subsidies	29,386	72,482	-	-	311,459	743,360
Personal Benefits	26,382	62,449	500	500	9,497,512	18,241,425
Grants	-	-	770,510	878,701	8,510,053	17,559,212
Suppliers	61,167	61,025	560	560	1,141,358	2,644,235
Other	-	-	-	-	5,962	557,663
Total Administered Expenses	116,935	195,956	771,570	879,761	19,466,344	39,745,895

(1) Net cost of delivery for those functions that transferred from the Department of Education, Science and Training and the Department of Education, Employment and Workplace Relations to other departments for which there is no current outcome structure.

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Glossary

Accumulated Depreciation	The aggregate depreciation recorded for a particular depreciating asset
Additional Estimates	Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional Estimates Acts
Additional Estimates Bills or Acts	These are Appropriation Bills 3 and 4, and a separate Bill for the Parliamentary Departments [Appropriations (Parliamentary Departments) Bill (No. 2)]. These Bills are introduced into Parliament sometime after the Budget Bills
Administered Items	Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose
Annual Appropriation	Two Appropriation Bills are introduced into Parliament in May and comprise the Budget for the financial year beginning 1 July. Further Bills are introduced later in the financial year as part of the additional estimates. Parliamentary departments have their own appropriations
Assets	Assets are physical objects and legal rights it is expected will provide benefits in the future or alternatively items of value owned by an Agency
Budget Measure	A decision by Cabinet or Ministers and has resulted in a cost or savings to outlays
Commercial Activities Fund (CAF)	Accounts for various activities of agencies which should be accounted for as if they were genuinely commercial. Components of the CAF specifying the nature of receipts that may be credited to, and payments that may be made from, each component, may be established by the Finance Minister under section 21 of the <i>Financial Management and Accountability Act 1997</i> . The criteria applied to establishing components of the CAF are: <ul style="list-style-type: none">▶ the purpose of the activity to be financed via the CAF involves the provision of goods and services▶ the organisation undertaking the activity has a management structure that is discreet within the agency and that costs of that management structure are segregated from the costs of other activities and outcomes of the agency▶ the activities are funded predominantly from revenue raised from users or purchasers and that there is a 'profit-making' objective or▶ the organisation is, or potentially will be, competing in a commercially contestable environment
Capital expenditure	Expenditure by an agency on capital projects, for example purchasing a building

Consolidated Revenue Fund	Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (CRF). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF
Departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and other administrative expenses incurred
Depreciation	Apportionment of an asset's capital value as an expense over its estimated useful life to take account of normal usage, obsolescence, or the passage of time
Effectiveness indicators	Measures the joint or independent contribution of outputs and administered items to the achievement of their specified outcome
Efficiency indicators	Measures the adequacy of an agency's management of its outputs (and where applicable, administered items). Includes Price, Quality and Quantity indicators. The interrelationship between the three efficiency indicators of any one output should be considered when judging efficiency
Equity or net assets	Residual interest in the assets of an entity after deduction of its liabilities
Expenses	Total value of all of the resources consumed in producing goods and services or the loss of future economic benefits in the form of reductions in assets or increases in liabilities of an entity
Fair value	Valuation methodology: The amount for which an asset could be exchanged, or a liability settled, between knowledgeable and willing parties in an arm's length transaction. The fair value can be affected by the conditions of the sale, market conditions and the intentions of the asset holder
<i>Financial Management and Accountability (FMA) Act 1997</i>	The principal legislation governing the proper use and management of public money and public property and other government resources. FMA Regulations and FMA Orders are made pursuant to the Act
Financing transactions	The Government funds shortfalls in revenue over outlays by borrowing from financial markets or running down financial assets. Such activities are regarded as financing transactions. If a surplus of revenue over outlays is recorded then financing transactions will show how the surplus is used
Forward estimates	A system of rolling three year financial estimates. After the Budget is passed, the first year of the forward estimates becomes the base for the next year's Budget bid, and another out-year is added to the forward estimates

Government Finance Statistics (GFS)	The GFS reporting framework is a specialised statistical system designed to support economic analysis of the public sector. It allows comprehensive assessments to be made of the economic impact of government and is consistent with international statistical standards (the System of National Accounts 1993 (SNA93) and the International Monetary Funds' A Manual on Government Finance Statistics 2001)
Intermediate outcomes	More specific medium-term impacts (For example trend data, targets or milestones) below the level of the planned outcomes specified in the Budget. A combination of several intermediate outcomes can at times be considered as a proxy for determining the achievement of outcomes or progress towards outcomes. (See outcomes)
Liabilities	Liabilities represent amounts owing on goods or services that have been received but not yet paid for. A liability shows the future commitment of the Agency's assets
Loan Fund	Established by the FMA Act 1997, the Loan Fund contains all monies raised by loans on the public credit of the government. Expenditure from the Loan Fund is limited to the purpose for which monies were raised
Net annotated appropriation (Section 31 Receipts)	Section 31 receipts, also known as net annotated appropriations, are a form of appropriation which allows a department access to certain money it receives in payment of services. These monies are known as Section 31 Receipts, reflecting their authority under Section 31 of the FMA Act 1997
Operating result	Equals revenue less expenses
Outcomes	The Government's objectives in each portfolio area. Outcomes are desired results, impacts or consequences for the Australian community as influenced by the actions of the government. Actual outcomes are assessments of the end-results or impacts actually achieved
Outputs	The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs also include goods and services for other areas of government external to the agency
Output Groups	A logical aggregation of agency outputs, where useful, and based either on homogeneity, type of product, business line or beneficiary target group. Aggregation of outputs may also be needed for the provision of adequate information for performance monitoring, or based on a materiality test
Portfolio Budget Statements	Statements prepared by portfolios to explain the Budget appropriations in terms of outcomes
Price	One of the three key efficiency indicators. The amount the government or the community pays for the delivery of agreed outputs
Quality	One of the three key efficiency indicators. Relates to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves use of information gathered from interested parties to identify differences between user's expectations and experiences

Quantity	One of the three key efficiency indicators. Examples include: the size of an output; count or volume measures; how many or how much
Receipts	The total or gross amount received by the Australian Government. Each receipt item is either revenue, an offset within outlays, or a financing transaction. Receipts include taxes, interest, charges for goods and services, borrowings and Government Business Enterprise (GBE) dividends received
Reserved Money Fund (RMF)	Accounts for money which the Australian Government holds on trust for, or otherwise for the benefit of, a person other than the Australian Government and monies which are 'reserved' for future Australian Government purposes. Components of the RMF, specifying the nature of receipts that may be credited to, and payments that may be made from, each component, may be established by the Finance Minister under section 20 of the FMA Act 1997, or by specific legislation. The transfer of receipts from the CRF to, and payment from, components of the RMF are authorised by standing appropriations in section 20 of the FMA Act 1997
RMF/CF Components	An account held under the RMF/CAF. They are used as working accounts for commercial activities or to hold monies in trust for a specific purpose under legislation
Revenue	Total value of resources earned or received to cover the production of goods and services
Section 31 Receipts	See net annotated appropriation
Special Account	Balances existing within the Consolidated Revenue Fund (CRF) that are supported by standing appropriations (FMA Act 1997, ss. 20 and 21). Special accounts allow money in the CRF to be acknowledged as set-aside (hypothecated) for a particular purpose. Amounts credited to a Special Account may only be spent for the purposes of the Special Account. Special Accounts can only be established by a written determination of the Finance Minister (s. 20 of the FMA Act 1997) or through an Act of Parliament (referred to in s. 21 of the FMA Act 1997)
Special Appropriations (including Standing Appropriations)	An amount of money appropriated by a particular Act of Parliament for a specific purpose and number of years. For special appropriations the authority to withdraw funds from the Consolidated Revenue Fund does not generally cease at the end of the financial year. Standing appropriations are a sub-category consisting of ongoing special appropriations—the amount appropriated will depend on circumstances specified in the legislation
Staff years	An aggregate measure of employment based on the hours worked by employees over the period of one year. It is the unit of measurement for staff resource use

Acronyms

AAC	Australian Apprenticeship Centres
AAO	Administrative Arrangements Order
AAT	Administrative Appeals Tribunal
ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACE	Australian College of Educators
ACER	Australian Council for Educational Research
ACTU	Australian Council of Trade Unions
ADF	Australian Defence Force
ADR	alternative dispute resolution
ADRC	Accreditation Decisions Review Committee
AEDI	Australian Early Development Index
AEI	Australian Education International
AFDO	Australian Federation of Disability Organisations
AFER	Australian Forum of Explosives Regulators
AFPC	Australian Fair Pay Commission
AIB	Australian Institute of Building
AIC	Assistance for Isolated Children
AIRC	Australian Industrial Relations Commission
AICTEC	Australian Information and Communications Technology in Education Committee
ALTC	Australian Learning and Teaching Council
AO	Order of Australia
APEC	Asia-Pacific Economic Cooperation
APS	Australian Public Service
APSC	Australian Public Service Commission
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
ASCC	Australian Safety and Compensation Council
ASD	Autism Spectrum Disorder
ASDOT	Assessment Subsidy for Overseas Trained Professionals
ASISTM	Australian School Innovation in Science, Technology and Mathematics
ATO	Australian Taxation Office
AUQA	Australian Universities Quality Agency
AuSSI	Australian Sustainable Schools Initiative
AUSTRAC	Australian Transaction Reports and Analysis Centre
AWA	Australian Workplace Agreement
BCA	Business Council of Australia
BIHECC	Business, Industry and Higher Education Collaboration Council
BPA	Business Partnership Agreement
CAs	Certified Agreements
CCB	Child Care Benefit
CCMS	Child Care Management System
CCTR	Child Care Tax Rebate
CDEP	Community Development Employment Projects
CDP	Capital Development Pool
CEO	Chief Executive Officer

CEBs	Community Employment Brokers
CFA	Committee on Freedom of Association
CGS	Commonwealth Grant Scheme
COAG	Council of Australian Governments
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CWC	Community Work Coordinator
DEEWR	Department of Education, Employment and Workplace Relations
DEN	Disability Employment Network
DER	Digital Education Revolution
DEST	Department of Education, Science and Training (former)
DEWR	Department of Employment and Workplace Relations (former)
DIISR	Department of Innovation, Industry, Science and Research
DISC	DEEWR Implementation Subcommittee
DFRT	Defence Force Remuneration Tribunal
DSP	Disability Support Pension
ECKSEP	Endeavour Cheung Kong Student Exchange Program
EDDP	Employer Demand Demonstration Projects
EdEP	Education Entry Payment
EEP	Employment Entry Payment
EFTSL	Equivalent Full-time Student Loan
EIEI	Emerging Indigenous Entrepreneurs Initiative
EIF	Education Investment Fund
ELICOS	English Language Intensive Courses for Overseas Students
EMS	Environmental Management Systems
ESEP	Endeavour Student Exchange Program
ESOS	Education Services for Overseas Students
EST	Education, Science and Training
EWR	Employment and Workplace Relations
FaCSIA	Department of Family, Community Services and Indigenous Affairs
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1982</i>
FSC	Federal Safety Commissioner
GEERS	General Employee Entitlements and Redundancy Scheme
GST	Goods and Services Tax
GTOs	Group Training Organisations
HECS	Higher Education Contribution Scheme
HEEF	Higher Education Endowment Fund
HELP	Higher Education Loan Programme
HESA	Higher Education Support Act 2003
HEWRR	Higher Education Workplace Relations Requirement
HLS	Harvest Labour Services
HSMA	Health and Safety Management Arrangements
IAF	Institution Assessment Framework
IAR&CDS	Indigenous Australian Recruitment and Career Development Strategy
ICAS	Indigenous Capital Assistance Scheme
ICT	Information and Communication Technology

IEP	Indigenous Employment Program
IGA	Intergovernmental Agreement
ILAC	International Labour Affairs Committee
ILO	International Labour Organization
IPMS	Individual Performance Management System
ISC	Industry Skills Councils
ISca	Intensive Support customised assistance
ISP	Indigenous Support Program
IT	Information Technology
ITEAs	Individual Transitional Employment Agreements
IYEC	Indigenous Youth Employment Consultants
IYLP	Indigenous Youth Leadership Program
IYMP	Indigenous Youth Mobility Program
JETCCFA	Jobs, Education and Training Child Care Fee Assistance
JPET	Job Placement, Employment and Training (programme)
JRA	Job Requirements Approach
JSCI	Job Seeker Classification Instrument
JWG	Joint Working Group
LNSLN	Literacy, Numeracy and Special Learning Needs Program
LTPF	Learning and Teaching Performance Fund
MAA	Mature Age Allowance
MAIS	Mature Age Industry Strategies
MCEETYA	Ministerial Council on Education, Employment, Training and Youth Affairs
MCVTE	Ministerial Council for Vocational and Technical Education
MIP	Market Information Package
MLR	marriage-like relationships
MODL	Migration Occupations in Demand List
MoG	Machinery of Government
MoU	Memorandum of Understanding
NARA	National Audit and Registration Authority
NCAC	National Childcare Accreditation Council
NCVER	National Centre for Vocational Education Research
NDS	National Disability Services
NEIS	New Enterprise Incentive Scheme
NES	National Employment Standards
NGP	National Governance Protocols
NQC	National Quality Council
NSA	Newstart Allowance
NSNL	National Skills Needs List
NSW IRC	NSW Industrial Relations Commission
NTER	Northern Territory Emergency Response
NWRCC	National Workplace Relations Consultative Council
OECD	Organisation for Economic Co-operation and Development
OECECC	Office of Early Childhood Education and Child Care
OFSC	Office of the Federal Safety Commissioner
OHS	Occupational health and safety
PA	Partner Allowance
PAS	Performance Agreement System

PAWG	Productivity Agenda Working Group
PAYG	Pay As You Go
PBS	Portfolio Budget Statements
PDF	Portable Document Format
PDMS	Parliamentary Document Management System
PES	Pensioner Education Supplement
PIAAC	Program for the International Assessment of Adult Competencies
PISA	Program for International Student Assessment
PM&C	Department of Prime Minister and Cabinet
PMS	Performance Management System
PPM	Post-Program Monitoring
PSP	Personal Support Programme
PSPI	Parent School Partnership Initiative
RAPs	Reconciliation Action Plans
RED	Research and Evaluation Dataset
REDI	Resilience, Education and Drug Information
RTOs	Registered Training Organisations
SEESA	Special Employee Entitlements Scheme for Ansett Group Employees
SES	Senior Executive Service
SLP	School Languages Program
SMIP	Strategic Management of Information Plan
SPP	Specific Purpose Payment
STEP	Structured Training and Employment Projects
STEP ERS	Structured Training and Employment Projects and Employment Related Services
STICs	Skills and Training Information Centres
SWS	Supported Wage System
TAFE	Technical and Further Education
TILA	Transition to Independent Living Allowance
TRA	Trades Recognition Australia
TWU	Transport Workers Union
UA	Utility Allowance
UMAP	University Mobility in Asia and the Pacific
VET	Vocational education and training
VRS	Vocational Rehabilitation Services
VSU	Voluntary Student Unionism
WEP	Work Experience Placement
WfD	Work for the Dole
WHO	World Health Organization
WRMC	Workplace Relations Ministers' Council
WRP	Workplace Reform Programme
YA	Youth Allowance
YA(o)	Youth Allowance (other)

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