

# SECTION 4

# SUPPLEMENTARY INFORMATION

## FINANCIAL STATISTICS

**Table 4.1: Defence Function Outlays/Departmental Appropriations (net of capital use charge) as a Percentage of Gross Domestic Product 1982-83 to 1999-2000<sup>(1)</sup>**

Year	Expenditure \$m	Less Receipts \$m	Outlays \$m	% of GDP %
1981-82 <sup>(2)</sup>	4,019	129	3,886	2.5
1982-83 <sup>(2)</sup>	4,663	160	4,501	2.6
1983-84 <sup>(2)</sup>	5,215	158	5,056	2.6
1984-85 <sup>(2)</sup>	5,863	206	5,657	2.6
1985-86 <sup>(2)</sup>	6,551	217	6,333	2.6
1986-87 <sup>(2)</sup>	7,095	273	6,823	2.6
1987-88 <sup>(2)</sup>	7,196	230	6,967	2.3
1988-89 <sup>(2)</sup>	7,576	282	7,295	2.1
1989-90 <sup>(2)</sup>	8,234	320	7,913	2.1
1990-91 <sup>(2)</sup>	8,809	328	8,480	2.2
1991-92 <sup>(2)</sup>	9,080	348	8,731	2.3
1992-93 <sup>(2)</sup>	10,088	930	9,158	2.4
1993-94	10,314	568	9,746	2.3
1994-95	10,338	607	9,731	2.1
1995-96	10,605	594	10,011	2.0
1996-97	10,611	612	9,999	1.9
1997-98	10,910	495	10,415	1.9
1998-99	11,686	503	11,183	1.9
1999-2000 <sup>(3)</sup>	n/a	n/a	11,954	1.9

### Notes

1. This table may not add due to rounding.
2. Figures from 1981-82 to 1992-93 have been adjusted to remove superannuation contributions/refunds to make them consistent with 1993-94 Defence Function outlay.
3. Figures for 1999-2000 represent departmental appropriations net of capital use charge which equates broadly to Defence outlays under the previous funding model.

**Table 4.2: Foreign Currency Expenditure**

	\$m
Currency Expenditure Overseas	1,981.8

**Table 4.3: Defence Expenditure as a Percentage of Gross Domestic Product**

Year ending 30 June	Aust	US	UK	Thai	Sing	Indon	Malay	NZ	Can	Japan
1990	2.1	5.1	3.9	2.5	5.1	1.5	2.6		1.8	1.0
1991	2.2	5.0	4.0	2.4	4.9	1.5	3.3	1.6	1.9	1.0
1992	2.3	4.6	3.8	2.5	5.1	1.4	3.0	1.4	1.8	1.0
1993	2.4	4.6	3.6	2.5	4.6	1.3	3.0	1.2	1.7	1.0
1994	2.3	3.8	3.4	2.4	4.3	1.3	2.8	1.1	1.6	1.0
1995	2.1	3.7	3.1	2.2	4.6	1.3	2.7	1.2	1.4	1.0
1996	2.0	3.5	3.0	2.2	4.3	1.3	2.6	1.1	1.3	1.0
1997	1.9	3.3	2.9	2.5	4.5	1.4	2.3	1.1	1.2	1.0
1998	1.9	3.1	2.8	1.6	4.9	1.0	1.6	1.0	1.1	1.0
1999	1.9	2.9	2.7	1.5	5.1	1.1	2.2	1.0	1.1	1.0
2000	1.9	3.2	2.5	1.5 <sup>(1)</sup>	4.5	1.1	2.0	1.0 <sup>(1)</sup>	1.1 <sup>(1)</sup>	1.0 <sup>(1)</sup>

**Note**

1. Where 2000 figures were unavailable, 1999 figures have been provided (as indicated).

## PERSONNEL STATISTICS

**Table 4.4: Distribution of Australian Defence Force, Reserve and Civilian Personnel by Location of Employment<sup>(1)</sup>**

	NSW	Vic	Qld	SA	WA	Tas	NT	ACT <sup>(2)</sup>	O/S <sup>(3)</sup>	Total
<b>Permanent Forces<sup>(4) (5)</sup></b>										
Navy <sup>(6)</sup>	6,055	1,502	677	61	2313	12	501	1,352	54	<b>12,527</b>
Army	4,994	3,179	9,155	553	886	105	3,033	2,223	36	<b>24,164</b>
Air Force	4,892	1,576	2,612	1,595	416	9	1128	1,702	134	<b>14,064</b>
<b>Sub Total</b>	<b>15,941</b>	<b>6,257</b>	<b>12,444</b>	<b>2,209</b>	<b>3,615</b>	<b>126</b>	<b>4,662</b>	<b>5,277</b>	<b>224</b>	<b>50,755</b>
<b>Civilians</b>										
<b>Sub Total</b>	<b>3,260</b>	<b>3,611</b>	<b>1,212</b>	<b>1,819</b>	<b>425</b>	<b>124</b>	<b>285</b>	<b>5,474</b>	<b>85</b>	<b>16,295</b>
<b>Total</b>	<b>19,201</b>	<b>9,868</b>	<b>13,656</b>	<b>4,028</b>	<b>4,040</b>	<b>250</b>	<b>4,947</b>	<b>10,751</b>	<b>309</b>	<b>67,050</b>
<b>Reserves<sup>(7)</sup></b>										
Navy	432	95	102	44	155	53	16	324	1	<b>1,222</b>
Army	4,979	3,253	4,625	1,533	1,754	783	596	338	42	<b>17,903</b>
Air Force	483	326	618	245	156	0	86	307	0	<b>2,221</b>
<b>Sub Total</b>	<b>5,894</b>	<b>3,674</b>	<b>5,345</b>	<b>1,822</b>	<b>2,065</b>	<b>836</b>	<b>698</b>	<b>969</b>	<b>43</b>	<b>21,346</b>
<b>Grand Total</b>	<b>25,095</b>	<b>13,542</b>	<b>19,001</b>	<b>5,850</b>	<b>6,105</b>	<b>1,086</b>	<b>5,645</b>	<b>11,720</b>	<b>352</b>	<b>88,396</b>

### Notes

1. Figures in this table show actual staff numbers as at 30 June 2000 and are not the average funded strengths.
2. ACT includes personnel located at Jarvis Bay, HMAS Harman, RAAF Fairbairn and other Defence units within the legally defined boundaries of the Australian Capital Territory.
3. Permanent Forces and Reserves overseas figures represent personnel posted for long-term duty. Personnel on short-term duty overseas are included against the state or territory in which they are normally employed.
4. Permanent Forces figures include all paid and unpaid members.
5. Personnel are shown in the location they are administered from.
6. Personnel serving in ships are included against the state or territory in which the ship is home-ported.
7. Figures are Reserves with training obligations.

**Table 4.5: Distribution of Civilian Personnel by Classification Group and Location of Employment, as at 30 June 2000<sup>(1)</sup>**

Occupational Group <sup>(2)</sup>	NSW	Vic	Qld	SA	WA	Tas	NT	ACT	O/S <sup>(3)</sup>	Total
Secretary	0	0	0	0	0	0	0	1	0	1
SES, COD	0	6	0	9	0	0	0	87	4	106
SO and SITO	114	130	17	43	7	1	4	1,097	28	1,441
ASO, ITO and Equivalents	1,579	1,822	641	472	221	47	183	3,246	4	8,215
Trade/Physical	682	305	380	69	108	64	68	61	0	1,737
Professional	285	719	54	869	33	11	15	579	46	2,611
Technical	596	625	118	357	56	1	15	350	3	2,121
Miscellaneous	4	4	2	0	0	0	0	53	0	63
<b>Total</b>	<b>3,260</b>	<b>3,611</b>	<b>1,212</b>	<b>1,819</b>	<b>425</b>	<b>124</b>	<b>285</b>	<b>5,473</b>	<b>85</b>	<b>16,295</b>

**Notes**

1. Figures in this table show actual staff numbers as at 30 June 2000, not average funded strengths.
2. Senior Executive Service (SES); Chief of Division (COD); Senior Officer (SO); Senior Information Technology Officer (SITO); Administrative Service Officer (ASO); Information Technology Officer (ITO).
3. Overseas figures represent personnel posted for long-term and short-term duty.

**Table 4.6: Australian Defence Force – Enlistments 1998-99 and 1999-2000<sup>(1)(2)(3)</sup>**

	Navy		Army		Air Force		ADF	
	Men	Women	Men	Women	Men	Women	Men	Women
<b>1998-1999</b>								
<b>Trained Force</b>								
Officers	39	7	34	12	(4)	(4)	73	19
Other Ranks	70	9	361	43	(4)	(4)	431	52
<b>Training Force</b>								
Officers	96	32	236	64	161	24	493	120
Other Ranks	628	149	1,133	116	399	92	2,160	357
<b>Total</b>	<b>833</b>	<b>197</b>	<b>1,764</b>	<b>235</b>	<b>560</b>	<b>116</b>	<b>3,157</b>	<b>548</b>
<b>1999-2000</b>								
<b>Trained Force</b>								
Officers	40	1	53	21	(4)	(4)	93	22
Other Ranks	80	11	641	95	(4)	(4)	721	106
<b>Training Force</b>								
Officers	72	25	174	49	135	28	381	102
Other Ranks	564	163	1,780	137	708	170	3,052	470
<b>Total</b>	<b>756</b>	<b>200</b>	<b>2,648</b>	<b>302</b>	<b>843</b>	<b>198</b>	<b>4,247</b>	<b>700</b>

**Notes**

1. Figures in this table show actual staff.
2. Enlistments exclude Reserves commencing periods of full-time duty.
3. Figures include inter and intra-Service transfers processed by the Service Offices and, therefore, do not correlate with the recruiting activity shown in Table 4.7.
4. All Air Force recruits are enlisted into the Training Force.

**Table 4.7: Australian Defence Force – Permanent Recruiting Activity 1998-99 and 1999-2000**

	Navy	Army	Air Force	ADF
<b>1998-1999</b>				
Total Inquiries	16,314	27,502	23,973	<b>67,789</b>
Formal Applications	4,058	6,951	5,183	<b>16,192</b>
Applicants Enlisted	863	1,573	651	<b>3,087</b>
<b>1999-2000</b>				
Total Inquiries	19,116	45,754	35,031	<b>108,126<sup>(1)</sup></b>
Formal Applications	3,987	9,145	7,204	<b>20,336</b>
Applicants Enlisted	846	2,189	1,008	<b>4,043</b>

**Note**

1. This figure includes 8,225 tri-Service inquiries that relate to inquirers who were undecided upon which Service they wished to pursue full-time.

**Table 4.8: Australian Defence Force – General Reserve/Air Force Active Reserve Enlistments 1998-99 and 1999-2000**

	Navy	Army	Air Force	ADF
<b>1998-1999</b>	30	2,162	82	<b>2,274</b>
<b>1999-2000</b>	29	1,566	104	<b>1,699</b>

**Table 4.9: Australian Defence Force – Separations 1998-99 and 1999-2000<sup>(1)(2)</sup>**

		Voluntary	Involuntary <sup>(3)</sup>	Age Retirement	Cadets and Trainees	Total
<b>1998-1999</b>						
Navy	Officers	250	8	2	81	<b>341</b>
	Other Ranks	1,128	143	1	110	<b>1,382</b>
Army	Officers	411	10	23	95	<b>539</b>
	Other Ranks	1,880	543	7	157	<b>2,587</b>
Air Force	Officers	316	10	13	47	<b>386</b>
	Other Ranks	1,253	94	29	34	<b>1,410</b>
<b>ADF</b>	<b>Officers</b>	<b>977</b>	<b>28</b>	<b>38</b>	<b>223</b>	<b>1,266</b>
	<b>Other Ranks</b>	<b>4,261</b>	<b>780</b>	<b>37</b>	<b>301</b>	<b>5,379</b>
<b>1999-2000</b>						
Navy	Officers	199	13	1	61	<b>274</b>
	Other Ranks	1,113	211	0	112	<b>1,436</b>
Army	Officers	416	28	25	108	<b>577</b>
	Other Ranks	1,783	547	35	192	<b>2,557</b>
Air Force	Officers	299	16	19	57	<b>391</b>
	Other Ranks	1,073	63	26	70	<b>1,232</b>
<b>ADF</b>	<b>Officers</b>	<b>914</b>	<b>57</b>	<b>45</b>	<b>226</b>	<b>1,242</b>
	<b>Other Ranks</b>	<b>3,969</b>	<b>821</b>	<b>61</b>	<b>374</b>	<b>5,225</b>

**Notes**

1. Figures in this table show actual staff.
2. Non-effective personnel (ie personnel on maternity leave and leave without pay) and Reserves completing periods of full-time duty are not included.
3. Involuntary primarily comprises personnel medically unfit or unsuitable for further training.

**Table 4.10: Civilian Personnel as at 30 June 2000<sup>(1)(2)</sup>**

Category		Full-Time	Part-Time	Casual	Total
Permanent	Male	10,539	36	5	10,580
	Female	4,681	207	15	4,903
Temporary	Male	436	8	23	467
	Female	301	19	25	345
<b>Total</b>	<b>Male</b>	<b>10,975</b>	<b>44</b>	<b>28</b>	<b>11,047</b>
	<b>Female</b>	<b>4,982</b>	<b>226</b>	<b>40</b>	<b>5,248</b>
<b>Total Civilian Personnel</b>		<b>15,957</b>	<b>270</b>	<b>68</b>	<b>16,295</b>

**Notes**

1. Figures in this table show actual staff numbers.
2. Figures exclude locally-engaged civilians overseas.

**Table 4.11: Senior Executive Staff as at 30 June 2000<sup>(1)(2)(3)</sup>**

	Total SES			1999-2000 Gains			1999-2000 Losses		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
Senior Executive Band 1	55	9	64	6	1	7	2	0	2
Senior Executive Band 2	20	2	22	2	1	3	1	1	2
Senior Executive Band 3	5	0	5	1	0	1	2	0	2
Chief of Division Grade 2	12	0	12	3	0	3	3	0	3
Chief of Division Grade 3	3	0	3	0	0	0	0	0	0
<b>Total</b>	<b>95</b>	<b>11</b>	<b>106</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>8</b>	<b>1</b>	<b>9</b>

**Notes**

1. Figures in this table show actual staff numbers.
2. Numbers reflect officers at their substantive level and officers on higher duties pending permanent filling action.
3. Gains and losses do not reflect movements of officers between levels in each of the Senior Executive Service and Chief of Division streams.

**Table 4.12: Permanent Service and Civilian Personnel by Employment Category and Gender<sup>(1)</sup>**

	As at 30 June 1999				As at 30 June 2000			
	Men	%	Women	%	Men	%	Women	%
<b>Navy</b>								
<i>Trained Force</i>								
Officers	1,935	14.4	333	2.5	1,853	14.8	326	2.6
Other Ranks	8,247	61.5	1,334	10.0	7,891	63.0	1,216	9.7
<i>Training Force</i>								
Officers	473	3.5	180	1.3	384	3.0	153	1.2
Other Ranks	770	5.7	127	0.9	567	4.6	137	1.1
<b>Total</b>	<b>11,425</b>	<b>85.3</b>	<b>1,974</b>	<b>14.7</b>	<b>10,695</b>	<b>85.4</b>	<b>1,832</b>	<b>14.6</b>
<b>Army</b>								
<i>Trained Force</i>								
Officers	3,841	16.1	543	2.3	3,838	15.9	566	2.3
Other Ranks	15,976	66.8	1,826	7.6	15,874	65.7	1,741	7.2
<i>Training Force</i>								
Officers	560	2.3	175	0.7	521	2.1	137	0.6
Other Ranks	893	3.7	92	0.4	1,377	5.7	110	0.5
<b>Total</b>	<b>21,270</b>	<b>89.0</b>	<b>2,636</b>	<b>11.0</b>	<b>21,610</b>	<b>89.4</b>	<b>2,554</b>	<b>10.6</b>
<b>Air Force</b>								
<i>Trained Force</i>								
Officers	3,068	20.9	506	3.4	2,936	20.9	485	3.4
Other Ranks	8,618	58.6	1,656	11.3	7,999	56.9	1,510	10.7
<i>Training Force</i>								
Officer	469	3.2	72	0.5	397	2.8	63	0.5
Other Ranks	284	1.9	41	0.3	611	4.3	63	0.5
<b>Total</b>	<b>12,439</b>	<b>84.5</b>	<b>2,275</b>	<b>15.5</b>	<b>11,943</b>	<b>84.9</b>	<b>2,121</b>	<b>15.1</b>
<b>Total ADF</b>								
<i>Trained Force</i>								
Officers	8,844	17.0	1,382	2.7	8,627	17.0	1,377	2.7
Other Ranks	32,841	63.1	4,816	9.3	31,764	62.6	4,467	8.8
<i>Training Force</i>								
Officers	1,502	2.9	427	0.8	1,302	2.6	353	0.7
Other Ranks	1,947	3.7	260	0.5	2,555	5.0	310	0.6
<b>Total</b>	<b>45,134</b>	<b>86.8</b>	<b>6,885</b>	<b>13.2</b>	<b>44,248</b>	<b>87.2</b>	<b>6,507</b>	<b>12.8</b>
<b>Civilians<sup>(2)</sup></b>								
Secretary	1		0		1		0	
SES	82	0.5	10	0.1	95	0.6	11	0.1
Other Staff	11,414	66.4	5,684	33.0	10,951	67.2	5,237	32.1
<b>Total</b>	<b>11,497</b>	<b>66.9</b>	<b>5,694</b>	<b>33.1</b>	<b>11,047</b>	<b>67.8</b>	<b>5,248</b>	<b>32.2</b>
<b>Reserves<sup>(3)</sup></b>								
Navy	1,018	4.1	199	0.8	1,014	4.8	208	1.0
Army	18,187	73.2	3,772	15.2	14,774	69.2	3,129	14.6
Air Force	1,359	5.5	313	1.2	1,822	8.5	399	1.9
<b>Total</b>	<b>20,564</b>	<b>82.8</b>	<b>4,284</b>	<b>17.2</b>	<b>17,610</b>	<b>82.5</b>	<b>3,736</b>	<b>17.5</b>

**Notes**

1. Figures in this table are actual staff numbers at 30 June 1999 and 2000.
2. Figures exclude locally-engaged civilians overseas.
3. Figures are Reserves with training obligations.

# OCCUPATIONAL HEALTH AND SAFETY

## POLICY STATEMENT

The Secretary and the Chief of the Defence Force co-signed Defence's occupational health and safety policy statement in May 2000. The policy statement is the key document that establishes the foundation upon which the structures and systems for safety can be built in the organisation.

The policy statement recognises that risk is an inherent part of Defence activities which must be appropriately controlled, and that the systems and procedures developed and implemented in peacetime should assist to maximise capability in an operational environment.

The Defence Safety Management Agency is identified in the policy statement as having the primary responsibility for safety policy and the provision of services and expert advice for the organisation.

## DEFENCE SAFETY MANAGEMENT AGENCY

The Secretary launched the agency in July 1999, identifying its role in leading and coordinating Defence's efforts to prevent or reduce the incidence and severity of occupational injury and disease. The Defence Safety Management Agency recognises that safety is about people, Defence's greatest strength.

Since its launch, the agency has developed and provided the following services for the benefit of Defence:

- Advice and policy on the *Occupational Health and Safety (Commonwealth Employment) Act 1991* and regulations under the Act.
- A deployable safety capability.
- A 24-hour telephone help-line for expert advice, which has received over 1,400 calls since its inception in August 1999.
- A comprehensive suite of on-line safety services and tools available through the Defence intranet and part of the Defcare computer system.
- Development, coordination and provision of specialist radiation safety training.
- Promulgation of information and promotion of awareness of safety issues.
- Provision of expert, on-site consultancy services, assisting in the conduct of investigations and audits and other safety-related matters.
- Management and development of a motor vehicle accident database and its integration into the Defcare computer system.
- Management of the asbestos exposure evaluation scheme.
- Management of the Defence highway rest stop program.

## Operational Safety Team in East Timor

At the invitation of the Commander Interfet, then Major General Cosgrove, the Defence Safety Management Agency deployed an operational safety team to East Timor in November 1999. This was the first time a team of professional safety advisers had deployed with an Australian force. From a wide range of safety-related issues encountered, road safety and exposure to asbestos had the greatest potential to adversely affect the safety and capability of the deployed force.

The operational safety team identified and catalogued the extent of asbestos contamination of the buildings occupied by Interfet and instituted risk minimisation strategies. Generally, the overall level of risk to personnel was low, because the exposures were not heavy or of a lengthy duration.

On return to Australia in March 2000, the team developed a brochure, *Asbestos in East Timor*, and arranged distribution to all Australian units likely to have been affected. The brochure gave information about the risks, exposure levels, health effects, health counselling and reporting of possible asbestos exposures.

In response to the potential road safety hazards, the team produced a further brochure, *Driving in East Timor*, for distribution to Australian drivers in East Timor and troops at pre-deployment. Accompanying this brochure was a waterproof and rip-proof accident card, detailing steps to be taken in the event of an accident and providing relevant English/Tetum phrases.

## Web Services and Tools

The Defence Safety Management Agency web services component of the Defcare computer system was released for use through the Defence intranet in July 1999. The agency visited numerous Defence locations from July to September 1999 promoting awareness of the web site, but planned training of its web tools and services was postponed as a consequence of the East Timor deployment. Comprehensive training commenced in June 2000.

The DSMA web services was nominated for and won two external awards:

- the Systems Award at the 1999 ACT Occupational Health and Safety Council Prevention Awards; and
- a Gold Award at the Government Technology Productivity Awards in March 2000.

The system is available through the Defence intranet with features including:

- an electronic risk score calculator and database which assesses and calculates the risk outcomes and cost justification for activities;
- a statistical reporting system which allows users to generate reports on a wide range of scenarios down to unit level;
- a comprehensive workplace safety management module containing workplace inspection checklists, a hazard management system and a systems audit tool;
- a health and safety reference library containing on-line legislation, codes of practice, Defence safety manuals and policies;
- electronic links to various related safety organisations and information sources;

- Chemwatch – a chemical management system which provides rapid access to material safety data sheets, unit manifests and emergency information;
- an on-line discussion facility which provides Defence employees with the ability to raise questions and share views and experiences on safety issues;
- a bulletin board which provides advice on new safety issues. Eleven safety bulletins were published during 1999-2000; and
- a hazard alert system which is used to post safety hazards in a timely manner. Seven hazard alerts were published in 1999-2000.

### **Australian Radiation Protection and Nuclear Safety Agency**

Defence submitted licence applications to the Australian Radiation Protection and Nuclear Safety Agency in respect of Defence radiation holdings and facilities regulated by the *Australian Radiation Protection and Nuclear Safety Act 1998*. The Defence Safety Management Agency coordinates Defence's compliance with the Australian Radiation Protection and Nuclear Safety Agency legislation and has worked with Groups to develop an inventory of radiation holdings and assess the need for facilities licences. Defence paid the Australian Radiation Protection and Nuclear Safety Agency a licence fee of \$600,000 in 1999-2000.

### **Australian Services Cadet Scheme**

In November 1999, the Minister of Employment, Workplace Relations and Small Business declared that members of the Air Training Corps, the Australian Cadet Corps and the Naval Reserve Cadets were employees of the Commonwealth for the purposes of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. The Minister's declaration, gazetted on 15 December 1999, imposed a clear 'duty of care' obligation on the Department of Defence for all members of the Australian Services Cadet Scheme.

In response, the Defence Safety Management Agency has worked with the Services to develop a cadet safety program for members of the scheme. The program incorporates a review of the safety and risk management elements of cadet scheme training, the establishment of safety committees, clarification of notification and reporting systems, safety audits of cadet facilities and a safety awareness program.

### **Asbestos Exposure Evaluation Scheme**

The Defence Safety Management Agency, in conjunction with Health Services Australia, conducts a free service for the assessment, counselling and testing of employees and former employees of Defence and former members of the ADF who may have been exposed to asbestos at any time during their employment with Defence. During 1999-2000, 228 services were provided by Health Services Australia to persons who accessed the scheme, at a cost of \$70,082.

## **Notification and Reporting of Incidents**

In accordance with the *Occupational Health and Safety (Commonwealth Employment) Act 1991*, Defence is required to notify Comcare, within specified times, of specific accidents and incidents. In 1999-2000, the Defence Safety Management Agency received 8,729 incident reports and was required to report to Comcare 237 dangerous occurrences, 453 incidents resulting in incapacity and 1,665 incidents resulting in serious personal injury.

Considerable work has been undertaken to improve the incident reporting system with a new report form and associated policy developed for release in 2000-01.

## **Investigation conducted during reporting period by Comcare**

During 1999-2000, Comcare conducted 20 planned investigations of the safety systems within Defence units or establishments. Among these was a 'whole of agency' review of the Navy which involved an audit of ten sites and a comprehensive report. Additionally, Comcare conducted 53 reactive investigations following reported incidents.

## **Notices Issued by Comcare Investigators**

In 1999-2000, six provisional improvement notices were issued by health and safety representatives. There were two prohibition notices issued by Comcare investigators with direction to 'remove an immediate threat' to Defence employees. All issues raised by the notices were resolved.

## **ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PERFORMANCE**

The following report is submitted in accordance with the principles outlined in section 516(a) of the *Environment Protection and Biodiversity Conservation Act 1999*. Defence has adopted the principles of ecologically sustainable development provided for in the Act. The initiatives detailed below indicate how Defence implemented the principles within the organisation during 1999-2000.

### **Providing an overall framework for environmental performance**

Implementation of the Defence environmental management system, which aligns with ISO 14001 series standards, continued. Work in 1999-2000 included further development of the comprehensive information management system, the formulation of the Defence environment and heritage strategic plan, production of the Defence environmental management system guidance manual, the formulation of a draft environmental incident reporting plan and regular meetings of the Defence environment and energy forum and the Defence environment and energy working group.

### **Linking the principles of ecologically sustainable development with core business**

Examples in 1999-2000 included linkages with construction and disposals projects and the management of training areas (whether leased, owned or occupied by Defence). Defence considered ecological sustainability to be a key element when planning Exercise Crocodile 99.

### **Taking appropriate action to maintain and improve the quality of the environmental setting**

Actions in this area included the implementation of an accelerated environmental management program for Defence sites, investment in research projects, such as research on the effects of underwater demolition training activities on dugongs, and commitment to consultative arrangements with key stakeholders.

### **Complying with all applicable legislation**

During the year, applicable Defence activities were assessed under the *Environment Protection (Impact of Proposals) Act 1974*, and the *Australian Heritage Commission Act 1975*, and property disposal activities were proceeded with having regard to relevant state laws.

## **FREEDOM OF INFORMATION**

Section 8 of the *Freedom of Information Act 1982* (the 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 Corporate Governance segment in Section One of this report. 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 section, while access details within Defence are at the end of the section. Contact points for inquiries are located in all states and territories.

### **FREEDOM OF INFORMATION PROCEDURES AND 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 Directorate  
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 Directorate 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 FREEDOM OF INFORMATION DECISION MAKERS**

The authority to disclose documents or to refuse requests for access to documents is held widely throughout the Department and the ADF at director level (Executive Level 2 and Colonel or equivalent rank) and above.

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

## **DECISION-MAKING AND OTHER POWERS AFFECTING MEMBERS OF 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; and 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; and provides Defence assistance to the civil community when not managed by the commanding officer of the area.

### **Commander Australian Navy Systems Command**

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; and provides Defence assistance to the civil community when not managed by the commanding officer of the area.

Director General Navy Personnel and Training may authorise the release of serving and former members' military history.

### **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 ADF 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.

### **Defence Personnel Executive**

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

The Executive provides support to the Head, Defence Personnel Executive and policy analysis and advice relating to military superannuation and compensation, occupational health and safety and complaints resolution services..

The personnel policy area develops personnel management policies and industrial relations policies for all Defence personnel. It also recruits members for the Services (both Regular and Reserve) while providing a framework for the management and development of personnel to meet current and future requirements and staffing in accordance with Defence priorities and requirements of the Secretary and the Service Chiefs. Powers that may affect members of the public include delegations held by the Directorate of Psychology to allow the release of information from individual psychological records.

The personnel management area provides the framework for the administration of personnel, including pay and personnel systems, Service career management including postings and promotions, and family support services. The Director General Career Management (Army) and Director General Career Management (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 Service formulates policy and strategies and provides an integrated health service for the ADF. The Director-General Defence Health Service may authorise the release of serving and former members' medical and dental records.

### **Under Secretary Defence Materiel**

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

### **Heads of Maritime, Land, Aerospace and Electronic Systems**

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 and 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.

#### **Commander Joint Logistics**

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 Defence Estate**

Has the 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 the 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**

### **Australian Defence Medical Ethics Committee**

This committee's mission is to promote and encourage health research in the military context, with responsibility for the review and monitoring of all human research in Defence. The committee is structured in accordance with the National Health Medical Research Council national statement on ethical conduct in research involving humans and comprises the following:

- A chairperson.
- At least one member who is a lay man and one member who is a lay woman, who have no affiliation with Defence, are not currently involved in medical scientific or legal work and who are preferably from the community in which the organisation is located.
- At least one member with knowledge of, and current experience in, the areas of research that are regularly considered by the committee.
- At least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people.
- At least one member who is a minister of religion, or a person who performs a similar role in a community such as an Aboriginal elder.
- At least one member who is a lawyer.

### **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 Health Consultative Group**

The role of the group is to establish, at senior level, formal liaison between Defence and appropriate civilian authorities and to provide advice on major professional health matters having relevance to Defence. The group comprises the Surgeon General ADF, Director General Defence Health Service and representatives from other departments and professional bodies, including the Australian medical and dental associations and the Royal College of Nursing Australia.

### **Defence Reserves Support Council**

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.

### **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.

### **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 them with a forum for expressing their views, for reporting and making recommendations to the Chief of the Defence Force and for influencing policy that affects them.

### **National Workplace Relations Committee**

The committee was established under the *Defence Employees Certified Agreement 2000-01* to deal with a wide range of employment matters affecting Defence civilian employees. Involves representatives of departmental employees who may be union representatives.

### **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.

### **Woomera Consultative Committee**

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

## **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, the Defence portfolio budget and additional estimates statements (on sale through the Australian Government Information Shops).
- Draft and final environmental impact statements (held by Defence Estate).
- Commercial Support Program Manual.
- Journals and magazines published by Service colleges and schools.
- Procurement manuals and guidelines produced by the Defence Materiel Organisation (available for purchase in hard copy or free through the Defence Materiel Organisation website: <http://www.dao.defence.gov.au>).
- Service newspapers (both the Navy and Air Force newspapers may be bought individually or by annual subscription and the Army newspaper by annual subscription).
- Tide tables (Australian national tide tables and navigational charts and publications are 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

Defence 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);
- a range of booklets and brochures from the Defence Community Organisation;
- recruitment pamphlets, brochures and video media, the 'career explorer' computer software program on ADF career options, and an 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 material;
- transcripts of public seminars conducted by the department;
- speeches by the Ministers and the Parliamentary Secretary;
- technical material (including technical details of obsolete and selected current equipment; unclassified technical reports and Defence (Australia) Standards).
- personnel documentation and records including medical and psychological 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 the National Archives of Australia. 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 for 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, occupational health and safety committees and policy on industrial practices within the Department of Defence);
- guidelines held in electronic form by the Directorate of Classified Archival Records Review that 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;
- personal documentation (for example, recruitment and 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 Defence 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, Defence Science Communications  
Defence Science and Technology Organisation  
Department of Defence  
CANBERRA ACT 2600  
Tel: (02) 6265 7914

### **Public Affairs and Corporate Communications Division**

Director General Communication and 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) 6266 2056

# ADVERTISING AND MARKET RESEARCH

## TOTAL ADVERTISING AND MARKET EXPENDITURE

**Table 4.13: Total Advertising and Market Research Expenditure by Group – 1999-2000**

Groups	Expenditure in 1999-2000 \$
Defence Headquarters	22,917
Navy	49,874
Army	48,836
Air Force	22,695
Intelligence	315,294
Support Command	242,843
Defence Personnel Executive	32,784,744
Acquisition	259,881
Science and Technology	530,393
Defence Estate	80,220
Defence Information Systems	59,175
Defence Corporate Support	312,564
<b>Total</b>	<b>34,729,436</b>

## BREAKDOWN OF ADVERTISING AND MARKET EXPENDITURE

The following table provides detail on advertising services utilised by Defence Groups during 1999-2000 that were in excess of \$1,500. Individual amounts for like purposes have been aggregated and where total payments to specific agencies exceed \$1,500, these amounts are also shown below.

**Table 4.14: Breakdown of Advertising and Market Research Expenditure by Group – 1999-2000**

Payee	Amount	Purpose
<b>Defence Headquarters</b>		
<b>Media Advertising Organisations</b>		
AIS Media	\$17,393	Recruitment – Civilian
Army News	\$1,750	Recruitment – Civilian
Navy News	\$2,200	Recruitment – Civilian
<b>Navy</b>		
<b>Media Advertising Organisations</b>		
AIS Elliott Matthews	\$1,913	Recruitment – Navy
AIS Media	\$42,782	Recruitment – Navy
Greater Cairns Radio	\$2,600	Public relations
<b>Army</b>		
<b>Media Advertising Organisations</b>		
AIS Media	\$5,464	Chief of Army conference
AIS Media	\$4,061	Army History Grant Scheme
Army News	\$3,498	Advertisement – Training Command Army Promotion Advertisement

Payee	Amount	Purpose
Army News	\$1,500	Commando Basic Training Course Advertisement
Messenger Press	\$1,752	Recruitment – Army
Outdoor Plus	\$12,620	Recruitment – Army
Shop-A-Docket	\$1,734	Recruitment – Army
TMP Worldwide	\$2,962	Trooping the Colours Queens Birthday Parade
TMP Worldwide	\$6,608	Beating the Retreat
<b>Airforce</b>		
<b>Media Advertising Organisations</b>		
3AW Southern Cross Radio	\$15,850	RAAF Museum
K-Rock	\$4,000	Air Pageant
Printgraphics	\$2,745	General advertising for RAAF Band
<b>Intelligence</b>		
<b>Media Advertising Organisations</b>		
Advertising Investment Services	\$42,283	Recruitment – Civilian
AI5 Media	\$262,299	Recruitment – Civilian
Interim HR Solutions	\$2,750	Recruitment – Civilian
<b>Direct Mail Organisations</b>		
University of Adelaide	\$2,132	Defence Signals Directorate attendance at University Fair
<b>Support Command</b>		
<b>Media Advertising Organisations</b>		
ADCORP Aust Ltd	\$14,808	Recruitment – Civilian
AI5 Media	\$13,215	Request for Tenders
AI5 Media	\$159,033	Recruitment – Civilian
AI5 Media	\$4,484	Conference
AI5 Media	\$6,181	Expression of Interest
AI5 Media	\$2,771	Invitation to Register
AI5 Media	\$8,181	Standing Offer – food
ETMP Pty Ltd	\$27,915	Recruitment – Civilian
AI5 Media	\$1,550	Request for Tenders – Collins class docking system
<b>Defence Personnel Executive</b>		
<b>Market Research Organisations</b>		
Advertising Development Solutions	\$183,450	Research for Recruiting
New Focus Pty Ltd	\$95,431	Research for Recruiting
Sweeney Research Pty Ltd	\$30,000	Research for Recruiting
<b>Media Advertising Organisations</b>		
Advertising Investment Services	\$53,104	Recruitment – Civilian
AI5 Media	\$2,683	Request for Tenders – Training Course for Cadets and Staff
AI5 Media	\$27,055	Services of the Family Information Network for Defence (FIND)
AI5 Media	\$55,287	Recruitment – Health Practitioner
AI5 Media	\$130,572	Recruitment – Civilian
BOAC	\$25,818	Recruitment – TAFE
BOAC	\$643,266	Recruitment – Tri-Service
BOAC	\$2,299,842	Recruitment – Royal Military College
BOAC	\$2,897,261	Recruitment – Army Reserve
BOAC	\$3,442,847	Recruitment – RAAF
BOAC	\$4,059,058	Recruitment – Navy

Payee	Amount	Purpose
BOAC	\$5,034,835	Recruitment – General Entry
BOAC	\$9,731,391	Recruitment – ADFA
Federal Capital Press	\$1,765	Recruitment – Health Practitioner
John Fairfax Group	\$2,663	Recruitment – Health Practitioner
Morgan & Banks	\$17,050	Recruitment – Civilian
<b>Advertising Agencies</b>		
AIS Media	\$228,068	Recruitment – ADFA
AIS Media	\$13,712	Recruitment – Navy
AIS Media	\$179,114	Recruitment – RAAF
AIS Media	\$63,389	Recruitment – Tri-Service
Grey Advertising	\$426,145	Recruitment – ADFA
Grey Advertising	\$49,515	Recruitment – Army Reserve
Grey Advertising	\$118,965	Recruitment – General Entry
Grey Advertising	\$111,933	Recruitment – Navy
Grey Advertising	\$1,136,581	Recruitment – RAAF
Grey Advertising	\$98,847	Recruitment – Royal Military College
Grey Advertising	\$27,798	Recruitment – TAFE
Grey Advertising	\$1,558,424	Recruitment – Tri-Service
Set Form Limited	\$4,484	Wall calendar
Trotman O'Brien	\$6,750	Recruitment – Civilian
University of Wollongong	\$3,000	Participation in Careers Fairs
<b>Acquisition</b>		
<b>Media Advertising Organisations</b>		
AIS Media	\$193,593	Recruitment advertising
AIS Media	\$39,712	Advertising of ITRs and Defence Tenders
AIS Media	\$4,899	Procurement Conference 1999
Australian Defence Business	\$7,350	Defence + Industry 2000 promotion
Executive Media	\$2,500	Exports and International Programs Branch to increase profile
Jaymac Australia	\$3,880	Promotional items for Regional Briefing Program
Support Command Australia	\$3,985	Procurement Conference 2000 promotion
Watcham Penrose Association	\$2,350	Recruitment – Civilian
<b>Science and Technology</b>		
<b>Media Advertising Organisations</b>		
AIS Media	\$448,070	Recruitment – Civilian
APS Gazette	\$24,603	Recruitment – Civilian
Australian Defence Business	\$7,400	Colour advertisement in Aust Defence Business magazine
Australian Industry Group	\$3,800	Colour advertisement in Oct/Nov 1999 edition of industry
Executive Media Pty Ltd	\$2,895	Colour advertisement in Australian Defence Force Reserves Yearbook
Interim HR Solutions Pty Ltd	\$314	Recruitment – Civilian
ITC Publishing	\$2,950	DSTO as in September and October 1999 issue A4 full colour
Mirror Australian Telegraph	\$5,761	Advertisement in the Defence supplement
New Hobsons Press	\$7,390	Recruitment – Civilian
PT. Industri Pesawat Terbang (Indonesia)	\$6,241	Advertisements in IPTN Magazine
TMP Worldwide Pty Ltd	\$5,577	Recruitment – Civilian

Payee	Amount	Purpose
WPA Career Media	\$4,400	Colour display advertisement in Focus on Engineering & Focus on Information 1999 WPA
Yaffa Publishing Group	\$9,240	Advertisement in Aust Defence Magazine
<b>Defence Estate</b>		
<b>Media Advertising Organisations</b>		
Advertising Investments	\$1,502	Notification of burn-off at Enoggera
Advertising Investments	\$2,165	Invitation to Register Interest – Comprehensive maintenance contract, northern region
Advertising Investments	\$3,532	I TR – Puckapunyal water pump line and road construction at Monegeeta
Advertising Investments	\$2,640	I TR – Refurbishment of 4 Brigade at Surry Hills
Advertising Investments	\$4,454	Recruitment – Civilian
Advertising Investments	\$2,087	Request for Tenders – High voltage project at Oakey
Advertising Investments	\$2,584	Request for Tenders – Refurbishment of Hawthorn Training Depot
Advertising Investments	\$1,786	Request for Tenders – Smoke detection upgrade for living in accommodation
AIS Media	\$3,267	Expressions of Interest – Development of a security construction manual
AIS Media	\$1,764	I TR – Comprehensive maintenance contract, Shoalhaven region
AIS Media	\$3,225	I TR – Living-in accommodation
AIS Media	\$2,673	I TR – Revaluation of the Defence estate
AIS Media	\$1,825	I TR – for Defence Environmental Panel
AIS Media	\$3,013	I TRs – Comprehensive maintenance contracts
AIS Media	\$27,696	Recruitment – Civilian
AIS Media	\$1,620	Request for Tenders – Pavement overlay and airfield lighting works at RAAF Pearce and RAAF Gingin
Mirror Australian Telegraph	\$3,342	I TR – High range training area drainage works
<b>Defence Information Systems</b>		
<b>Media Advertising Organisations</b>		
AIS Media	\$42,696	Recruitment – Civilian
AIS Media	\$4,161	Request for Tenders – Replacement of the Defence Preferred Systems Integrator Panel arrangements
Employment National	\$10,500	Recruitment – Civilian
West Australian Newspaper	\$1,818	Recruitment – Civilian
<b>Defence Corporate Support</b>		
<b>Media Advertising Organisations</b>		
Advertising Investment Services	\$1,825	Recruitment – Civilian
AIS Elliott Mathews	\$23,418	Public notices for Navy live firing activities.
CPM PSMPC	\$2,979	Gazette Notices
Examiner Newspaper, The	\$3,756	Public notices – range activity
McIvor Times, The	\$3,314	Public notices – range activity
North Queensland Newspapers	\$4,000	Public notices – range activity

<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
Northern Services Courier	\$8,061	Advertising family assistance and welfare information related to East Timor operations
Northern Services Courier	\$3,000	Public notices – range activity
Port Stephens Examiner	\$5,372	Public notices – range activity and night flying warnings
Public Service and Merit Protection Commission	\$243,633	Recruitment – Civilian
Telegraph Seymour	\$1,762	Public notices – range activity
ALIA net-Incite Newsmagazine	\$3,300	Recruitment – Civilian

## **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 ADF personnel;
- to encourage home ownership during service as a cost effective alternative to rental assistance; and
- to assist in the reintegration of ADF 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 ADF. 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 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 Australia Bank. Interest subsidy is paid on loans between \$10,000 and \$80,000. Spouses who are both members of the ADF can apply for a combined subsidised loan of up to \$160,000. The subsidy amount is calculated at 40% of the average monthly interest to be paid over the life of a notional 25-year loan.

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

### **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 who qualify by length of service, the maximum period for which the subsidy can be paid is 20 years. For members with operational or warlike service, the

five-year qualifying period is waived and the period for which the subsidy can be paid may be extended from 20 to a maximum of 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.

### **Evaluation Against Objectives**

The objectives of the Defence 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 ADF.

After two years of decline, there has been a surge of activity in the last financial year with the number of entitlement certificate applications up 35% on 1998-99. These figures are similar to the levels of 1996-97, when the amount available under the scheme doubled from \$40,000 to \$80,000.

*Attract and Retain Defence Force Personnel:* The scheme is one of a number of initiatives designed to influence the attraction and retention rate of ADF personnel. However, against a background of personnel reductions as a result of the Force Structure Review and the Defence Reform Program, the objective would need to be measured in terms of attraction/retention of the right categories of personnel. This is not quantifiable at this time.

*Encourage First Home Ownership as a Cost Effective Alternative to Rental Assistance:* This scheme is part of a package of schemes which includes the recently introduced home purchase assistance scheme and the home sale and purchase allowance. The combination of these schemes, together with other Government initiatives, provide ADF members with a wider range of choices in meeting their housing requirements and also bring home ownership within the reach of more members. Of the subsidy applications received, 75% have been from 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 ADF Personnel into the Community on Return to Civilian Employment:* Of new subsidy applications, 25% have been from members taking discharge from the ADF. This significant percentage demonstrates that the scheme is meeting this objective for those personnel who satisfy the loan criteria.

*Operational/Warlike Service Applicants:* The surge in activity for this financial year is attributable to the significant number of personnel who have been involved in operational or warlike deployments, particularly in East Timor. These members have their basic qualifying period (five years) waived and are thus able to access the scheme earlier. Of the subsidy applications received, 27% were from members with this type of service, the great bulk of those from East Timor.

### **Processing Activity**

During 1999-2000, 3,344 applications for entitlement certificates and loan subsidies were processed bringing the total number of approved loans to 3,970 as at 30 June 2000.

## Performance Evaluation of the Administration of the Scheme

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 Australia Bank has met its obligations to the Commonwealth under the Act and has generally provided support to the scheme. The bank and the Defence Housing Authority have made considerable and continuing efforts to streamline the process for obtaining the subsidy.

**Table 4.15: Applications for Entitlement Certificates by Type of Assistance<sup>(1)</sup>**

Activity	1995-96	1996-97	1997-98	1998-99	1999-2000
Buy a home	542	1,094	1,157	1,011	709
Re-finance a loan	181	800	492	333	322
Enlarge a home	2	16	12	12	11
Build a home	106	223	250	193	150
Renovate a home	16	25	28	26	30

### Note

1. Prior to 1999-2000, the above figures were taken from the entitlement certificate applications. From 1999-2000, the figures are taken from the subsidy application.

**Table 4.16: Comparison of Activities<sup>(1)</sup>**

Activity	1995-96	1996-97	1997-98	1998-99	1999-2000
Applications for Entitlement Certificate received	847	2,158	1,938	1,575	2,122
Entitlement Certificate issued	765	1,928	1,809	1,474	2,006
Applications for Entitlement Certificate declined/withdrawn	93	177	155	106	116
Applications for Payment of Subsidy received	424	1,328	1,415	941	1,222
Applications for Payment of Subsidy approved	417	1,274	1,390	938	1,194
Applications for Payment of Subsidy declined	7	26	17	13	3
Amount of Commonwealth subsidy paid	\$1,820,066	\$2,062,627	\$2,970,289	\$3,692,631	\$4,405,248
Number of Subsidy payees as at 30 June	1,828	2,280	3,132	3,519	3,970

### Note

1. Entitlement Certificates are valid for one year.

## Operational Costs – 1999-2000

An annual management fee of \$395,850.50 was paid to the Defence Housing Authority by the Department of Defence. The authority was also paid a fee in respect of each application for entitlement certificate lodged. These fees totalled \$127,097.90.

The total cost of the scheme is \$4,928,196.85.