

PART THREE

**STATUTORY
REPORTING
REQUIREMENTS**

STATUTORY REPORTING REQUIREMENTS

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PARTICIPATIVE WORK PRACTICES

Defence continued its commitment to participative work practices during 1998-99.

Civilian

In May 1998 the Australian Industrial Relations Commission certified the *Defence Employees Industrial Agreement 1998-99* between the Department and its civilian staff covering terms and conditions of employment until October 1999.

Under the terms of the agreement, the department provided mechanisms for effective communication and consultations with its employees. Departmental Managers consult with their employees or representatives at a workplace level on a regular basis regarding matters that impact on their employment.

Consultation at a national level takes place through the National Workplace Relations Committee. The committee comprises senior departmental representatives, including ADF representatives, and employee representatives.

The improved conditions provided under the civilian agreement have enhanced the administration of civilian employees. Successor arrangements to the agreement, which expires in October 1999, are being developed.

Military

The ADF workplace arrangement was endorsed by the Defence Force Remuneration Tribunal in October 1997 with a formal expiry date of April 1999 and it remains in force until a successor arrangement is endorsed.

Although ADF members are not subject to the *Public Service Act 1922*, the department commenced consultations during the reporting period with members of the ADF regarding the development of revised remuneration and conditions of service arrangements. Individual and group responses covering some 25,000 ADF members have subsequently been received.

LEGISLATION / REGULATIONS IMPACTING ON BUSINESS

During 1998-99, no new Defence legislation or regulations, or amendments to existing legislation or regulations, had any direct or significant indirect impact on business or acted to restrict competition. No regulation impact statements were required to be submitted.

OCCUPATIONAL HEALTH AND SAFETY

In the publication, *Defence Our Priorities*, the Defence Executive set as a key objective the improvement of safety management throughout Defence. In response to that challenge the Head Defence Personnel Executive instituted a review of the management of safety in Defence and in March 1999, approved the formation of the Defence Safety Management Agency to replace the Directorate of Defence Occupational Health and Safety.

On 13 July 1999 the Defence Safety Management Agency was officially launched by Mr Paul Barratt AO, Secretary to the Department of Defence. The Secretary linked the launch of the agency to the Defence Executive human resource strategy *Defence Our People* published in June 1999, emphasising his commitment, and that of the Chief of the Defence Force, to strengthening the safety performance of Defence.

The Defence Safety Management Agency has established a team of group safety advisers within individual Groups to assist in understanding and managing occupational health and safety responsibilities and to promote relevant services, tools and products.

Occupational Health and Safety Policy

The *Defence Occupational Health and Safety Statement* has been re-drafted to reflect the Defence Executive's renewed commitment to improving occupational health and safety management in Defence.

The integrated *Defence Occupational Health and Safety Manual* was published in September 1998 to replace the *Departmental Occupational Health and Safety Manual* and various Defence Instructions (General). 1700 hard copies of manual have been distributed throughout the Defence and access is also available on the Defence intranet and the Defence Manager's Toolbox. In early 1999, additional policies were included on the following subjects:

- management of risks associated with plant;
- asbestos;
- synthetic mineral fibres;
- manual handling;
- laboratory safety;
- occupational overuse syndrome; and
- occupational first aid.

During 1998-99, additional policies were produced and circulated for comment on risk management, the notification and reporting of accidents/incidents and composite fibres. The policy on the implementation within the ADF and the Department of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* has been redrafted. Extensive amendments have also been completed for the ADF publication, *Aircraft Accident Occupational Health and Safety Manual*. In May 1999, the booklet *Military Aircraft Accident Sites – Safety Guidelines for Emergency Services Personnel* was also reprinted and 2000 copies were issued.

Workplace Arrangements

The Defence Occupational Health and Safety Consultative Committee, involving Defence Groups and interested unions, is the peak consultative committee which deals with civilian occupational health and safety policy matters. The committee met twice during 1998-99.

Following the significant organisational changes flowing from the Defence Reform Program, the Directorate of Defence Occupational Health and Safety reviewed the structure and function of occupational health and safety committees, designated work groups and the election and training of health and safety representatives. The review identified some areas needing guidance and training, to be managed by the Defence Corporate Support Group, while most arrangements were found to be functioning efficiently and effectively.

Training

Occupational health and safety training modules were redeveloped in 1998-99. The new combined three-day course workplace safety management was specifically designed for supervisors, commanders and managers to meet occupational health and safety competencies contained in the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 (1994)]*. The revised one-day managing health and safety in the workplace course was designed for individuals in management positions.

A pilot defence radiation protection officer course was developed in conjunction with the Australian Defence Force Academy to meet core competencies determined in conjunction with the Joint Education and Training Group. The Directorate of Defence Occupational Health and Safety, in conjunction with the Australian Defence Force Academy, conducted two Defence laser safety officer courses and, in conjunction with Telstra Learning, two radio frequency radiation measurement officer courses.

Defcare Automated Management Systems

The integrated occupational health and safety, compensation and rehabilitation management information system for Defence, known as Defcare, was further enhanced during 1998-99 with an intranet version developed for release in July 1999. The site contains a comprehensive suite of on-line safety systems and tools, to assist Defence in meeting its duty of care, including:

- *Chemwatch*, the material safety data sheets and chemical management system;
- an electronic risk score calculator;
- an occupational health and safety incident recording system;
- a statistical reporting system;
- a workplace hazard management system;
- a workplace inspection and audit tools; and
- a health and safety reference library.

Asbestos Exposure Evaluation Scheme

The asbestos exposure evaluation scheme provides for the health assessment, counselling and, if necessary, testing for employees and ex-employees in Defence who may have been exposed to asbestos during their employment. During the year, 302 services were provided by Health Services Australia to persons who accessed the scheme, at a cost to Defence of \$52,332. The service agreement between Defence and Health Services Australia for the management of the asbestos exposure evaluation scheme has been renewed for 1999-2000.

Chemical Database

In December 1998, Defence invited suppliers to tender for the provision of a material safety data sheet and chemical management system. In March 1999 Ucorp Pty Ltd trading as Chemwatch was selected, replacing the Infosafe system supplied by Acohs Pty Ltd. The system commenced operation in Defence on 1 July 1999.

Joint Special Licence for Defence to Operate Plant

Defence has been granted a joint special licence to operate plant according to the requirements under regulations issued by the Safety Rehabilitation and Compensation Commission. The regulations require that regular maintenance and testing inspections are being carried out on all plant and that records of maintenance inspections are kept.

Deployable OHS

A Chemical Assessment and Hazard Audit Team was deployed to Bougainville in January 1999 to assist the Peace Monitoring Group involved in Operation Bel Isi. The team assessed the risks associated with the location of the Peace Monitoring Group at Loloho, an area containing deteriorating stores of chemicals left over from mining operations in the 1980s. The management and administrative controls utilised by the group were judged to be largely effective.

Australian Radiation Protection and Nuclear Safety Act 1999

The Directorate of Defence Occupational Health and Safety has invested considerable time and effort working with the *Australian Radiation Protection and Nuclear Safety Agency* on the drafting of the Act to ensure Defence compliance. The Act simplifies radiation safety management within Defence by standardising state and territory radiation safety practices.

Notification And Reporting Of Serious Injuries And Dangerous Occurrences

In accordance with regulations to the *Occupational Health and Safety (Commonwealth Employment) Act 1991*, Defence is required to notify Comcare, within specified times, of specified accidents and incidents. These notifications are to be followed up with a report to Comcare within 28 days of the accident or incident. In 1998-99, there were 190 civilian and 1,596 military notifications made to Comcare. This is a total of 1,786 notifications compared to 1900 in 1997-98. In addition, there was a total of 588 reports made to Comcare up until 1 January 1999, when the requirement to submit reports to Comcare ceased.

Investigations Conducted during the Year

There were 26 planned investigations and 44 'reactive' investigations conducted by Comcare during the year compared to nine planned and 31 reactive investigations in 1997-98. This included investigations and audits commissioned by Comcare and audits requested by units or establishments.

Notices

In 1998-99, eight provisional improvement notices were issued by health and safety representatives. There was one prohibition notice issued by Comcare, two directions 'not to disturb' and two notices to remove plant or substances.

FREEDOM OF INFORMATION SECTION 8 STATEMENT

Section 8 of the *Freedom of Information Act 1982* (FOI Act) requires each Commonwealth agency to publish information about the way it is organised, its functions, the decision making and other powers it has that affect the public, arrangements for public participation in the work of the agency, and the categories of documents that are held by the agency and how these can be accessed by the public.

Information about the structure of the Defence organisation can be found in the *1998-99 Organisational Structure* section in Part One of this report, while organisational functions are explained by Group in Part Two. The remainder of the information required to be published in the annual report is set out below.

In addition to the procedures of the FOI Act, other less formal avenues exist for accessing information from Defence. Examples of information available are under *Categories of Documents Maintained* later in this statement, while access details within Defence are at the end of the statement. Contact points for inquiries are located in all states and territories.

FOI Procedures and Initial Contact Points

A request for access to documents under the FOI Act must be made in writing and provide such information concerning the documents as is reasonably necessary to enable a responsible officer of the Department of Defence to identify them. The request must be accompanied by a \$30 application fee (unless the fee is not required or it has been remitted by the Department) and should include a telephone number and a return address by which the applicant can be contacted. Requests may be sent by post or delivered to an officer of the Department at the address of the central office (in Canberra - see below) or any regional office of the Department specified in a current telephone directory. The following address is preferable:

Freedom of Information Section
Defence Legal Office – Canberra
(R8 1-013)
Department of Defence
CANBERRA ACT 2600.

Advice about making a request under the FOI Act may be obtained by telephoning the FOI Section on (02) 6265 3683 or (02) 6265 1305 or by facsimile on (02) 6265 1270. Applicants seeking access to documents may be liable to pay charges at rates prescribed by the Freedom of Information (Fees and Charges) Regulations.

Authorised FOI Decision-Makers

The authority to disclose documents is held widely throughout the Department and the ADF at Director level (Senior Officer Grade A or B and Colonel or equivalent rank) and above.

The occupants of positions classified as Band 1 or higher in the Senior Executive Service of the Australian Public Service and the occupants of positions classified at Brigadier (or equivalent) or higher rank are authorised to refuse requests for access to documents under the FOI Act.

Authority to make decisions of other kinds under the freedom of information legislation, for example, the power to impose charges on applicants, has also been granted to appropriate officers. Details can be obtained from the FOI Section (see above).

Decision-Making and Other Powers Affecting the Public

Reference may be made to the fold-out organisation chart found at the end of this report when reading this section. It should be noted that many powers invested in the specific positions described in this section may be delegated formally to subordinate officers.

Chief of Navy

May declare by notice in the Commonwealth of Australia Gazette an area in or adjacent to Australia to be a firing area; may make orders and give instructions in relation to canteens and clubs for members of the Navy; may grant to a person a licence to trade in a naval establishment.

Maritime Commander Australia

May make decisions relating to public access to naval ships and military (Navy) areas; may provide assistance to civilian authorities in disaster relief or rescue situations; may make public comment in relation to visiting naval forces or ships; convenes courts martial which may involve the summoning of civilian witnesses; provides Defence Assistance to the Civil Community when not managed by the commanding officer of the area.

Commander Training - Navy

May make decisions relating to public access to naval establishments and military (Navy) areas; may provide assistance to civilian authorities in disaster relief or rescue situations; may make public comment in relation to visiting naval forces or ships; convenes courts martial which may involve the summoning of civilian witnesses; provides Defence Aid to the Civil Community when not managed by the commanding officer of the area.

Chief of Army

May prescribe conditions for entry to the Army; place the names of officers and former officers on the retired list, grant them military title and authorise the wearing of uniforms and insignia by such persons; determine who shall be employed, reside or stay in any military establishment; approve the possession, sale, supply and consumption of intoxicating liquor at a gathering of members of the Army and their guests; and order the sale or destruction of unclaimed property held in Army establishments or stores.

Land Commander Australia

May make decisions relating to public access to military (Army) areas; selects private, state or Commonwealth property for training exercises; provides Defence Assistance to the Civil Community as directed by the Commander Australian Theatre or Defence Headquarters; may release Army personnel information; may approve local hire or lease of Army property; and may impose constraints on Army personnel which impinge on public enterprise.

Commander Training Command

May authorise the provision of Defence Assistance to the Civil Community by any of the schools, colleges or training establishments and release information from the records of any member and ex-member who has undergone training by the Command.

Chief of Air Force

Has the power to determine the conditions for the appointment of officers and airmen to the Royal Australian Air Force.

Air Commander Australia

Provides Defence Assistance to the Civil Community and may summon civilian witnesses to attend Air Force courts martial.

Commander Support Australia

Has authority to issue invitations to register interest and requests for tender, to evaluate tenders and recommend source selection for minor capital equipment; authority to approve Defence Assistance to the Civil Community; and may summon civilian witnesses to attend disciplinary tribunals.

Head Joint Education and Training

Has the authority to issue invitations to register interest and requests for tender, to evaluate tenders and to recommend or approve source selection.

Defence Personnel Executive Group

The Defence Personnel Executive develops ADF and civilian personnel policies and practices and provides personnel support services, including accountability for agreed objectives and enabling services. The Defence Personnel Executive also conducts ADF recruiting and provides ADF health services.

The Executive sub-Group provides support to the Head, Defence Personnel Executive and policy analysis and advice relating to Military Superannuation and Compensation and Occupational Health and Safety, and administers the office of the Assistant Chief of the Defence Force -Reserves.

The Personnel Policy sub-Group develops personnel management policies and industrial relations policies for all Defence personnel. It also recruits members for the Services (both Regular and Reserve) whilst providing a framework for management and development of personnel to meet current and future requirements and staffing in accordance with Defence priorities and requirements of the Secretary and Service Chiefs.

- Powers that may affect members of the public include delegations held by senior psychologists to allow the release of information from individual psychological records.

The Personnel Management sub-Group provides the framework for the administration of personnel, including pay and personnel systems, Service career management including postings and promotions, family support services, civilian recruiting for the Department, and complaints resolution services.

- Powers affecting members of the public. The Director General's Career Management (Navy/Army/Air Force) may authorise the release of serving and former members' military history.
- Delegations are held by supervising staff in pay areas for write-off of irrecoverable revenue, debts and overpayments or amounts uneconomical to recover; and may allow an amount payable to the Commonwealth to be paid in instalments.

The Defence Health Services sub-Group formulates policy and strategies and provides an integrated health service for the ADF.

- The Director-General Health Services may authorise the release of serving and former member's medical and dental records.

Deputy Secretary Acquisition

Has the authority to determine method of procurement and approve contracts for major capital equipment.

First Assistant Secretary Capital Equipment

Has the authority to conduct independent reviews of tender evaluation reports and to recommend to Deputy Secretary Acquisition a preferred source of supply for major capital equipment projects, and to approve screening and short-listing of tenders.

Heads of Systems Acquisition (Electronic Systems), Systems Acquisition (Maritime and Ground) and Systems Acquisition (Aerospace)

Have the authority to issue invitations to register interest and requests for tender, to evaluate tenders and to recommend source selection for major capital equipment. In specific cases, have the authority to determine the method of procurement and approve major capital equipment contracts.

Head Industry & Procurement Infrastructure

Has the authority to issue approvals to export certain defence equipment and goods with dual civil and military applications; to accept tenders and quotation recommendations for the purchase of supplies and services; and, on behalf of Defence, to accredit suppliers' quality systems.

Head Defence Estate

Has authority to determine the method of procurement, issue invitations to register interest and requests for tender, evaluate tenders, recommend source selection and approve contracts for capital facilities, property transactions, facilities operations and the purchase of services.

Head Defence Corporate Support

Has authority to provide Defence Assistance to the Civil Community; control public access to military areas; approve the loan, hire or purchase of Defence stores and equipment and, in defined cases, determine the method of procurement; issue invitations to register interest and requests for tender; evaluate tenders and recommend or approve sourcing; issue period contracts; and grant remission of fees and impose charges payable under the freedom of information legislation.

In accordance with an arrangement made between the Department of Defence and the National Archives of Australia pursuant to section 35 of the *Archives Act 1983*, the Director Classified Archival Records Review provides advice to the Director-General National Archives of Australia specifying which matter, if any, contained in classified Defence archival records is considered to be exempt under sections 33(a) and (b) of the Act. Such advice is generated in the course of the Department's continuing program of clearing classified archival records for public release or in response to requests from members of the public for access to such records (pursuant to section 35 or 40, respectively, of the Act).

First Assistant Secretary Resources and Financial Programs

Determines the rates of charge for the use of departmental stores and services: determines, in association with the Department of Finance and Administration, the costs to be recovered in respect of Defence Assistance to the Civil Community; accepts the insurable risk in respect of ADF activities and stores on loan to the Department of Defence; may write-off irrecoverable revenue, debts and overpayments or amounts uneconomical to recover; and may allow an amount payable to the Commonwealth to be paid in instalments.

Arrangements for Outside Participation

National Workplace Relations Committee

The committee was established under the *Defence Employees Industrial Agreement 1998-99* to deal with a wide range of employment matters affecting Defence civilian employees. Involves representatives of departmental employees who may be union representatives.

Joint Consultative Committee

The committee was established under the Department of Defence (Commonwealth of Australia) West Malaysia Employees Agreement 1970 to negotiate and discuss matters relating to rates of pay and conditions of employment for locally-engaged civilians working at RAAF Support Unit, Butterworth. Involves representatives of Departmental employees who may be union representatives.

Defence Force Health Consultative Group

The role of the group is to establish, at senior level, formal liaison between the Department of Defence and appropriate civilian authorities and to provide advice on medical and health issues which have relevance to the Department. The group consists of the Surgeon General ADF and representatives from other departments and professional bodies, including the Australian Medical and Dental Associations.

Australian Defence Medical Ethics Committee

The committee was formed to consider and monitor the ethical implications of biomedical research within Defence. The committee consists of a laywoman and layman not associated with the ADF, a minister of religion, a lawyer, a medical graduate with research experience and a chairperson with research experience.

National Consultative Group of Service Families

The group was established in 1987 with the purpose of improving the quality of life for Service families by providing a forum for expressing views, for reporting and making recommendations to the Chief of the Defence Force and for influencing policy that affects them.

Citizens in Support of Reserve Forces (Trust) Fund

The group was established through a Trust Deed approved by the Minister. In recent times the work of the trust has been almost exclusively to provide financial support for the Prince of Wales Award. There are four external trustees.

Defence Reserves Support Committee

The committee aims to promote the benefits of reserve service to the community. As well as spreading the word informally about reserve service, the committee sponsors a number of specific activities to encourage business support.

Woomera Consultative Committee

The committee advises the Department of Defence on matters relating to the management of Woomera and includes representatives from the Department of Defence, the United States Air Force and the Woomera Board, which comprises appointed and elected residents of Woomera.

Shoalwater Bay Training Area Environmental Advisory Committee

The committee provides advice on environmental matters relating to the Shoalwater Bay Training Area, and includes representatives from the Department of Defence and local community and business organisations.

Categories of Documents Maintained

Documents Available as Part of a Public Register and Subject to a Fee or Other Charge

- Oceanographic data (copies of original survey documents, and hydrographic and oceanographic data held by the Navy on computer file).

Documents Available for Purchase by the Public

- Aeronautical information (Annual Flying Safety Calendar); aeronautical maps and charts; supplements and planning documents; aerial photographs.
- Defence cataloguing handbooks and information.
- Defence Annual Report, Defence Corporate Plan, the Defence Portfolio and Additional Estimates Statements (and other Departmental material are on sale through the Australian Government Publishing Service).
- Draft and final Environmental Impact Statements (held by Defence Estate Group).
- Commercial Support Program Manual.
- Capital Equipment Manual and Defence Procurement Policy Manual (available for purchase in hard copy or free through the Defence Acquisition Website).
- Journals and magazines published by Service Colleges and schools.
- Service newspapers (both the RAAF and RAN News may be bought individually or by annual subscription and the Army News by annual subscription).
- Tide tables (Australian national tide tables; navigational charts and publications, available for purchase either through appointed chart agents or direct from the Hydrographic Office in Wollongong by mail order).

Documents Free of Charge to the Public upon Request

The Department holds a wide range of such material including, for instance, information on or in the nature of:

- academic calendars and prospectuses (for the Service colleges);
- the *Defence Force Journal*;
- information about the Defence Force Retirement and Death Benefits Scheme and the Military Superannuation and Benefits Scheme;
- Defence Science and Technology Organisation information and activities brochures and booklets, research news and industry brief newsletters, selected technical reports, technical and research press releases, videos on projects and lectures given to professional and public institutions;
- flying and ground safety (the Air Force makes magazines on these subjects available to some professional organisations);
- a range of pamphlets and booklets, produced by Emergency Management Australia for distribution through state and territory emergency services, on natural and man-made disasters and civil defence as well as training manuals, films and cassettes. Both Emergency Management Australia's headquarters and the Australian Emergency Management Institute maintain film and cassette libraries for use by schools and colleges. Particulars of courses, notes for trainers, course handouts and proceedings of seminars are also available from the institute;
- notices to mariners (the Navy issues such notices, which contain hydrographic advice

to correct navigational charts and documents and detailed information of exercises and firings);

- Defence Community Organisation provides a range of booklets and brochures;
- recruitment pamphlets, brochures and video media, the 'Career Explorer' computer software program on ADF career options, and Internet home page on ADF career options.
- organisational material (functional statements, organisation charts and duty statements);
- procurement policy and procedural guides, contract templates and Defence industry statements;
- public relations materials;
- transcripts of public seminars conducted by the Department;
- speeches by the Ministers;
- technical material (including technical details of obsolete and selected current equipment; unclassified technical reports and Defence (Australia) Standards);
- personnel documentation and records including medical records; and
- pamphlets and brochures on graduate programs in Defence for civilians and the civilian graduate careers page on the Internet.

Other Documents

The Department maintains records in various forms and locations relating to the functions of the Defence organisation. Records are retained for varying periods, depending on their administrative and historical value, and are disposed of in accordance with standards and practices approved by Australian Archives. Some particular categories of documents held are:

- arrangements with other Commonwealth agencies and with state and territory governments and agencies;
- accounting records;
- Cabinet documents (including submissions and promulgation of decisions);
- committee records;
- conditions of service (including documents relating to compensation other than personal injury and financial conditions relating to overseas service);
- contractual documents, requests for tender documents and industry study reports;
- Departmental instructions, circulars and reference books;
- industrial matters (including agenda and minutes of meetings of various industrial committees and councils, and occupational safety and health committees, and policy on industrial practices within the Department of Defence);
- guidelines held in electronic form by the Directorate of Classified Archival Records Review which are used in determining which matter, if any, contained in classified Defence archival records is exempt under sections 33(1)(a) and (b) of the *Archives Act 1983* from public access. New guidelines are created, or existing ones revised or abolished, progressively, as the need arises;
- intelligence reports;
- international agreements and arrangements held in a Register of Agreements;

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- personal documentation (for example, recruitment-enlistment, selection for promotion documents and those of a medical and psychological nature);
- personnel documentation and records, including medical records;
- press cuttings;
- documents concerning quality assurance;
- technical publications (relating to maintenance of ADF materiel, and drawings, specifications and standards relating to ships, aircraft and other equipment in use); and
- working papers (internal working papers are maintained throughout the organisation on a wide range of policy, technical and administrative subjects).

Facilities for Accessing Documents

The following areas within the Department maintain access points at which information about their activities is available:

Australian Emergency Management Institute

The Director
Australian Emergency Management Institute
MACEDON VIC 3440
Tel: (Information Officer) (03) 5421 5234

Emergency Management Australia

Manager, International Decade for Natural Disaster Reduction
Emergency Management Australia
PO Box 1020
DICKSON ACT 2602
Tel: (02) 6266 5408

Defence Science and Technology Organisation

Manager
Corporate Communications
Defence Science and Technology Organisation
Department of Defence
CANBERRA ACT 2600
Tel: (02) 6265 7914

Industry & Procurement Infrastructure

Director Planning and Coordination
Industry and Procurement Infrastructure Division
Department of Defence
CANBERRA ACT 2600

Public Affairs

Department of Defence
CANBERRA ACT 2600
Tel: (02) 6265 2999

Defence Publishing

Director Defence Publishing Service
Department of Defence
CANBERRA ACT 2600
Tel: (02) 6265 6007

LIST OF DISCRETIONARY GRANTS

The Minister for Defence approved the following grants for 1998-99.

Grant to the Royal United Services Institute of Australia

The grant to the institute was established in 1974 and provides assistance in publishing Defence articles in its biennial journal and in sponsoring lectures and seminars on strategic and Defence issues. The grant also provides for the maintenance of a secretariat.

Grant for Australian Military History Research

The grant was established in 1993-94 to provide financial assistance for research into the role Army has played in the development of the nation. The grant is administered by the Army History Directorate through the Army Military History Projects Committee. Over the life of the program 64 research grants have been awarded varying in cost from \$500 to \$14,500.

Grant to the Strategic and Defence Studies Centre at the Australian National University

The purpose of the grant was to encourage independent research into , and analysis of, defence and security issues relevant to Australia and to encourage public debate on defence issues. The centre also provided a centre of expertise upon which Defence could draw. At this stage it is not envisaged that Defence will provide further discretionary grants to the centre.

Grant to the Defence Family Support Program

This program commenced in 1989-90, but the program was not funded as a discretionary grant until 1997-98. The program provides funds to support projects and services initiated by Defence families. Grants are also available to existing groups in the community composed of, or benefiting, Defence families.

Table 3.4.1: List of Discretionary Grants

	1998-99 Payments \$m	1999-2000 Estimate \$m	2000-01 Estimate \$m	2001-02 Estimate \$m	2002-03 Estimate \$m
Royal United Services Institute of Australia	0.077	0.088	0.088	0.088	0.088
Australian Military History Research	0.049	0.050	0.050	0.050	0.050
Strategic and Defence Studies Centre, Australian National University	0.136	0	0	0	0
Defence Family Support Program	1.212	1.250	1.250	1.250	1.250
Total	1.474	1.388	1.388	1.388	1.388

EXTERNAL CONSULTANTS

In 1998-99 consultants were engaged by Defence in the following areas:

Communications	Recruitment/Selection
Computing	Research
Conducting Surveys	Review/Advisory
Environment/Ecology	Reviewing Tenders
Facilities and property	Scientific
Health/Fitness	Scribe Services
Legal/Accounting	Teaching/Lecturing/Training
Manpower and Conditions	Technical/Engineering
Public Relations/Photographic	

The following table provides the total expenditure for consultancy services by Defence Groups during 1998-99.

Table 3.5.1: Summary of Consultancies by Groups – 1998-99

Groups	Number of consultancies	Expenditure in 1998-99 \$
Defence Headquarters	28	985,594
Navy	2	334,751
Army	29	456,667
Air Force	3	109,822
Intelligence	8	163,886
Support Command	53	4,415,112
Joint Education and Training	36	880,515
Defence Personnel Executive	77	2,356,132
Acquisition	46	3,195,301
Science and Technology	38	476,465
Defence Estate	5	68,031
Corporate Information	16	3,411,990
Defence Corporate Support	1	51,700
Finance and Inspector-General	9	214,903
Total	342	16,817,921

The following table provides detail on consultancy services utilised by Defence Groups during 1998-99 that were in excess of \$2,000.

Defence Headquarters

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid \$</i>
CDM IITS Internet & IT Security	HQAUST site IT vulnerability assessment	6,000
COMTE Consulting	Advice to Defence Executive on industry perspectives and high level change management	76,800
Disney-Howe Associates	Discussion paper on industry involvement in CDAF	20,000
Ecostructure	Development of scenario planning skills	6,127
Hardin Tibbs	Identify strategic decisions	15,000
Kinhill Engineers	Progress payment for development of market survey database	16,800
Kinhill Engineers	The identification and removal/reduction of constraints on the deployment of contractors in support of ADF operations	243,225
KPMG	Critical infrastructure for defence vulnerability assessments & risk matrix	61,107
KPMG Information Solutions	As Above	73,600
Mark Leahy Training & Management	IND DEF 98 analysis, ongoing civilian/military liaison and planning	9,360
Mercadier	Draft capability proposal land 125 phase 2	6,000
Mr D.B Cotton	Worldwide perspective presentation to Defence Executive	10,463
Paul Dibb & Associates	Briefings and advice on strategic futures	25,770
Product Life Cycle Management	Develop database for Project Land 125	2,200
SMS Consulting Group	Produce scoping papers and business case and elementary methodology to map industry support capabilities	96,900
The Value Creation Group	Advice and assistance to the improving DHQ project	84,400
The Value Creation Group	Review of IP division	111,507
World Competitive Practices	Advice to Defence Executive on industry perspectives and high level change management	108,523

Navy

Maritime Safety Management	Quality management	38,480
Sullanne	Professional consultancy services - project manager	296,271

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Army

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Allan Platcher and Associates	ABC software analysis	45,579
Allan Platcher and Associates	Review costing methodology for armoured vehicles	10,800
Aspect Computing	AMPTC migration of data Access 2 to Access97	3,400
C&B Consulting Group	FIGUD Survey	2,500
CDM	On site consultancy support for establishment of prototype regional training centre at Enoggera	90,360
Connell Wagner	Design sewerage system (two consultancies)	43,420
Connexions Group	Lotus notes issue management for HQ TRG command and CATDC	11,017
CSC Australia	Training requirements studies	70,200
Kriegspiel Developments	Software engineering consultancy	42,700
Mavor	Operation analysis services	21,800
Pacific Rim Technology		37,425
Remote Rural Resources	Cultural awareness training	5,815
Soil Engineering Services	Soils investigation	4,730
UNIQ Professional Services	Conduct systems administration, configuration and documentation audit of computer systems for HQTC-A and units under command	21,375
Viv Morgan & Associates	SASR relocation study	32,912

Air Force

Air Services Australia	Revision of contact between RAAF and Air Services Australia: Darwin air traffic	22,412
Fisher Stewart	Point Cook business feasibility study	26,000
Hewlett-Packard Australia	Restore unix server configurations	61,410

Intelligence

Digital Equipment Corporation		16,159
Ernst & Young	Development of professional profiles for DIO/AIO	45,000
Mercadier	Logistics consultancy	28,295
MR Benjamin Lans	Review of technical policy	9,800
Palm Management	Review capability development plan and people development plan	8,800
Saville & Holdsworth Australia	Job analysis and aptitude testing	21,264
Technology Australasia	Provide specialist technical assistance	15,819
Tom Hayes and Associates	Review the professional, technical & information technology career development & management in DSD	18,750

Support Command

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Andersen Contracting	Maritime Defence design study	22,106
Aspect Computing	Y2K remediation	313,613
Asset Services	Redesign an entrance	26,771
Azimuth Consulting (ACT)	Advice on service level agreements	25,680
BHP Information Technology	Y2K remediation (two consultancies)	60,717
Cogent Business Solutions	Design a statement of requirements	4,400
CSC Australia	Y2K remediation	756,429
Dames & Moore	Advice on baseline	26,978
Dawson Consulting	Advice on storage systems	35,000
Eden Technology	Advice on preparatory project	50,782
Ernst & Young	In house option feasibility study	47,039
Gardner Cooper & Associates	Advice on business processes	5,000
GEAC Computers	Y2K remediations	21,200
IBM Australia	Advice on logistics architecture, business improvement, logistic business mapping and IT training (five consultancies)	1,205,773
IBM Global Services Australia	Advice workshops	6,750
Keatsdale	Advice on F111 lot storage	35,848
Keatsdale	Facilitating business re-engineering	65,708
Kookaburra Business Imp Co	Audit support for quality systems	6,000
McMahon White & Associates	Upgrade software	5,870
MGSM	Advice on in house options	22,765
Mr G Macdonald	Install auto Q software	3,491
National Management Education	Risk management assessment	2,350
Nolan Norton & Co	Review of strategic communications	34,951
Paramedical Software Corp	Y2K remediation	63,000
Planbowl	Calibration and rationalisation	25,200
PricewaterhouseCoopers	Develop Defence inventory distribution system (three consultancies)	910,074
PricewaterhouseCoopers	Cost benefit analysis	93,284
PSI Consulting	Scoping study on OH&S	11,328
Rational Management	Advice on project management	67,200
Southmark Solutions	Maintain IT capability	4,680
Standards Ass Quality Assurance	Quality surveillance audit	3,844
System Documentation AUST	Conversion of RAAFPSA management system to hypertext markup language	18,000
Tallowillow Enterprises	Ship repair strategy	60,805
Total Logistics Management	Advice on equipment whole-of-life management system (two consultancies)	105,438
Transponder Technologies	Supply and fit a fuel scan system	6,850
Wizdom Australia	Advice on process development and business re-engineering (three consultancies)	250,710

Part Three

Joint Education and Training

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Accounts Department Barton	Institute of TAFE Identify competency standards required of Defence officers in the single service	8,860
AUST Competency Research Centre	As Above	26,580
Bayley and Associates	Revision of CBTA module public sector conditions of service	4,950
BCA Training and Development	Develop service competencies for Defence legal, medical/dental officers (ther consultancies)	79,056
BCA Training and Development	Scoping studies for competencies	10,400
Carole Lane and Associates	Review of the job training module on staff supervision and guidance	2,470
Chisholm Institute	Identify competency standards required of Defence officers	26,580
Competency Training Institute	Revision of communication skills courses	9,000
Coopers & Lybrand	Provide review of the Australian College of Defence and strategic studies	5,025
David J Foreman & Associates	Identifying and developing Defence officer joint competencies	57,261
Dorothy Outram & Associates	Revision of CBTA module policy development	3,000
Implementing Quality For VET	Review current training systems and requirements for endorsed training organisation	41,653
Implementing Quality For VET	QETO debrief sessions to HQTC-AF and HQTC-A	3,770
Industry Network Centre	Review of client service delivery	5,310
I & SK Pauza	Competency profiling of AOC	3,000
John L Bates & Associates	Review of government and the APS	3,000
Keatsdale	Initial study of ADF developmental and advanced rotary wing flying training	94,813
KPMG	Requirement in the Defence for strategic education (two consultancies)	145,103
Lynn Stuart & Associates	Review of core competency module, leading and facilitating	2,400
Meecham Enterprises	Prepare COSC agendum paper and update draft	36,320
New Focus Research	Determine the impact on recruiting of ADFA cadets	74,662
Paul Dibb & Associates	Review of the curricula of the JSSC and ACDSS	12,822
People & Strategy	Review the Graduate Development Program	27,140
Pioneer Education Training	Revision of writing for a purpose	2,400
Precision Consultancy	Develop training package quality auditing	29,680
PricewaterhouseCoopers	Consulting services review of the role of the ADFA	73,810

Joint Education and Training (cont)

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
SMS Consulting Group	To support the implementation of a project management methodology for the JET group	52,737
Viv Morgan & Associates	Development of a Defence logistics education and training policy (three consultancies)	31,652
Wilton & Wilton Project	Consultancy services on education policy	2,960

Defence Personnel Executive

Bayley And Associates	Evaluation of training package.	1,485
Cataylst Interactive	Develop DCATS computer system	86,000
Cogent Business Solutions	Chemical assessments and hazard audits	113,926
Cognos	Development of a software package and provide computer training courses	5,105
Contingency Planning	Facilitator of services for OH&S workshop	3,174
CPM Public Service And Merit	People management benchmarking study	32,500
Datacon Business Services	Database management system for the redeployment and redundancy section	3,750
Dzine Source Webpage And	Consultancy for web page	3,000
Eclectic Australia	Housing policy workshop	7,216
Ericsson Australia	Call centre technology services	1,600
Ernst & Young	Review of ADF central health records	43,376
HRM Consulting	Civilian management reporting pilot	29,120
IBM Australia	Consultancy services for PSIP project	44,248
IBM Australia	PMKEYS and service centre project	120,564
Infuse	Analysing research data (two consultancies)	46,259
Jane Harte Consulting	360 degree appraisal	67,872
Medimorphosis	Specialised service for dental database	4,538
Mercadier	Leading change workshops	30,602
Moreton Institute of TAFE	Providing training consulting services	13,000
Morgan & Banks	Facilitation of a national workshop on market testing	9,392
Mr C Hunt	Grievance investigation	4,400
Mr E Davis	Change management workshop	2,032
Mr G Kelly	Review the DPSA re provisions of amenities and facilities to the ADF (two consultancies)	95,573
Mr N Tanzer	Review of the military compensation scheme	107,500
National Recording Studios	Production of video 'Indigenous Australians'	10,000
New Focus Research	Research community attitudes towards careers in the Defence force with associated material (two consultancies)	156,173
Newmedia Corporation	Design and copyright of logo's for home search and DSC	7,600
P J Arthur & Associates	Tender documentation to Defence standards for various databases (two consultancies)	31,700

Part Three

Defence Personnel Executive (cont)

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
PricewaterhouseCoopers	High level review of the payroll and human resources systems	27,450
PricewaterhouseCoopers	Taxation consultant to the ADF	4,200
Professor K Taylor	Review of psychology organisation	17,900
Qualitative & Quantitative	ADFA review	50,000
Quality Assurance Services	Health services information system	3,732
Reengineering Australia	Change management – Defence service centre	40,425
Reengineering Australia	Consulting services on general change management, re-engagement, business case analysis	184,706
Roy Morgan Research Centre	Conduct ADF census	187,356
RTK Corporate Human Resources	DEFCARE rehabilitation software module (four consultancies)	57,640
SFC Consulting Services	Business case study of service centre	3,000
SFC Consulting Services	Services-establishment of service centre	38,253
Sigma Consultancy	Assistance at the HDPE symposium	2,108
Sigma Consultancy	Career decision support systems survey	81,072
Sigma Consultancy	Personnel research	30,500
Simsion Bowles & Associates	Re-engineering recruitment	13,500
Site-Safe	Redesign OHS training (two consultancies)	32,779
SMS Consulting Group	Review of strategy, structure & practices (three consultancies)	78,380
SMS Consulting Group	Providing general project management consulting and ADF relocations	112,268
Southern Cross Computing	Evaluate and manage technical systems	59,192
Southern Sydney Institute of TAFE	Training package on ADF/Indigenous Australian relationships	21,061
Tier Technologies (Australia)	Development of business case for Defence service centre project (three consultancies)	145,472
Turnbull Porter Novelli	Promotion of safety management	22,376
World Competitive Practices	Site methodology development at ADFA	20,000
World Competitive Practices	Review into policy and practices to deal with sexual harassment	12,000

Acquisition

AGC Woodward-Clyde	Fishermans Bend assessment of groundwater contamination and flow	47,849
Australian Government Solicitor	Contract advice	57,934
Ball Aerospace	Tender preparation and evaluation	118,402
Blake Dawson Waldron	Legal advice on loan	2,518
British Aerospace	Air 5323 Study	317,143
Codarra Advance Systems	TP progress tasks - C&I projects	105,143

Acquisition (cont)

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Computer Power	Develop acquisition management systems life cycle costing model (two consultancies)	241,534
Coopers & Lybrand	Review of admin function in DAO	16,200
SC Australia	Develop computer aided logistic system information pack	52,741
DPM Conferencing	Additional support for sea 98 conference	15,296
Ernst & Young	Program managers signoff	91,360
Falls Corporate Research	Conducting ESA division survey	15,000
Granheme	Implement safety management system - Huon	716,374
Griffith University	Instruction in PSM methodology (two consultancies)	64,000
Gutteridge Haskins & Davey	Assessment of Mulwala facility	27,830
IBM Australia	Scope to map IP flows	3,949
IBM Australia	Develop intellectual property flows	25,950
IBM Australia	Planning of stage 2 for BPR project	124,037
Interim Technology Solutions	Investigate cost of source selection decisions	18,141
John Moten & Associates	Represent DAO interests in the project ROMAN scoping study	28,800
Karl Currier	Engineering technical assistance	192,386
Ken Brown	Structural advice and Engineering support	52,653
KPMG	Cost investigation of claims on the Commonwealth under ASTA sale and purchase agreement	19,845
Mallesons Stephen Jaques Solic	Working group leader position	8,932
Monash University	conduct safe carriage of troops in vehicles	29,991
Mr Colin Bentley	PRINCE 2 implementation	3,000
N M Rothschild & Sons	Investigate company dispute	12,864
PricewaterhouseCoopers	Expenditure investigation into Defence related R&D	26,100
PricewaterhouseCoopers	Branch review and planning initiative	12,600
Simulinc	Accreditation of flight test data	28,055
Simulinc	Accreditation of B707 & C130 simulator	26,368
Software Engineering Australia	Contribution to Sea 99 conference	60,000
Software Improvements	Independent validation and verification	21,600
Sverdup Technologies	Project management	4,716
Tanner James Management	Assist in PRINCE 2 implementation	178,895
TDA Systems Engineering	Reports for operations and missions profiles	35,700
TDA Systems Engineering	Study of Defence's software engineering policy (two consultancies)	192,704
Technology Australasia	Implementing systems	45,782
Technology Australasia	Video conferencing study	48,659
Total Logistics Management	Change of scope for the ASLOGPAR project definition study	18,430

Part Three

Acquisition (cont)

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Uniquet Limited	Services associated with specifying and acquiring safety critical systems	64,315
Unisearch	Development of decision support tool	7,052
University Of South Australia	Study into benefits/penalties of applying systems engineering in major capital equipment acquisition	14,451

Science and Technology

Adacel Technologies Limited	Manned simulation consultancy services	18,750
AGEST	Super contribution for Faulkner	21,606
Alltech Communications	Manned simulation consultancy services	125,000
Booreea Rudd	Develop OH&S manual	2,774
Carson Group	Review and evaluate accommodation requirements	11,000
Curtin University Of Technology	Report on graphic database software rewrite	30,000
Deanmac Emergency Services	Emergency management	3,558
	Prepare emergency management plan	14,000
Dr David Warren	Historical information gathering	5,000
Dr Gordon Long	Consultancy review	29,800
Econnect	Media training for scientists	2,800
Gray, Mac Lean & Company	Evaluate and develop accommodation requirements	7,000
Hamra Management	Media training for scientists	3,150
JWEC Consulting	Development of executive leadership development program	27,398
KFPW	Review of site	2,400
Mark Coleman And Associates	Facilitate formulation of new strategic plan	14,500
McKenzie Associates	HR planning workshop	7,941
Metropolitan Fire Brigades	Fire protection audit	11,880
Mr D Faulkner	DSP data analysis and software development	10,288
NCS International	Quality management system certification triennial audit	1,900
PPK Environment & Infrastructure	Defence requirements for environmental clearance of research tasks, tests & trials	5,000
Risk Management Resources	Conduct hazard audit and report and recommend	35,000
Roy Morgan Research Centre	Industry survey DSTO/industry interactions	6,600
Ryder-Self Group	Develop SES/DSTO partnering agreement	7,063
Sicore International	Conduct research on DSTO communication with internal and external audiences for benchmarking and to ADI future planning	26,734
State Library Of Victoria	Establish, list & report on heritage items	10,634
VCorp Consulting	Technical & engineering services	21,600

Defence Estate

<i>Consultant Name</i>	<i>Purpose</i>	<i>Total Amount Paid</i> \$
Bowdens	Management strategy	5,500
Strategic Facility Services	Performance based specifications	25,450
Tracey Brunstrom & Hammond	DEO fraud risk review	30,826
Tracey Brunstrom & Hammond	Review of costs and overheads of delivering DEO Capital Projects	5,755

Defence Information Systems

Allan Platcher And Associates	Provide professional project management assistance and advice (three consultancies)	181,377
Ardent Software	Develop interface army TIMS and CLI0 databases	6,000
AUST Marine Technologies	Report on Defence embedded systems status	13,800
Australian Industry Group	Report on DIS base line funding	3,760
Business Planning Associates	Development and provision of financial management training	9,800
CSC (Australia)	Provide professional computing and project management assistance and advice (two consultancies)	2,688,945
Data Management Solutions	Statistic planning initiatives	349,794
Gutteridge Haskins & Davey	Provide professional technical services	39,712
Hewlett Packard	Project management and planning advice	30,000
John Moten & Associates	Business rules advice	6,750
KPMG Management Consulting	Project management and planning advice	43,634
Palm Management	Provide consultancy support for the production of the CI service charter	29,500
QAS Education & Training SVC	To assess ISS for (& provide annual registration) certification to ISO9001	8,917

Defence Corporate Support

PricewaterhouseCoopers	DRMS consultancy	51,700
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Finance and Inspector General

Acumen Alliance	Develop methodology for life cycle of apps.	10,000
Aviation Consulting Services	Independent investigation-maintenance and safe operation of RAAF 707	2,500
Blackdog & Associates	Compliance based auditing (two consultancies)	32,190
Ernst & Young	To provide advice on management and administration for the payment of FBT	99,167
PricewaterhouseCoopers	Auditing assistance in relation to end of year financial statements	31,350
The Communication Co	Perform communications services in editorial, design and publishing work of the "Values Report"	37,507

ADVERTISING AND MARKET RESEARCH

Table 3.6.1: Advertising and Market Research Expenditure by Group – 1998-99

<i>Groups</i>	<i>Expenditure in 1998-99</i> \$
Defence Headquarters	7,027
Navy	15,309
Army	34,295
Air Force	20,728
Intelligence	280,545
Support Command	252,173
Joint Education and Training	22,689
Defence Personnel Executive	15,354,230
Acquisition	178,870
Science and Technology	572,516
Defence Estate	98,609
Corporate Information	12,267
Defence Corporate Support	614,400
Finance and Inspector-General	22,739
Total	17,486,579

The following table provides detail on advertising services utilised by Defence Groups during 1998-99 that were in excess of \$1,500.

Headquarters

<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
Media Advertising		
CP Resourcing	\$1,072.75	Civilian recruitment
TMP World Wide	\$6,134.65	As Above

Navy

Media Advertising		
Advertising Investments	\$2,168.30	Newspapers - expressions of interest
AIS Media	\$6,425.40	Promotional Advertising
Multihull World	\$2,000.00	Promotional advertising

Army

Advertising Agencies		
Advertising Investment Services	\$4,166.42	Museum advertising pamphlets
Media Advertising		
AAF Company	\$2,370.00	Advertising of new training methods
TMP Worldwide	\$3,159.48	Advertising of tender
TMP Worldwide	\$1,136.11	Range warnings
TMP Worldwide	\$3,101.68	Advertising of beating the retreat
TMP Worldwide	\$9,767.12	Conference advertising in national newspapers

Air Force

<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
Media Advertising		
3AW Southern Cross Radio	\$6,500.00	Radio advertising of RAAF museum
AIS Elliott Mathews	\$1,550.00	Live firing notification
Barton Marketing	\$2,085.00	Advertising RAAF museum
Newcastle Herald	\$2,000.00	Advertising in support of Air Force week
Star Publication BHD (Malaysia)	\$1,368.00	Newspaper advertising for tender

Intelligence

Media Advertising		
Advertising Investment Services	\$80,297.96	Civilian recruitment
AIS Media	\$90,676.66	Recruitment
TMP World Wide	\$77,763.23	As Above
TMP World Wide	\$31,807.33	Civilian recruitment

Support Command Australia

Media Advertising		
Advertising Investment Services	\$7,176.78	Advertisement for request for tenders
Advertising Investment Services	\$92,236.49	Recruitment advertising
AIS Media	\$9,327.25	Advertisement for request for tenders
AIS Media	\$15,819.04	Recruitment advertising
TMP Worldwide	\$56,068.16	Advertisement for request for tenders
TMP Worldwide	\$18,578.88	Advertising sale of HMAS FLINDERS
TMP Worldwide	\$6,414.80	Industry brief advice
TMP Worldwide	\$37,641.26	Recruitment advertising

Joint Education and Training

Media Advertising		
Advertising Investment Services	\$3,297.80	Recruitment of graduates
AIS Media	\$2,862.25	Advertising of request for tender for standing offer contract
TMP Worldwide	\$3,967.28	Advertising ADFA open day in conjunction with other universities
Trotman O'Brien Australia	\$3,650.00	Recruitment of graduates
Troyvell	\$7,100.00	As Above

Defence Personnel Executive

Market Advertising		
Human Resources Monthly	\$7,000.00	Support the DRSC - community and employer support program
Indigo Arch	\$4,300.00	As Above
Inprint	\$3,754.00	As Above
Jaymac Promotions	\$2,876.00	As Above
Personnel	\$379,507.00	Gazette advertising, newspapers
Select Screen Printers	\$2,255.00	As Above
Showcase Publications	\$3,500.00	Advertise equity advice lines
Smart Living	\$3,000.00	Recruiting

Part Three

Defence Personnel Executive (cont)

<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
Terry Whetton Signs	\$3,250.00	As Above
TMP Worldwide	\$5,404.97	Weekend Australian – recruitment
TMP Worldwide	\$193,392.08	Recruiting
TMP Worldwide	\$8,341.84	Advertise medal reviews
TMP Worldwide	\$1,611.02	Temporary positions
TMP Worldwide	\$31,150.85	Newspaper - executive appointments
TMP Worldwide	\$21,839.00	ADV for reserve forces day
Union Offset Printers	\$2,322.00	Support the DRSC – community and employer support program
Victorian Employers Chamber of Commerce Handbook	\$40,500.00	As Above
Watchham Penrose Associates	\$2,000.00	Recruiting
Western Aust Municipal Assoc.	\$1,590.00	Support the DRSC – community and employer support program
Media Advertising		
AAF Company	\$3,500.00	Service Newspaper
Advertising Investment	\$3,781.35	Advertise SES positions
AIS Media	\$32,502.39	Advertise medal reviews
AIS Media	\$8,010.64	Newspaper - executive appointments
AIS Media	\$7,035,291.24	Recruiting
AIS Media	\$13,309.26	Advertising for DOMHS
AIS Media/Various Local Newspapers	\$25,639.50	For contract health practitioners, used by JHSA
AMSA 40th Annual Convention	\$5,000.00	Recruiting
Aust Institute of Company Directors	\$6,000.00	Support the DRSC - community and employer support program
Aust. Human Resources Inst.	\$23,608.72	As Above
BOAC Nominee	\$5,356,244.76	Recruiting
Canberra FM Radio 104.7	\$4,682.60	As Above
Doorley Abram Davis and Chapman	\$569,331.54	Recruiting
Double “C” Jeanery	\$3,000.00	Support the DRSC - etc
DPSA	\$23,520.00	Brochures, pamphlets for DCO etc
Executive Media	\$7,465.00	Support the DRSC - etc
Graduate Career Council of Australia	\$6,000.00	Recruiting
Grey Advertising	\$1,502,336.91	As Above

Defence Acquisition

Media Advertising		
Advertising Investment Services	\$33,167.49	Position advertising
Advertising Investment Services	\$4,548.36	Recruitment for ASO6 position MLIS
Advertising Investment Services	\$1,880.86	Recruitment for SOG C position
AIS Media	\$13,199.85	Advertise tenders
AIS Media	\$2,183.42	Position advertising

<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
AIS Media	\$7,810.83	Advertising of procurement conference
AIS Media	\$3,558.44	Advertising job vacancies
AusInfo Gazette Office	\$2,909.50	Amendment to Defence strategic goods list
TMP Worldwide	\$2,139.98	Recruitment advertising for AP positions
TMP Worldwide	\$15,727.28	Graduate (GATE/GAT) advertising
TMP Worldwide	\$5,843.56	Bulk recruiting for software engineers
TMP Worldwide	\$5,431.04	Advertising RFT
TMP Worldwide	\$22,537.80	Advertise tenders
TMP Worldwide	\$17,772.13	Position advertising
TMP Worldwide	\$1,515.36	Recruitment for Project Parakeet
TMP Worldwide	\$8,983.01	Vacant positions - newspapers
TMP Worldwide	\$15,054.20	Advertising job vacancies
TMP Worldwide	\$5,406.04	Re-staffing of positions
Trotman O'Brien Australia	\$3,650.00	Graduate (GATE/GAT) advert

Science and Technology

Media Advertising

Advertising Investment Services	\$213,752.85	Civilian recruitment
ASN	\$1,760.00	Participation in great AUST. Science show
AusInfo – Gazette Advertising	\$10,945.59	Civilian recruitment
Australian Defence Business	\$2,700.00	Advertisement promoting DSTO
Career Exhibitions	\$7,125.00	Graduate careers advertisement
Edward H. O'Brien Enterprises	\$6,750.00	As Above
IHS Australia	\$3,500.00	Advertisement promoting DSTO
New Hobsons Press	\$7,980.00	Graduate careers advertisement
Pinnacle Publications	\$2,400.00	Advertisement promoting DSTO
Robert Allen Publishing	\$2,495.00	As Above
Strike Publications	\$2,255.00	Advertisement promoting DSTO
The Australian	\$30,335.40	As Above
TMP Worldwide	\$4,386.20	Graduate careers advertisement
TMP Worldwide	\$249,259.22	Civilian recruitment
Trotman O'Brien	\$7,300.00	Graduate careers advertisement
WPA Career Media	\$10,875.00	As Above
YAFFA Publishing	\$4,210.00	Advertisement promoting DSTO

Defence Estate

Media Advertising

Advertising Investment Services	\$24,622.24	Tender or recruitment advertising
AIS Media	\$12,350.52	As Above
CP Resourcing	\$1,885.33	Staff selection report
Telstra	\$6,128.00	Tender information
TMP Worldwide	\$48,315.59	As Above

Advertising Agencies

Valley Commercial Australia	\$2,703.00	Auction notice
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Defence Information Systems

<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
Media Advertising		
ADFDA Freight Accounts	\$3,051.00	DCRA – Relocation/ recruitment costs
Advertising Investments	\$5,252.39	DHR – Civilian recruiting
AIS Media	\$2,852.25	ASCM - Advertising for tenders for desktop applications training

Defence Corporate Support**Media Advertising**

Advertising Investment Services	\$97,648.20	Recruiting
AIS Media	\$65,627.04	As Above
Ausinfo	\$205,527.29	As Above
Cooke Collins Advertising	\$1,795.20	As Above
D-Lin E8 Design	\$3,365.00	General advertising
Fairfax Community Maxi-Classies	\$2,660.00	As Above
Greater Cairns Radio	\$3,586.00	General advertising
Infrastructure Policy	\$2,500.00	Recruiting
Mega Channel Australia	\$2,119.00	General advertising
Newcastle Newspapers	\$2,709.45	As Above
Northern Services Courier	\$2,750.00	As Above
NSW Tours	\$2,460.00	As Above
Pinpoint Advertising	\$1,547.90	As Above
Port Stephens Examiner	\$4,461.00	As Above
Quest Newspapers	\$3,000.00	As Above
Radio 4KQ	\$3,000.00	General advertising
South Coast & Tablelands Broadcast	\$3,525.00	Recruiting
Stuart Powell & Associates	\$1,530.00	As Above
Telecasters North Queensland	\$1,500.00	As Above
Telstra Corporation	\$2,138.00	Subscription for gazette
The Event Publishing Co	\$11,795.00	As Above
The Mclvor Times	\$2,328.00	As Above
TMP Worldwide	\$170,739.84	As Above
Warburton Media Monitoring	\$3,793.38	As Above

Finance and Inspector General**Media Advertising**

TMP Worldwide	\$22,739.00	Recruitment for several positions of a specialist nature, financial trainers and audit staff in particular.
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ANNUAL REPORT ON THE ADMINISTRATION AND OPERATION OF THE DEFENCE FORCE (HOME LOANS ASSISTANCE) ACT 1990

Legislation

The Defence Home Owner Scheme is covered by the Defence Force (*Home Loans Assistance*) Act 1990. Section 39 of the Act requires that an annual report be prepared for the Minister on the administration and operation of the Act. The annual report is set out below.

Objectives

The objectives of the Defence Home Owner Scheme are:

- to attract and retain Defence Force personnel;
- to encourage home ownership during service as a cost effective alternative to rental assistance; and
- to assist in the reintegration of Defence Force personnel into the community on return to civilian employment.

Description

Defence Home Owner is a Commonwealth scheme which provides a subsidy on the interest payable on a home loan for members of the Australian Defence Force. The Scheme is open to permanent force members who enlisted on or after 15 May 1985 and to those permanent force members who elected to revoke their entitlement under the Defence Service Homes Scheme in favour of a Defence Home Owner entitlement. Reserve and Emergency Force personnel who provide part-time efficient service are also eligible for assistance.

The Defence Housing Authority administers the Scheme for the Department of Defence. The benefits are provided under an Agreement between the National (formerly the National Australia) Bank and the Commonwealth. Under the Scheme the Commonwealth assesses eligibility and entitlement, and pays monthly interest subsidies on loans provided by the National Bank. Interest subsidy is paid on loans between \$10,000 and \$80,000. Spouses who are both members of the Defence Force can apply for a combined interest subsidy on a maximum loan of \$160,000. The subsidy amount is calculated at 40 per cent of the average monthly interest to be paid over the life of a 25-year loan.

Providing a person has a period of entitlement, the subsidised loans can be used from one home to another during service as often as is required and once within two years of the date of separation from the Defence Force.

Subsidy Entitlement

Generally, the subsidy entitlement period is calculated on the number of completed years of effective full-time service after completion of a five-year qualifying period. The qualifying period for Active Reservists is eight continuous years of efficient service.

For members with Operational or Warlike Service the five-year qualifying period is waived and the maximum period of the subsidy may be extended from 20 to 25 years.

There are special considerations for rejoining members, widows/widowers of deceased eligible persons and members discharged as a result of a compensatable disability.

Program Evaluation Against Objectives

The objectives of the Home Owner Scheme are achieved through:

- the provision of a subsidised home loan for a period which is directly related to the member's length of service with the permanent or reserve forces;
- bringing home ownership within the reach of more members; and
- the provision of a subsidised loan once within two years of separation from the Defence Force.

After eight years of operation indications are that the number of new loan applications is reducing. The number of entitled persons who have paid out their loans or exhausted their subsidy period has risen. This has had the effect of reducing the net total annual subsidies.

Attract and Retain Defence Force Personnel: The scheme is one of a number of Defence initiatives designed to influence the attraction and retention rate of Defence Force personnel. Against a background of personnel reductions being achieved through implementation of the Force Structure Review, this objective may need to be measured in terms of attraction/retention of the right categories of personnel. This is not quantifiable at this time.

Encourage Home Ownership as a Cost Effective Alternative to Rental Assistance: Eighty per cent of the new subsidy approvals are for serving members who must live in the home to commence the subsidy, thus reducing the need for the Defence Organisation to provide rental assistance.

Assist in the Reintegration of Defence Force Personnel into the Community on Return to Civilian Employment: Performance against this objective is not measurable for the ADF as a whole however 20 per cent of new applications for entitlement are from members taking discharge from the Defence Force. This significant percentage demonstrates the Scheme is meeting this objective for those personnel who satisfy the loan criteria.

Processing Activity

In 1998/99 2,516 applications for Certificate of Entitlement and loan subsidy were processed bringing the total number of approved loans to 3,519 at 30 June 1999.

- ninety-three per cent of the applications for Entitlement Certificates were processed within 24 hours, the remainder within three days, and
- eighty six per cent of applications for subsidy are processed within 24 hours, the remainder within five days.

Comparison of the activity, by year, is provided in the tables below.

Performance Evaluation of the Administration

Defence continues to be satisfied with the administration of the Scheme by the Defence Housing Authority. During the reporting period there were no appeals lodged with the Administrative Appeals Tribunal against decisions made by the delegate.

The National has met its obligations to the Commonwealth under the Act and has generally provided support to the Scheme. The National and the Defence Housing Authority have made a considerable effort to streamline the administration process of obtaining the subsidy.

Applications for Entitlement Certificates by type of Assistance

<i>Activity</i>	<i>1994-95</i>	<i>1995-96</i>	<i>1996-97</i>	<i>1997-98</i>	<i>1998-99</i>
Buy a home	553	542	1,094	1,157	1,011
Re-finance a loan	237	181	800	492	333
Enlarge a home	4	2	16	12	12
Build a home	130	106	223	250	193
Renovate a home	7	16	25	28	26

Comparison of Activities

<i>Activity</i>	<i>1994-95</i>	<i>1995-96</i>	<i>1996-97</i>	<i>1997-98</i>	<i>1998-99</i>
Applications for Entitlement Certificate received	931	847	2,158	1,938	1,575
Entitlement Certificate issued ⁽¹⁾	784	765	1,928	1,809	1,474
Applications for Entitlement Certificate declined/withdrawn	140	93	177	155	106
Applications for Payment of Subsidy received	528	424	1,328	1,415	941
Applications for Payment of Subsidy approved	520	417	1,274	1,390	938
Applications for Payment of Subsidy declined	10	7	26	17	13
Amount of Commonwealth Subsidy paid	\$1,330,758	\$1,820,066	\$2,062,627	\$2,970,289	\$3,692,630
Number of Subsidy payees as at 30 June	1,524	1,828	2,280	3,132	3,519

Note:

- Entitlement Certificates are valid for 12 months.

Operational Costs - 1998-99

The Department of Defence paid an annual management fee of \$390,975 to the Defence Housing Authority. The Authority was also paid a fee in respect of each Application for Entitlement Certificate lodged. These fees totalled \$94,615.95.

The total cost of the Scheme is \$4,178,221.48.

