

## **PART FIVE**

## **APPENDICES**



## WORK HEALTH AND SAFETY

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The *Work Health and Safety Act 2011* (WHS Act) came into effect on 1 January 2012, replacing the previous *Occupational Health and Safety Act 1991*. The WHS Act requires Commonwealth agencies to provide and maintain a safe and healthy work environment for all workers, contractors and other persons at work. The new legislation emphasises the health and safety responsibilities of all people at work. The Treasury promotes prevention, early intervention and education through its health, safety and wellbeing systems, policies and programs. The Treasury actively encourages employees to contribute to a safer workplace by reporting potential hazards, incidents and accidents as soon as they occur, being sensible about their actions in the workplace and demonstrating the Treasury People Values at all times.

In preparation for the implementation of the WHS Act, the Treasury organised briefings to its portfolio agency heads through a national legal firm with expertise in the new legislation. A Work Health and Safety Awareness week was held in December 2011 to provide employees with information about the new legislation and actions they could take to meet their duties under the WHS Act. Tailored seminars were also provided to external contractors used by the Treasury and office holders such as Health and Safety Representatives.

To assist officers in exercising due diligence in accordance with the WHS Act, the Treasury undertook a consultative process with internal business groups to determine a comprehensive risk profile for Work Health and Safety hazards and their associated risks. Risk registers were developed and a system implemented to continuously review and update the registers which are confirmed by the Work Health and Safety Committee.

The Terms of Reference for the Work Health and Safety Committee were reviewed to allow for a strategic focus on WHS risks.

The Treasury continues to explore and implement strategies to help minimise the human and financial costs of injury and illness. Case management presents issues that are complex and varied and that need to be managed with regard to revised legislation and internal policies. In 2011-12 the Treasury offered flexible arrangements that benefited both the department and injured or ill employees by supporting them to manage their illness or injury appropriately to remain at work. Potential compensation claims and loss of productivity were reduced through the Treasury Early Intervention Policy which assisted employees to access treatment for illness and injury likely to impact them while at work.

As a signatory to Comcare's Employer Statement of Commitment, the Treasury continued to observe the Occupational Health and Safety and Rehabilitation Performance Improvement Targets (2002-2012) and maintained a low workers' compensation claim rate through the application of early intervention strategies aimed at minimising the of injury or illness on both the employee and the department. The Treasury's 2010-11 Comcare premium rate was revised from 0.61 per cent to 0.59 per cent and was maintained at 0.59 per cent for 2011-12. The Treasury's Comcare premium rate has consistently remained lower than the Commonwealth average of 1.20 per cent and 1.41 per cent respectively.

THE TREASURY  
ANNUAL REPORT 2011-12

Under Section 74 of the *Occupational Health and Safety Act 1991* (OHS Act), the Treasury is required to provide a report on occupational health and safety activities and statistics on notifiable accidents, dangerous occurrences, investigations and notices under Section 68 occurring while the OHS Act was legally enforceable.

<i>Occupational Health and Safety Act 1991</i>	Number
Deaths that required notice under section 68	0
Accidents that required notice under section 68	0
Dangerous Occurrences that required notification under section 68	3
Investigations conducted under Part 4	0
Tests on plant, substance, or thing in the course of investigations considered	0
Directions given to The Treasury under section 45 (that the workplace etc. not be disturbed)	0
Notices given to The Treasury under section 29 (provisional improvement notice)	0
Notices given to The Treasury under section 46 (prohibition notice)	0
Notices given to The Treasury under section 47 (improvement notice)	0

With the introduction of the *Work Health and Safety Act 2011* on 1 January 2012, the Treasury is required to provide a report on work health and safety activities and statistics on notifiable incidents, investigations and notices under Part 10 occurring on or after 1 January 2012.

<i>Work Health and Safety Act 2011</i>	Number
Deaths that required notice under section 38	0
Serious injury or illness that required notice under section 38	3
Dangerous incidents that required notification under section 38	2
Investigations conducted under Part 9	0
Notices given to The Treasury under section 191 (improvement notices)	0
Notices given to The Treasury under section 195 (prohibition notices)	0
Notices given to The Treasury under section 198 (non-disturbance)	0

Ongoing risk management activities within the Treasury's Health and Safety Management Arrangements included:

- Occupational Health and Safety presentations at induction demonstrating positive ergonomic workstation set-up and practices. Inductions also included information on first aid, emergency procedures, accident/incident reporting, the Treasury's Health and Wellbeing Program, lunchtime health activities, lens reimbursements, the Employee Assistance Program and the roles of the Work Health and Safety Committee and Health and Safety Representatives.
- Meetings of the Work Health and Safety Committee occurred three times in 2011-12, assisting in monitoring and reviewing health and safety measures and facilitating cooperation and communication amongst employees.
- Health and Safety Representatives conducted workplace inspections three times during 2011-12.
- Timely reporting of work-related incidents ensures immediate action is taken to rectify hazards. During 2011-12, the Treasury received 18 work-related incident reports which included trips, slips, falls, and body stressing. Of the 18 incidents, one compensation claim was submitted. In 2011-12 there were five new cases managed under the Treasury's Early Intervention Policy.
- Managers are encouraged to report absences which may be related to physical or psychological injury or illness to enable staff and managers to be supported. This includes assistance under the Treasury Early Intervention Policy.

## THE TREASURY

### ANNUAL REPORT 2011-12

- First aid officers are located throughout the department. Employees with underlying health conditions such as epilepsy, asthma and diabetes are encouraged to advise nearby first aid officers to ensure timely and appropriate assistance is provided.
- The Treasury offers individual workstation assessments and training on ergonomics, workstation adjustment and recommended workstation practices. A total of 46 employees were referred for external workstation assessments and approximately 70 employees received individual workstation setups conducted by trained Treasury employees during 2011-12. Workstation set-up training is offered as part of the Treasury's Health and Wellbeing Program with manual handling training also provided to employees undertaking these duties.
- Employees requiring glasses for screen-based use can be reimbursed for a portion of the cost. In 2011-12, 34 employees received reimbursement.
- Free influenza vaccinations are offered annually with 422 employees receiving the vaccination in April 2012.
- In cooperation with the Department of Finance and Deregulation, a 10 metre smoking exclusion zone has been maintained around the Treasury building.

## ADVERTISING AND MARKET RESEARCH

The Treasury undertook the following advertising and marketing research in 2011-12.

**Table 9: Advertising and marketing research expenditure for 2011-12**

Purpose	Vendor	Cost (\$)
Advertising campaign	Universal McCann	10,950,653
	Vinten Browning	865,438
	GFK Blue Moon	254,250
	Hall & Partners / Open Mind Research Group	54,480
	Media Heads	114,650
	Ethnic Communications	98,558
	Cultural Partners	2,610
Business advertising	Hall & Partners / Open Mind Research Group	37,786
	Adcorp Australia Pty Ltd	110,305
Recruitment advertising	Adcorp Australia Pty Ltd	64,364
<b>Total</b>		<b>12,553,094</b>

Note: These figures exclude GST. Payments less than \$11,900 are not included in this table.

During 2011-12, the Treasury conducted two advertising campaigns.

A campaign was conducted to raise awareness and understanding of the education tax refund among eligible recipients and to alert recipients to the inclusion of school uniforms from 1 July 2011. During 2011-12, the Treasury spent \$6.8 million on the campaign.

A campaign was conducted to raise community and business awareness of the relevance and benefits of the Government's package of reforms to support a competitive and sustainable banking system. During 2011-12, the Treasury spent \$5.6 million on the campaign.

Further information on the advertising campaigns is in the report on Australian Government advertising that is prepared by the Department of Finance and Deregulation. The report is available at [www.finance.gov.au](http://www.finance.gov.au).

## ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PERFORMANCE

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The Treasury continues to develop and incorporate strategies to improve its overall environmental performance. A review against the ANAO Better Practice Guide on Public Sector Environmental Management found that the Treasury was broadly compliant with better practice.

The Treasury undertakes annual reviews of its Environmental Management System and is progressing actions to meet its commitments under the Treasury Building Management Committee Green Improvement Agreement.

It participates in various government environmental forums and maintains industry knowledge through its membership of property and building industry groups.

### ENERGY MANAGEMENT

The Treasury achieved the Energy Efficiency in Government Operations Policy target of 7,500 mega joules per person per annum for office tenant light and power for 2011-12.

The Treasury has installed movement sensors in a number of offices and meeting rooms. Similarly following a review of the operation of the air-conditioning system, the Treasury modified services and completed a full balancing of the air-conditioning system. Both of these initiatives will reduce energy usage.

### RECYCLING

The Treasury recycles paper and cardboard products, which a local recycling firm collects. Classified waste paper is shredded and or pulped and paper hand towels are recycled. Waste recycling stations are provided in staff kitchens separating rubbish, organic waste and materials able to be recycled.

The Treasury also recycles toner cartridges, fluorescent tubes and batteries and collects old mobile telephones, donating them to charity.

### WATER

Tenancies in the Treasury building are not metered separately for water consumption. The Treasury Building Management Committee is investigating water savings initiatives.



## CARER SUPPORT

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The Treasury recognises that all carers have the same rights, choices and opportunities as other Australians, regardless of age, race, gender, disability, sexuality, religious or political beliefs, cultural or linguistic heritage or differences, socioeconomic status or locality.

The Treasury's carer support framework includes:

- a non-discriminatory definition of family in the *Treasury Workplace Agreement 2011-14* recognising relatives by blood, marriage, strong traditional or ceremonial affinity and genuine domestic or household relationships;
- a range of family-friendly working arrangements such as access to information about child-care and school holiday care, access to a carer's room, access to carer's leave and accreditation as a breastfeeding friendly workplace;
- employees are able to utilise accumulated personal leave to care for sick family and household members, or a person they have caring responsibilities for. Employees may also access unpaid carer's leave to care for or support family or household members or if an unexpected family or household emergency arises;
- access to an employee assistance program. The program provides a free professional and confidential counselling service to assist staff and their immediate family members experiencing work-related or personal problems;
- onsite childcare facilities for Treasury staff in the Abacus Childcare and Education Centre which is managed by the Department of Finance and Deregulation. The centre offers 143 child care places with a total of 65 children from Treasury families in care at the centre at 30 June 2012;
- part-time and flexible working arrangements. At 30 June 2012, 11 per cent of Treasury staff worked part-time. Both male and female employees use part-time work to enable them to balance work and personal responsibilities; and
- access to job-share arrangements and home-based work which help Treasury staff to balance work and personal commitments.

## GRANTS

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Consistent with requirements in the Commonwealth Grant Guidelines, information on grants awarded by the Treasury during the period 1 July 2011 to 30 June 2012 is available at [www.treasury.gov.au](http://www.treasury.gov.au).

## INFORMATION PUBLICATION SCHEME

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Agencies subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. Each agency must display on its website a plan showing what information it publishes in accordance with the IPS requirements.

Treasury's IPS plan can be located on the Treasury website at [www.treasury.gov.au](http://www.treasury.gov.au).

## RESOURCE TABLES

**Table 10: Summary resource statement**

	Actual available appropriation 2011-12 \$'000 (a)	Payments made 2011-12 \$'000 (b)	Balance remaining \$'000 (a-b)
<b>Ordinary annual services</b>			
<b>Departmental appropriation</b>			
Departmental appropriation	156,615 <sup>1</sup>	180,183	(23,568)
s31 relevant agency receipts	13,159 <sup>3</sup>	13,026	133
<b>Total departmental</b>	<b>169,774</b>	<b>193,209</b>	<b>(23,435)</b>
<b>Administered expenses</b>			
Outcome 1	14,987 <sup>1</sup>	12,741	n/a
<b>Total administered expenses</b>	<b>14,987</b>	<b>12,741</b>	<b>n/a</b>
<b>Total ordinary annual services</b>	<b>A 184,761</b>	<b>205,950</b>	<b>n/a</b>
<b>Other services</b>			
<b>Departmental non-operating</b>			
Equity injections	583 <sup>2</sup>	583	-
<b>Total</b>	<b>583</b>	<b>583</b>	<b>-</b>
<b>Administered non-operating</b>			
Administered assets and liabilities			
Outcome 1	62,708 <sup>2</sup>	15,561	n/a
<b>Total</b>	<b>62,708</b>	<b>15,561</b>	<b>n/a</b>
<b>Total other services</b>	<b>B 63,291</b>	<b>16,144</b>	<b>n/a</b>
<b>Total available annual appropriations (A+B)</b>	<b>248,052</b>	<b>222,094</b>	<b>n/a</b>
<b>Special appropriations</b>			
<i>Asian Development Bank (Additional Subscription) Act 2009</i>	15,168	14,812	n/a
<i>Federal Financial Relations Act 2009</i>	65,627,132	65,685,936	n/a
<i>International Monetary Agreements Act 1947</i>	956,257	762,631	n/a
<b>Total special appropriations</b>	<b>C 66,598,557</b>	<b>66,463,379</b>	<b>n/a</b>
<b>Total appropriations excluding Special accounts (A+B+C)</b>	<b>66,846,609</b>	<b>66,685,473</b>	<b>n/a</b>

**Table 10: Summary resource statement (continued)**

	Actual available appropriation 2011-12 \$'000 (a)	Payments made 2011-12 \$'000 (b)	Balance remaining \$'000 (a-b)
<b>Special accounts</b>			
Appropriation receipts	-	-	n/a
Non-appropriation receipts to special accounts	21,578,589	21,476,529	n/a
<b>Total special account</b>	<b>D 21,578,589</b>	<b>21,476,529</b>	<b>n/a</b>
<b>Total resourcing and payments (A+B+C+D)</b>	<b>88,425,198</b>	<b>88,162,002</b>	<b>n/a</b>
Less receipts from other sources credited to special accounts	1,842	1,709	n/a
<b>Total resourcing and payments for the Treasury</b>	<b>88,423,356</b>	<b>88,160,293</b>	<b>n/a</b>

1. Appropriation Act (No. 1) 2010-11 and Appropriation Act (No. 3) 2010-11.

2. Appropriation Act (No. 2) 2010-11 and Appropriation Act (No. 4) 2010-11.

3. Receipts received under s31 of the Financial Management and Accountability Act 1997.

Note: Details of Appropriations are disclosed in Note 28 to the Financial Statements.

**Table 11: Resourcing for Outcome 1**

<b>Outcome 1:</b> Informed decisions on the development and implementation of policies to improve the wellbeing of the Australian people, including by achieving strong, sustainable economic growth, through the provision of advice to government and the efficient administration of federal financial relations	Budget	Actual expenses	Variation
	2011-12	2011-12	
	\$'000	\$'000	\$'000
	(a)	(b)	(a)-(b)
<b>Program 1.1: Department of the Treasury</b>			
Departmental expenses			
Departmental appropriation	176,226	177,185	(959)
Special accounts	1,629	1,709	(80)
Expenses not requiring appropriation in the Budget year		13,944	(2,058)
Administered expenses			
Other services (Appropriation Bill No. 1)	11,739	11,121	618
Expenses not requiring appropriation	794,804	964,705	(169,901)
<b>Total for Program 1.1</b>	<b>201,480</b>	<b>1,168,664</b>	<b>(967,184)</b>
<b>Program 1.2: Payments to international financial institutions</b>			
Administered expenses			
Special Appropriations	11,532	11,289	243
<b>Total for Program 1.2</b>	<b>11,532</b>	<b>11,289</b>	<b>243</b>
<b>Program 1.3: Support for markets and business</b>			
Administered expenses			
Other services (Appropriation Bill No. 1)	3,248	2,717	531
<b>Total for Program 1.3</b>	<b>3,248</b>	<b>2,717</b>	<b>531</b>
<b>Program 1.4: General revenue assistance</b>			
Administered expenses			
Special appropriations	45,600,000	46,040,000	(440,000)
Special accounts	1,114,292	1,109,163	5,129
<b>Total for Program 1.4</b>	<b>46,714,292</b>	<b>47,149,163</b>	<b>(434,871)</b>
<b>Program 1.5: Assistance to the States for healthcare services</b>			
Administered expenses			
Special Appropriations	12,697,804	12,544,412	153,392
<b>Total for Program 1.5</b>	<b>12,697,804</b>	<b>12,544,412</b>	<b>153,392</b>
<b>Program 1.6: Assistance to the States for government schools</b>			
Administered expenses			
Special Appropriations	3,755,800	3,775,801	(20,001)
<b>Total for Program 1.6</b>	<b>3,755,800</b>	<b>3,775,801</b>	<b>(20,001)</b>

**Table 11: Resourcing for Outcome 1 (continued)**

	Budget expenses 2011-12 \$'000 (a)	Actual expenses 2011-12 \$'000 (b)	Variation \$'000 (a)-(b)
<b>Program 1.7: Assistance to the States for skills and workforce development</b>			
Administered expenses			
Special appropriations	1,363,132	1,363,132	-
<b>Total for Program 1.7</b>	1,363,132	1,363,132	-
<b>Program 1.8: Assistance to the States for disabilities services</b>			
Administered expenses			
Special appropriations	1,204,967	1,208,688	(3,721)
<b>Total for Program 1.8</b>	1,204,967	1,208,688	(3,721)
<b>Program 1.9: Assistance to the States for affordable housing</b>			
Administered expenses			
Special appropriations	1,242,603	1,242,604	(1)
<b>Total for Program 1.9</b>	1,242,603	1,242,604	(1)
<b>Program 1.10: National Partnership Payments to the States</b>			
Administered expenses			
Special accounts	17,927,627	18,594,831	(667,204)
<b>Total for Program 1.10</b>	17,927,627	18,594,831	(667,204)
<b>Outcome 1 Totals by appropriation type</b>			
Administered expenses			
Other services (Appropriation Bill No. 1)	14,987	13,838	1,149
Special appropriations	65,875,838	66,185,926	(310,088)
Special accounts	19,041,919	19,703,994	(662,075)
Expenses not requiring appropriation	794,804	964,705	(169,901)
Departmental expenses			
Departmental appropriation	176,226	177,185	(959)
Special accounts	1,629	1,709	(80)
Expenses not requiring appropriation in the Budget year		13,944	(2,058)
<b>Total expenses for Outcome 1</b>	85,917,289	87,061,301	(1,144,012)
<b>Average staffing level (number)</b>	1,006	1,007	(1)

## LIST OF REQUIREMENTS

Description	Requirement	Page/s
<b>Introduction</b>		
Letter of transmittal	Mandatory	iii
Table of contents	Mandatory	v-vii
Index	Mandatory	285-288
Glossary	Mandatory	282-284
Contact officer(s)	Mandatory	xii
Internet home page address and Internet address for report	Mandatory	ii
<b>Review by Secretary</b>		
Review by Departmental Secretary	Mandatory	3-9
Summary of significant issues and developments	Suggested	3-9
Overview of department's performance and financial results	Suggested	3-15
Outlook for following year	Suggested	8-9
Significant issues and developments — portfolio	Suggested	3-9
<b>Departmental overview</b>		
Role and functions	Mandatory	10-15
Organisational structure	Mandatory	16
Outcome and program structure	Mandatory	17-20
Where outcome and program structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	n/a
Portfolio structure	Mandatory	18-20
<b>Report on performance</b>		
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	23-105
Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	23-105
Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	n/a



<b>Description</b>	<b>Requirement</b>	<b>Page/s</b>
Narrative discussion and analysis of performance	Mandatory	23-105
Trend information	Mandatory	23-105
Significant changes in nature of principal functions/services	Suggested	23-105
Performance of purchaser/provider arrangements	If applicable, suggested	n/a
Factors, events or trends influencing departmental performance	Suggested	23-105
Contribution of risk management in achieving objectives	Suggested	23-105
Social inclusion outcomes	If applicable, mandatory	23-105
Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	n/a
Discussion and analysis of the department's financial performance	Mandatory	15
Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	15
Agency resource statement and summary resource tables by outcome	Mandatory	272-274
<b>Management and accountability</b>		
<b>Corporate governance</b>		
Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines	Mandatory	iii
Statement of the main corporate governance practices in place	Mandatory	109
Names of the senior executive and their responsibilities	Suggested	16
Senior management committees and their roles	Suggested	110-112
Corporate and operational planning and associated performance reporting and review	Suggested	112-113
Approach adopted to identifying areas of significant financial or operational risk	Suggested	113-114
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	115
How nature and amount of remuneration for SES officers is determined	Suggested	115-116
<b>External scrutiny</b>		
Significant developments in external scrutiny	Mandatory	117-123

<b>Description</b>	<b>Requirement</b>	<b>Page/s</b>
Judicial decisions and decisions of administrative tribunals	Mandatory	122
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Mandatory	123
<b>Management of human resources</b>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	124-137
Workforce planning, staff turnover and retention	Suggested	124-137
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs	Suggested	126-136
Training and development undertaken and its impact	Suggested	128-131
Work health and safety performance	Suggested	263-266
Productivity gains	Suggested	n/a
Statistics on staffing	Mandatory	134-137
Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	126-136
Performance pay	Mandatory	n/a
<b>Assets management</b>		
Assessment of effectiveness of assets management	If applicable, mandatory	138
<b>Purchasing</b>		
Assessment of purchasing against core policies and principles	Mandatory	139
<b>Consultants</b>		
The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website	Mandatory	140

Description	Requirement	Page/s
<i>Australian National Audit Office access clauses</i>		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	141
<i>Exempt contracts</i>		
Contracts exempt from the AusTender	Mandatory	142
<i>Financial statements</i>		
Financial statements	Mandatory	150-259
<i>Other information</i>		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i> )	Mandatory	263-266
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i> ) and statement on advertising campaigns	Mandatory	267
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	268
Compliance with agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	269
Grant programs	Mandatory	270
Disability reporting — explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	143-147
Information Publication Scheme statement	Mandatory	271
Correction of material errors in previous annual report	If applicable, mandatory	n/a
List of requirements	Mandatory	276-279

## ABBREVIATIONS AND ACRONYMS

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AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
ADB	Asian Development Bank
ANAO	Australian National Audit Office
AOFM	Australian Office of Financial Management
APEC	Asia-Pacific Economic Cooperation
APRA	Australian Prudential Regulation Authority
APS	Australian Public Service
ARPC	Australian Reinsurance Pool Corporation
ASIC	Australian Securities and Investments Commission
ATO	Australian Taxation Office
AusAID	Australian Agency for International Development
AWA	Australian Workplace Agreement
BTWG	Business Tax Working Group
CBA	Commonwealth Bank of Australia
CBOSC	Commonwealth Bank Officers' Superannuation Corporation
CEFC	Clean Energy Finance Corporation
COAG	Council of Australian Governments
CSS	Commonwealth Superannuation Scheme
EBRD	European Bank for Reconstruction and Development
EL	Executive level
FCA	Federal Court of Australia
FIRB	Foreign Investment Review Board
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FMO	Finance Minister's Orders
GRA	General revenue assistance
GST	Goods and services tax
HCS	HIH Claims Support
HLIC	Housing Loans Insurance Corporation
IBRD	International Bank for Reconstruction and Development
IDA	International Development Association
IFC	International Finance Corporation
IGA	Intergovernmental Agreement
IMF	International Monetary Fund
IT	Information technology
KPMG	Klynveld Peat Marwick Goerdeler
MIGA	Multilateral Investment Guarantee Agency
MRRT	Minerals Resource Rent Tax

**PART 5**  
APPENDICES

MYEFO	Mid-Year Economic and Fiscal Outlook
NDIS	National Disability Insurance Scheme
NIIS	National Injury Insurance Scheme
NP	National Partnerships
NSW	New South Wales
NZ	New Zealand
OECD	Organisation for Economic Co-operation and Development
OPA	Official Public Account
PRRT	Petroleum Resource Rent Tax
PSS	Public Sector Superannuation Scheme
PSSap	Public Sector Superannuation accumulation plan
RBA	Reserve Bank of Australia
SBR	Standard Business Reporting
SDR	Special Drawing Rights
SES	Senior executive service
SPP	Specific Purpose Payment

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## GLOSSARY

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Activities	The actions/functions performed by agencies to deliver government policies.
Administered item	Appropriation that consists of funding managed on behalf of the Commonwealth. This funding is not at the discretion of the agency and any unspent appropriation is returned to the Consolidated Revenue Fund (CRF) at the end of the financial year. An administered item is a component of an administered program. It may be a measure but will not constitute a program in its own right.
Appropriation	An amount of public money parliament authorises for spending with funds to be withdrawn from the CRF. Parliament makes laws for appropriating money under the Annual Appropriation Acts and under Special Appropriations, with spending restricted to the purposes specified in the Appropriation Acts.
APS employee	A person engaged under section 22, or a person who is engaged as an APS employee under section 72, of the <i>Public Service Act 1999</i> .
Clear read principle	<p>Under the Outcomes arrangements there is an essential clear link between the Appropriation Bills, the Portfolio Budget Statements (PBS), the Portfolio Additional Estimates Statements, and annual reports of agencies. Information should be consistent across these and other budget documents, and where possible, duplication of reporting within the PBS should be avoided. This is called the clear read between the different documents.</p> <p>Under this Principle the planned performance in PBS is to be provided on the same basis as actual performance in the annual reports covering the same period, to permit a clear read across planning and actual performance reporting documents. Agencies should take this into account in designing their performance reporting arrangements.</p>
<i>Commonwealth Authorities and Companies Act 1997</i> (CAC Act)	The CAC Act sets out the financial management, accountability and audit obligations on Commonwealth statutory authorities and companies in which the Commonwealth has at least a direct controlling interest. A list of CAC Act bodies can be found at: <a href="http://finance.gov.au/financial-framework/cac-legislation/docs/CAC-body-list.pdf">finance.gov.au/financial-framework/cac-legislation/docs/CAC-body-list.pdf</a> .

Consolidated Revenue Fund (CRF)	The principal operating fund from which money is drawn to pay for the activities of the Government. Section 81 of the Australian Constitution provides that all revenue raised or monies received by the Executive Government forms one consolidated revenue fund from which appropriations are made for the purposes of the Australian Government.
Contractor	A person engaged by an agency, usually on a temporary basis. Treated as an employee of the agency for the purposes of program performance reporting.
Corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
Departmental item	Resources (assets, liabilities, revenues and expenses) that agency Chief Executive Officers control directly. This includes outsourced activities funded and controlled by the agency. Examples of departmental items include agency running costs, accrued employee entitlements and net appropriations. A departmental item is a component of a departmental program.
<i>Financial Management and Accountability Act 1997 (FMA Act)</i>	The FMA Act sets out the financial management, accountability and audit obligations of agencies (including Departments) that are financially part of the Commonwealth (and form part of the General Government Sector). A list of FMA Act agencies can be found at: <a href="http://finance.gov.au/financial-framework/fma-legislation/docs/FMA-Agencies-List.pdf">finance.gov.au/financial-framework/fma-legislation/docs/FMA-Agencies-List.pdf</a> .
Financial results	The results shown in the financial statements of an agency.
Grant	Commonwealth financial assistance as defined under Regulations 3A(1) and 3A(2) of the Financial Management and Accountability Regulations 1997.
Materiality	Takes into account the planned outcome and the relative significance of the resources consumed in contributing to the achievement of that outcome.
Mid-Year Economic and Fiscal Outlook (MYEFO)	The MYEFO provides an update of the Government's budget estimates by examining expenses and revenues in the year to date, as well as provisions for new decisions that have been taken since the Budget. The report provides updated information to allow the assessment of the Government's fiscal performance against the fiscal strategy set out in its current fiscal strategy statement.

THE TREASURY  
ANNUAL REPORT 2011-12

Non-ongoing APS employee	A person engaged as an APS employee under subsection 22(2)(a) of the <i>Public Service Act 1999</i> .
Official Public Account (OPA)	The OPA is the Australian Government's central bank account held within the Reserve Bank of Australia. The OPA reflects the operations of the Consolidated Revenue Fund.
Ongoing APS employee	A person engaged as an ongoing APS employee under section 22(2)(a) of the <i>Public Service Act 1999</i> .
Operations	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.
Outcomes	The results, impacts or consequence of actions by the Commonwealth on the Australian community. They should be consistent with those listed in agencies' Portfolio Budget Statements.
Performance information	Evidence about performance that is collected and used systematically which may relate to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. Performance information may be quantitative (numerical) or qualitative (descriptive), however, it should be verifiable.
Portfolio Budget Statements (PBS)	Budget related paper detailing budget initiatives and explanations of appropriations specified by outcome and program by each agency within a portfolio.
Programs	An activity or groups of activities that deliver benefits, services or transfer payments to individuals, industry/business or the community as a whole and are the primary vehicles for government agencies to achieve the intended results of their outcome statements.
Public service care agency	A public service care agency is defined in section 4 of the <i>Carer Recognition Act 2010</i> to mean an agency as defined in the <i>Public Service Act 1999</i> that is responsible for the development, implementation, provision or evaluation of policies, programs or services directed to carers or the persons for whom they care.
Senate Estimates Hearings	Senate Standing Committees hold hearings to scrutinise the appropriation bills and any explanatory documentation tabled to accompany them. Public Servants are called as witnesses to hearings.
Specific Purpose Payments (SPP)	Commonwealth payments to the States for specific purposes in order to pursue important national policy objectives in areas that may be administered by the States.



## INDEX

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### A

abbreviations and acronyms, 280  
advertising and market research, 267  
APEC, 77  
Asia, 32  
assets management, 138  
assistance to the States for affordable housing, 102  
assistance to the States for disability services, 100  
assistance to the States for healthcare services, 94  
assistance to the States for schools, 96  
assistance to the States for skills and workforce development, 98  
Auditing and Assurance Standards Board, 83  
Australian Accounting Standards Board, 83  
Australian Government Actuary, 83  
Australian Loan Council, 40  
Australian National Audit Office  
    access clauses, 141  
    reports, 119  
Australian Office of Financial Management, 37

### B

Budget, 28, 35, 36

### C

career development system, 126  
carer support, 269

Centre for Market Design, 44  
climate change and environmental policy, 40  
COAG, 38  
    Business Regulation and Competition Work Group, 83  
Committees  
    Audit, 111, 117  
    Executive Board, 110  
    Inclusive Workplace, 112  
    Information Management and Technology, 112  
    Parliamentary, 121  
    People, 111  
    Remuneration, 111, 126  
    Security, 112  
    Work Health and Safety, 112  
competition policy, 66  
consultants, 140  
consumer policy, 67  
contact details, xii  
corporate governance, 109  
corporate planning and reporting, 113  
Corporate Strategy and Services Group  
    key outcomes, 86  
    key priorities, 85  
    overview, 12, 84  
corporations regulation reforms, 74

### D

defence and national security policy, 41

**THE TREASURY**  
ANNUAL REPORT 2011-12

departmental overview, 10  
disability policy, 42

**E**

ecologically sustainable development and environmental performance, 268  
economic forecasting, 28  
economic modelling, 27  
education policy, 42  
Energy Security Council, 83  
ethical standards and accountability, 115  
exempt contracts, 142  
external scrutiny, 117

**F**

federal financial relations, 37, 38, 39  
Financial Reporting Council, 79, 82  
Financial Reporting Panel, 80  
Financial Sector Advisory Council, 83  
financial services reform, 71  
Financial Stability Board, 31  
financial statements, 149  
financial system reform, 68  
Fiscal Group  
    analysis of performance, 35  
    deliverables, 34  
    outcomes, 34  
    overview, 11, 33  
foreign investment  
    and trade policy, 76  
    Foreign Investment Review Board, 75  
fraud prevention and control, 114  
freedom of information, 271  
Future Fund, 38

**G**

G20, 30  
general revenue assistance, 38, 92  
glossary, 282  
grants, 270  
GST  
    Administration Sub-committee, 40  
    Distribution Review, 39  
guide to the report, xi

**H**

Heads of Treasuries, 40  
health policy, 43

**I**

immigration policy, 43  
Indigenous policy, 42  
industry and regional policy, 40  
Information Publication Scheme, 271  
infrastructure policy, 65  
Insurance Reform Advisory Group, 83  
internal audits, 117  
international financial institutions, 31  
    payments to, 88  
international liaison, 77  
international policy advice, 30

**L**

labour market programs and participation, 43  
letter of transmittal, iii  
list of requirements, 276

## M

- Macroeconomic Group
  - analysis of performance, 27
  - deliverables, 26
  - outcomes, 26
  - overview, 10, 25
- management of human resources, 124
- Markets Group
  - analysis of performance, 65
  - deliverables, 61
  - outcomes, 62
  - overview, 11, 60
- Ministerial Council for Corporations, 82
- MYEFO, 35

## N

- National Disaster Insurance Review, 83
- National Housing Supply Council, 83
- National Partnership Payments to the States, 104
- National Partnerships, 38
- Nation-building Funds, 38

## O

- OECD, 77, 79
- official development assistance, 32

## P

- Pacific region, 33
- people management systems, 124
- performance management system, 125
- program 1.1. *See* Treasury
- program 1.10. *See* National Partnership Payments to the States

- program 1.2. *See* international financial institutions, payments to
- program 1.3. *See* support for markets and business
- program 1.4. *See* general revenue assistance
- program 1.5. *See* assistance to the States for healthcare services
- program 1.6. *See* assistance to the States for schools
- program 1.7. *See* assistance to the States for skills and workforce development
- program 1.8. *See* assistance to the States for disability services
- program 1.9. *See* assistance to the States for affordable housing
- Progressing Women initiative, 109
- publications and speeches, 29
- purchasing, 139

## R

- recruitment, 127
- regional development banks, 31
- report on performance, 23
- resource tables, 272
- retirement income policy, 53
- Revenue Group
  - analysis of performance, 48
  - deliverables, 44
  - outcomes, 45
  - overview, 11, 44
- risk management, 113

## S

- Secretary's review, 3

**THE TREASURY**  
ANNUAL REPORT 2011-12

Senior Executive Service remuneration, 115, 135

social policy, 41

Specific Purpose Payments, 38

Standard Business Reporting, 80

Strategic Review, 109

superannuation, 53, 65

    Roundtable, 60

support for markets and business, 90

**T**

Takeovers Panel, 80

tax

    Board of Taxation, 60

    business, 49, 50

    Business Tax Working Group, 49

    Expenditures Statement, 59

    fringe benefits, 51

    indirect tax policy reform, 57

    international arrangements, 55

    international tax policy, 56

    not-for-profit reforms, 53

    personal, 51

    policy consultation, 59

    reform, 48, 58

    revenue estimates and analysis, 49

    treaty negotiations, 56

Treasury

    financial performance, 15

    learning and development, 128

    management model, 125

    mission statement, 10

    outcome and program structure, 17, 18

    people values, 12

    policy outcome, 10

    program 1.1, 24

    role and capabilities, 13

    senior management structure, 16

    staffing, 134

    wellbeing, 13, 131

    Workplace Agreement, 126

    workplace relations, 127

**W**

work health and safety, 263

workplace diversity, 143

workplace relations, 43

