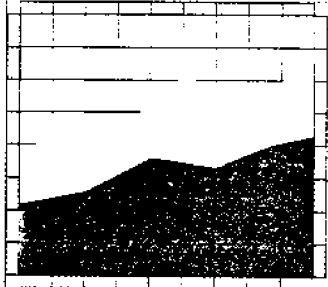




1993-94

ANNUAL REPORT



Statistics



Australian Bureau of Statistics

Annual Report

1993–94

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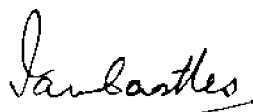
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The Honourable Ralph Willis, MP
Treasurer of the Commonwealth of Australia

In accordance with the provisions of section 24(1) of the *Australian Bureau of Statistics Act 1975*, I hereby submit to you, for presentation to the Parliament, this report on the operations of the Australian Bureau of Statistics during the year ended 30 June 1994.

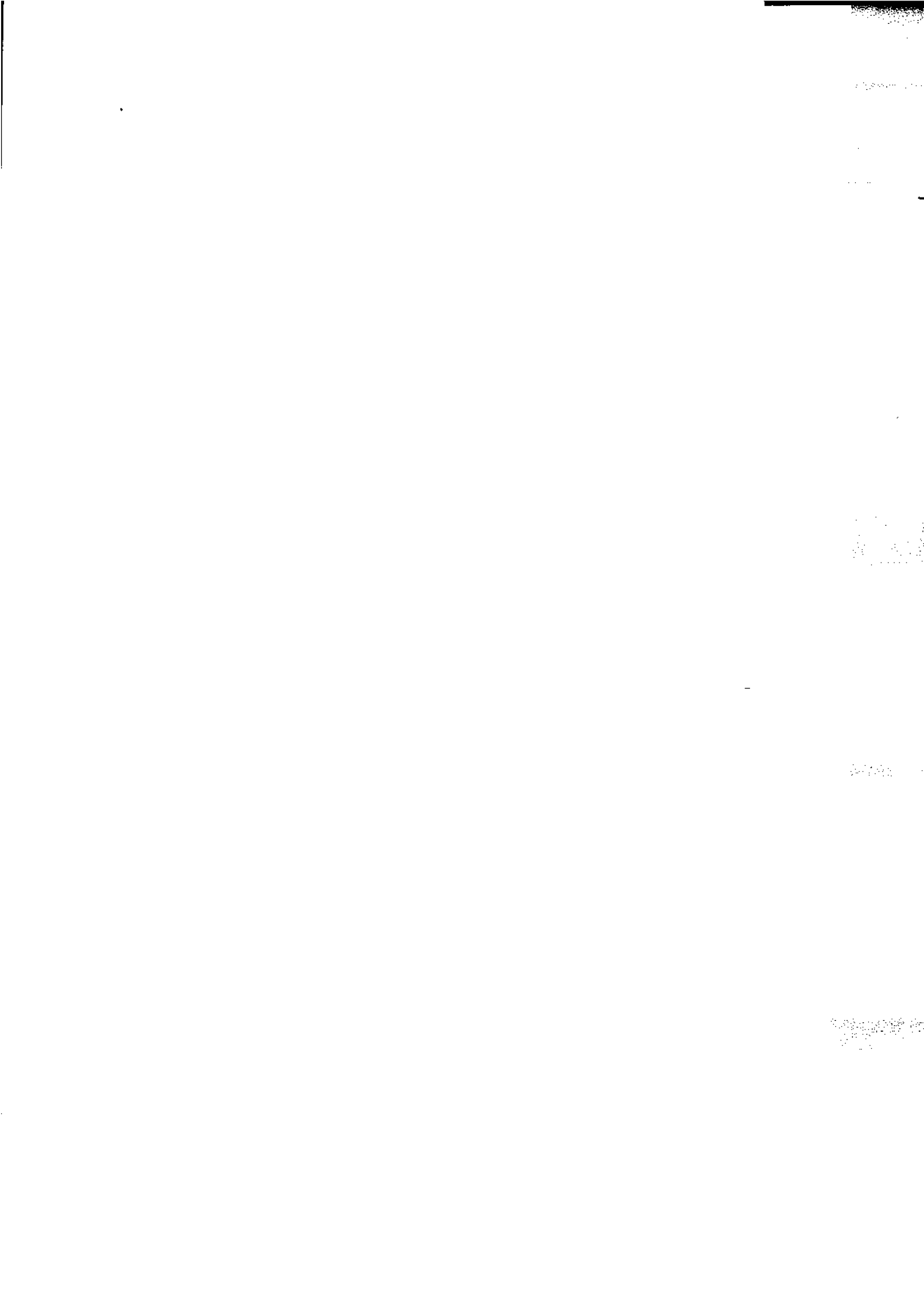
As required by section 24(1) of the Australian Bureau of Statistics Act 1975, I am furnishing this report to you as soon as practicable after 30 June 1994. Section 24(3) of the Australian Bureau of Statistics Act requires you to cause this report to be laid before each House of the Parliament within 15 sitting days of that House after you receive it.

This minute is dated on the day I approved the finalised text of this report for printing.

A handwritten signature in cursive script, appearing to read 'I. Castles', with a horizontal line underneath the name.

I. Castles
Australian Statistician

26 September 1994



Australian Bureau of Statistics

Mission

We assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high quality, objective and responsive national statistical service.

AUSTRALIA'S NATIONAL STATISTICAL AGENCY

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Notes. In this report after the first reference the Australian Bureau of Statistics is referred to as the Bureau or the ABS, and the Australian Statistics Advisory Council as the Advisory Council or ASAC.

The contact for any inquiries or further information on the contents of this report is the First Assistant Statistician, Coordination and Management Division, at Cameron Offices, Canberra — telephone (06) 252 6052.

1 THE ABS IN 1993-94: AN OVERVIEW

It is the continuing aim of the Australian Bureau of Statistics (ABS) to enhance the quality, quantity and timeliness of the statistical service it provides to enhance informed decision making by Australian governments and to the community generally. This section of the Annual Report provides an overview of the main activities and achievements of the ABS in pursuit of this aim.

In keeping with the recognition of the importance of ready access to basic statistics for public information, during the past year efforts were continued, in conjunction with libraries, to improve the public's access to ABS publications. Contact with public and tertiary institutions' libraries rose from 440 to 550, further increasing the majority of libraries now having substantial holdings of ABS publications and greater awareness among their staff of the extensive range of statistical information contained in ABS publications. In July 1993 the ABS was presented with the award of first prize in the Institute of Public Administration's 1993 Innovative Management Awards for its achievements in this library extension program.

The release of data from the 1991 Census of Population and Housing was completed in 1993-94. The total data released in various forms exceeded the range and amount of data from the 1986 or previous censuses. The releases in 1993-94 are itemised under the Population Census component in the Review of Program Components in Chapter 4 of this report.

A major new statistical collection in 1993-94 was the National Aboriginal and Torres Strait Islander Survey. Its results will provide information on a range of subjects relevant to Aboriginal and Torres Strait Islander people across Australia. The survey is part of the Commonwealth Government's response to the recommendations of the Royal Commission into Aboriginal Deaths in Custody. Further information on this survey is contained under Social Justice and Equity in Chapter 3 and under Population Surveys in Chapter 4.

Significant topics on which new statistics were published during the year included business expectations, the Composite Leading Indicator of economic activity, the long term unemployed, families, time use, cultural and social trends, and crime statistics.

During 1993-94 the ABS commenced the progressive introduction of a new style for its publications, with the overall aim of clearer presentation of statistics and catering for the more general readership. Greater emphasis was given to trend data as part of this process.

The ABS also undertook a program of rationalisation of its publications across a range of subjects. This program had a number of integrated aims — to eliminate unnecessary duplication,

to dovetail publications with electronic dissemination of statistics and exploit the economics of technology, to improve timeliness of release, and generally to achieve greater efficiency in the use of resources. Specific examples of this rationalisation are contained in the Review of Program Components in Chapter 4.

An internal enquiry was undertaken into the causes of an error in the published national accounts for the September quarter 1993 issue of *Australian National Accounts: National Income, Expenditure and Product* (Catalogue No. 5206.0). The enquiry identified a number of measures to reduce the chances of this occurring in the future. Those measures which could be implemented immediately were put in place. The remainder will be addressed when the national accounts processing system is redeveloped in 1995.

During the year the ABS introduced a new facility, the Population Survey Monitor, a quarterly survey of about 2,000 households throughout Australia. It is a client funded service to government departments, public authorities and non-profit organisations. It provides a fast and effective means of responding, at a reasonable cost, to the specific data needs of these organisations which might not otherwise be possible within the ABS forward work program.

In addition to a major review of the frequency and methodology of the 1996 Census of Population and Housing, the ABS continued its rolling program of review of its activities. During 1993-94, reviews were undertaken of the national accounts compilation strategy, input-output, agriculture and prices statistics, computer-assisted interviewing methodologies and corporate services. Significant decisions included a three yearly cycle for agricultural censuses, freeing \$1.5 million for other work on input-output and Computer Assisted Personal Interviewing. Where changes affecting staff working arrangements are involved the union is consulted on recommendations before implementation. Many conclusions have already been implemented while others have set in train further development work. The overall aim is to provide a statistical service more closely targeted to current and future user needs. Reviews of a number of other components commenced, for report and consideration in 1994-95.

Regarding internal management, in June 1994 agreement was reached between management and union representatives on the ABS Agency Bargaining Committee on the contents of a draft Agreement to be known as the ABS Workplace Improvement Agreement 1994-95. The Agreement is yet to be ratified.

The ABS completed the implementation of an upgraded office computing strategy based on Lotus Notes. The strategy is integrated across all offices and provides all staff with access, through approximately 2,900 PCs, to electronic administrative databases.

The ABS contribution to, and high standing in, the international statistical community continued to grow in 1993-94. It initiated the first trilateral meeting between the top executives of the ABS and

the official statistical agencies of Canada and New Zealand. The five-day meeting in Canberra in November 1993 provided the opportunity for valuable exchanges on statistical issues and challenges of common interest. The ABS also co-hosted international meetings on science and technology, research and development, and microsimulation statistics.

The ABS continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region, through visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. This assistance is often at the request of, and supported by, international agencies such as the IMF and the Asian Development Bank.

The ABS continued to participate in the statistical work associated with the Asia Pacific Economic Co-operation (APEC) initiative. During the year the ABS representative was appointed to lead, for the next twelve months, the work of the APEC Trade and Investment Data Review Working Group. The ABS, in conjunction with a Singapore firm, was selected to develop a merchandise trade database and associated data management facilities to be installed in the APEC Secretariat in Singapore. The database will be accessed and updated by all APEC members.

The international reputation of the ABS was reconfirmed when it was ranked second (to Canada) in *The Economist* magazine's good statistics guide, the same place it occupied in the magazine's 1991 ranking of official statistical agencies.



2 THE 1996 CENSUS OF POPULATION AND HOUSING

Introduction

The Census of Population and Housing, the largest statistical collection undertaken by the ABS, is one of the most valuable sources of information about the number and key characteristics of Australians. In addition to giving a reliable basis for the estimation of the population of each of the States, Territories and local government areas, the Census also provides much needed information on the characteristics of the population and its housing within small geographic areas and for small population groups to support the planning, administration, policy development and evaluation activities of governments, business and other users.

Population estimates based on the Census are used to determine the number of seats allocated to each State and Territory in the House of Representatives, and in the allocation of Financial Assistance Grants to the States and Territories.

Since 1911, censuses have been undertaken on a national basis and since 1961 they have been conducted at 5-yearly intervals. The frequency of the Census is specified in the *Census and Statistics Act 1905*.

The next Census will be held on Tuesday, 6 August 1996.

1996 Census Content

Prior to each Census, the ABS consults widely with the community and users of Census data about the topics that should be included. The main aim is to ensure that the Census continues to collect information on issues considered most important by Census users at the time.

The formal process of public consultation for the 1996 Census commenced in February 1993 with the distribution of some 3,200 copies of the information paper *1996 Census of Population and Housing: ABS Views on Content and Procedures* (ABS Catalogue No 2007.0) to government departments, local government councils, business organisations, community groups, civil liberty organisations, libraries, academics, politicians and other interested individuals. Some 290 submissions were received and nine user meetings were organised in the major capital cities to discuss the submissions.

The results of the user consultation, together with the recommended topics for the 1996 Census, were considered by ASAC in July and November 1993 and March 1994, prior to the ABS submission of the recommended topics to the Government for

approval. In August 1994, the Government decided that the topics agreed by ASAC should be included in the Census.

The 1996 Census will have 52 questions, 3 more than in 1991. The size of the Census form will remain unchanged at 16 pages. New topics for the 1996 Census are:

- (a) "Address of usual residence one year ago" to be coded to the Statistical Local Area level to provide improved statistics on internal migration for population projections and local area planning;
- (b) "Number of Children ever born" to be asked of women aged 15 years or more and to be used in the analysis of fertility; and
- (c) "Location of housing" (to be completed by the Census collector) to provide new statistics on people living in retirement villages, caravan parks or manufactured home estates.

A number of topics proposed for inclusion in the 1996 Census have been assessed to be either not justified for inclusion, or inappropriate for the Census. The information paper entitled *1996 Census of Population and Housing: Nature and Content* (ABS Catalogue No 2008.0), which outlines the ABS assessment of all topics proposed by users, gives the reasons for the exclusion of these topics.

1996 Census Procedures

The ABS information paper also provides details on the procedures for the next Census. The salient features are summarised below.

The Census will cover all persons in Australia on Census night, except for foreign diplomats and their families. Following the enactment of the *Territories Law Reform Act 1992*, the results for Cocos (Keeling) Islands and Christmas Island will, for the first time, be included in the 1996 Census.

A public awareness campaign will again be conducted prior to and during the Census. The aims of the campaign will be to maintain high quality response to the Census by convincing the public of the usefulness of the statistics obtained and the confidentiality of the information provided.

The availability of assistance for those who may, for language or other reasons, experience difficulty in completing the form will also be made known.

Special procedures will be implemented to ensure that the coverage of Aboriginal and Torres Strait Islander populations is as complete as possible.

As usual, a comprehensive set of practices will be adopted by the ABS to protect providers' privacy and the confidentiality of the data provided. In particular, Government policy has been to protect confidentiality by the destruction of Census forms once the statistical data is extracted. This practice will continue.

To overcome the delays that occurred in the release of 1991 Census data, 1996 Census data will be released in two stages. Topics included in the first release will be those that can be processed quickly, reliably and with little extra cost. They will be made available for all States and Territories about ten months after the Census. Data on the remaining topics will be made available on a State by State basis, commencing about twelve months after the Census.

Review of the Frequency, Content and Methodology of the Census

Following the 1993-94 Budget process, the Government established an Inter-Departmental Committee (IDC) to consider options for reducing the cost of the Census, in consultation with ASAC and other interested parties. The terms of reference of the IDC were to:

- (a) Review the proposal that the Census be conducted at 7 or 10 year intervals.
- (b) Consider the advantages and disadvantages of other options for reducing the cost of the 1996 Census, limiting options to those still feasible within the timeframe. This should include the option of a reduced Census each 10 years starting in 1996, with a full Census each 10 years commencing in 2001.
- (c) Consider other options for Censuses beyond 1996 including a short form Census, with more detailed questions limited to a population sample.
- (d) Make appropriate recommendations to Government.

Census data provides the cornerstone for a wide range of economic and social statistics. Its frequency is aligned with a number of institutional arrangements such as electoral redistribution and distribution of Financial Assistance Grants. A full content - full enumeration Census (i.e. every question directed to every household) has been held at five-yearly intervals since 1961.

The 1996 Census is estimated to cost \$135 million (in 1993-94 prices), or \$27 million per year, averaged over a five year period. If the Census were to be conducted on a seven-yearly or ten-yearly basis, the IDC concluded that, viewed in a medium term context, the average annual savings would be modest. In addition, the IDC found that, as over 80 per cent of the cost of the Census is attributable to conducting a simple head count, the savings from reducing the number of questions on the Census form would be marginal.

The IDC concluded that it would not be prudent to reduce the frequency of the Census because of:

- (a) The increased risk of a successful High Court challenge under section 24 of the Constitution relating to the allocation of House of Representative seats among States;
- (b) The likelihood that reduced frequency would lead to increasing errors in data used to distribute Financial Assistance Grants to States/Territories and used in managing employment, education and social security programs; and
- (c) The additional costs to the ABS through the need to increase the sample size to maintain the accuracy of key household surveys such as the labour force survey.

The IDC also evaluated carefully two options to reduce the content and coverage of the Census:

- (a) Reduced content (i.e. number of questions) in 1996 and full content in 2001 and alternately thereafter; and
- (b) Full content in 1996 and short/long form in 2001 and thereafter (i.e. every household answers a short list of questions and one in three answers additional questions — a long form).

Both options would reduce the frequency or accuracy of data on such topics as occupation, industry, qualifications, journey to work and usual address five years ago. These topics were selected by the IDC because they were amongst the most costly to process.

The IDC concluded that it would not be prudent to adopt either of these options, having regard to:

- (a) The modest gross savings involved; and
- (b) The particular relevance of these topics in designing and managing labour market and education and training policies and in urban planning, all areas where the utility of accurate information, including in respect of small areas, is high and may well increase.

The IDC's conclusions were discussed with ASAC prior to finalisation and received Council's support.

An additional issue considered by the IDC was the failure to date to include the cost of the Census in the Government's Forward Estimates of Outlays, despite the legislative requirement that the Census be held each five years. It was recognised that this was anomalous and should be rectified.

Accordingly, the IDC recommended:

- (a) The continuation of existing policy for a full content — full enumeration Census in 1996 and each five years thereafter; and
- (b) The full cost of a full content — full enumeration Census be treated as existing policy in the Forward Estimates of Outlays.

These recommendations have been accepted by the Government. The IDC report is available free of charge from the ABS.

Evaluation of the 1991 Census

Background

The evaluation of the Census was included in the Portfolio Evaluation Plan of Treasury Portfolio because it is one of the most significant activities of the ABS. The Census is a main data source for informed decision making for governments, organisations and the community.

The evaluation was directed by a Census Evaluation Steering Committee comprising senior members of the ABS and Professor Max Neutze, AO, of the Australian National University who is a member of ASAC. The evaluation assessed the effectiveness of the data delivery from the 1991 Census and guided the development of the 1996 Census. It covered the quality, efficiency and effectiveness of the different phases of the Census.

Major Findings and Conclusions

Cost efficiency of the Census

The Evaluation Committee found that a saving of \$5 million was realised with the 1991 Census through the introduction of computer technology. An additional saving of \$5 million will be realised in the 1996 Census as the Government, through Australian Estate Management, has now acquired the Sydney building used to process the Census.

As a result of these initiatives, the (real) per capita cost of Census has been reduced during the period 1986 to 1996. Indeed, under current Government policies on user-pays and awards, the 1996 Census per capita cost of \$6.83 per person (at 1993 prices) is 2.3% less than the 1991 Census per capita cost. Similarly, the 1991 Census per capita cost was 1.7% less than the 1986 Census per capita cost.

The Committee found that the cost of the Australian Census compares favourably with other statistically developed countries.

The Evaluation Committee concluded that the Census Program is focused on the cost efficiency of the Census and that the Census costs have declined over time through the effective use of

technology and savings initiatives. In order to monitor costs over time, the Committee recommended that good financial records continue to be maintained.

Development phase

The content for each Census is recommended to Government after extensive consultation with the user community and consideration and discussion by ASAC. The Evaluation Committee found that this process was thorough and balanced.

Collection phase

The collection phase of the Census was formally evaluated in late 1991 at a national ABS conference. The collection phase was completed on time and within budget, and was considered to have been successful. As measured by the Post Enumeration Survey, the proportion of the population not counted in the Census was similar to that in the 1986 Census while in other countries the proportion has increased.

The recommendations of the national conference are being implemented for the 1996 Census.

The Evaluation Committee concluded that a national evaluation conference on the collection phase is an effective method of evaluation and recommended that a similar exercise be held after the 1996 Census.

Processing phase

The processing phase carried out at the Data Processing Centre (DPC) was evaluated at the end of 1992 at a meeting to consider reports by supervisory staff of the DPC. The processing phase was completed within budget and one week behind schedule, and was considered to have met its objectives.

Whilst most of the recommendations of the evaluation have been adopted for the 1996 Census, the recommendation calling for the use of Optical Character Recognition technology and Automatic Coding was not accepted.

The Evaluation Committee was satisfied with the evaluation method and recommended a similar evaluation for the 1996 Census.

Output/Dissemination phase

The Evaluation Committee considered the findings from an internal evaluation and from independent market research consultants.

Users found that the key strength of the output/dissemination phase was the quality and usefulness of Census data. Other strengths were service delivery through a range of output media, presentation and ease of use.

Customer support was considered to be responsive and conscious of the need to provide a high level of service.

Users found that the major weakness was the ABS' inability to adhere to the widely publicised release dates for Census products and services, in particular, CDATE91. The Committee found that this was largely due to an unrealistic data release timetable, the lack of coherence and integration of the processing systems, and the inadequacy and inflexibility of certain processing tools. These are being addressed for the 1996 Census.

The market research also found that, in the view of users, the Census data took too long to produce. The 1996 Census data will be released earlier because of a two-phase processing and dissemination approach.

The ABS continued to make a wide range of Census data freely available to the community in both printed and electronic formats through the library network. In particular, CLIB91, a CDROM product which contains all the standard profiles available in CDATE91 and matrix tables, and easy to use software to allow the data to be selected, viewed, aggregated and printed, was developed specifically for library use.

All other Census products and services were priced in accordance with the Government's user-pays policy. This policy has allowed the ABS to extend and improve the range of products and services available from the Census.

The cost of customised Census services has been reduced with the introduction of new technology for tabulations. It is expected that the use of a new ABS Database to store and disseminate 1996 Census data will further reduce the cost of data delivery.

Noting that the ABS has established an Output Planning Group, the Evaluation Committee concluded that the Census Program is already addressing most of the problem areas identified during the evaluation.

Evaluation phase

The Census Program carried out a systematic program to evaluate the 1991 Census data and the effectiveness of Census procedures

Seven Working Papers on data quality and the effectiveness of Census procedures were produced and disseminated. The Committee was informed of problems with the Indigenous dwelling counts in the basic community profiles, the non-private dwelling types data, and non-additivity in the profiles due to the methods of random perturbation used to protect the confidentiality of individual's data. These data problems are being addressed for the 1996 Census.

The Committee found that a satisfactory program was in place to systematically review the quality of Census data, and noted that

the quality of the 1991 Census was higher than that of the 1986 Census. The Committee recommended that continued attention should be given to providing a more satisfactory system of random perturbation and to improve the enumeration of the Indigenous population.

Management Structure and Processes for the Census

A number of management committees were established to review and advise on Census strategic directions. In addition, planning of the different phases of the Census is overseen by ASAC.

The Evaluation Committee found that the committee structure provides an effective forum for consultation and decision making whilst allowing the Census managers to manage. In addition, ASAC's scrutiny of the Census ensures that the statistical priorities are appropriate and procedures effective.

3 ABS PROGRAM

PROGRAM STRUCTURE

Under program budgeting arrangements the work of the ABS constitutes a single program, with two sub-programs, statistical operations and corporate services. In 1993-94 these sub-programs comprised 54 components and 136 sub-components.

In addition to the material contained in this chapter the following appendixes provide further details on the ABS program:

- Appendix 1 Program structure.
- Appendix 2 Top structure, staff and program component responsibilities.
- Appendix 3 Staffing overview.
- Appendix 13 Financial statements.
- Appendix 14 Estimates of expenditure by program component.

Appendix 12 contains a list of subjects not required to be covered or to be fully covered in the Annual Report, full information on which is available to Members of Parliament, Senators and members of the public on request.

PROGRAM OBJECTIVE

To assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high-quality, user-oriented and dynamic statistical service.

This report provides a basis for assessment of the ABS' achievements in relation to this objective, and of progress made during 1993-94, by outlining in chapters 4 and 5 the activities and achievements of the two sub-programs. The objectives of the sub-programs are shown, together with sub-program performance indicators and reviews of activities and achievements of program components.

DESCRIPTION

The principal legislation determining the functions and responsibilities of the ABS are the *Australian Bureau of Statistics Act 1975*; the *Census and Statistics Act 1905*; and the *Statistics (Arrangements with States) Act 1956*.

The ABS is the central statistical authority for the Commonwealth Government and, under the Government-to-Government Arrangements entered into with the States pursuant to the *Statistics (Arrangements with States) Act 1956*, provides statistical services for the State governments. The functions of the ABS are defined in section 6 of the *Australian Bureau of Statistics Act 1975* as follows:

- "(a) to constitute the central statistical authority for the Australian Government and, by arrangements with the Governments of the States, provide statistical services for those Governments;
- (b) to collect, compile, analyse and disseminate statistics and related information;
- (c) to ensure co-ordination of the operations of official bodies in the collection, compilation and dissemination of statistics and related information, with particular regard to —
 - (i) the avoidance of duplication in the collection by official bodies of information for statistical purposes;
 - (ii) the attainment of compatibility between, and the integration of, statistics compiled by official bodies; and
 - (iii) the maximum possible utilization, for statistical purposes, of information, and means of collection of information, available to official bodies;
- (d) to formulate, and ensure compliance with, standards for the carrying out by official bodies of operations for statistical purposes;
- (e) to provide advice and assistance to official bodies in relation to statistics; and
- (f) to provide liaison between Australia, on the one hand, and other countries and international organizations, on the other hand, in relation to statistical matters."

The ABS has a broad role to meet the information requirements not only of the Commonwealth Government, State and Territory governments but also of the community at large.

The Australian Statistician, as a statutory officer, determines the ABS work program, the classification and standards used, and the arrangements for data release. The independence of the Statistician in deploying ABS resources is fundamental to the integrity and respect accorded to the ABS in Australia and overseas.

In releasing statistics, the ABS follows the long-established principle that data should be made available as soon as practicable and should be equally available to all users.

In order to provide official statistics, the ABS undertakes a large number of separate collections, ranging from periodic censuses of industry to regular surveys to provide current economic indicators, and from the five-yearly population census to regular household surveys on specific social or economic issues. In addition, the ABS

devotes considerable efforts, in close cooperation with Commonwealth and State administrative agencies, to producing statistics as a by-product of administrative systems. Also, the ABS keeps in touch with users of statistics regarding their statistical requirements and with providers regarding their ability to furnish data in collections.

Each field of statistics is the responsibility of a subject matter unit and these units maintain ongoing contact with providers and users of data through means such as standing committees, user groups, conferences and seminars of representative organisations, and through day-to-day contact in the course of collecting and disseminating data.

The Australian Statistics Advisory Council, which was established by the *Australian Bureau of Statistics Act 1975*, plays an active role in advising upon the direction and priorities of the ABS work program. The activities of the Advisory Council are described in its annual report to Parliament.

The *Statistics (Arrangements with States) Act 1956* enables the Commonwealth to enter into an agreement with any State to amalgamate Commonwealth and State statistical offices and services. Under the arrangements Commonwealth and State statistical services have been integrated in all States since 1958. Although not covered by the Act, similar arrangements apply in both Territories. In Western Australia, South Australia and Tasmania the Deputy Commonwealth Statistician administering the ABS Office is also the State Government Statistician.

The integration arrangements provide for an annual Conference of Statisticians, a forum in which matters bearing on the relationship between the ABS and State governments are discussed. The Deputy Commonwealth Statisticians in charge of the State Offices of the ABS, the Statistician, Northern Territory, and the Statistician, Australian Capital Territory, participate in the Conference. An official from each State, the Northern Territory and the Australian Capital Territory is invited to attend. In addition, a government statistical coordination and consultative mechanism operates in each State, the Northern Territory and the Australian Capital Territory.

FINANCIAL RESOURCES

1993-94 is the first year that the ABS has compiled its financial statements on an accrual basis. These financial statements can be found at Appendix 13. All 1993-94 figures in the Annual Report are in accrual terms unless specifically stated otherwise.

The operating expenses of the ABS totalled \$243 million which included non-cash expenses such as accrued employee entitlements, depreciation and superannuation. However, to enable comparison with previous years for which financial data on a cash basis only is available, the following summary figures relate to cash transactions only.

Total cash expenditure from Departmental appropriations for the year amounted to \$214.9 million compared with cash expenditure of \$212.8 million in 1992-93, an increase of 1.0 per cent. Total cash receipts for 1993-94, largely from the sale of statistical products and consultancy services, were \$26.0 million which represents an increase of \$6.9 million (37 per cent) over receipts for 1992-93. Under the agreement between the ABS and the Department of Finance, \$17.2 million of receipts was deemed to be appropriated in 1993-94 and retained for use by the ABS.

As a result of the cash expenditure and receipts position described above, net outlays for the ABS totalled \$188.9 million against a budget estimate (amended to include Additional Estimates) of \$193.2 million. The net outlays represent a decrease of 2.5 per cent over 1992-93 outlays of \$193.7 million.

HUMAN RESOURCES AND ORGANISATION

Besides the Central Office in Canberra the ABS has an office located in the capital city of each State and Territory.

The number and distribution of operative staff by office over the last three years are shown in the following table.

DISTRIBUTION OF STAFF
(average operative staff level(a))

<i>Office</i>	1991-92	1992-93	1993-94
Central Office (Canberra)(b)	1,655	1,652	1,690
New South Wales	422	498	414
Victoria	368	378	357
Queensland	282	275	262
Western Australia	251	231	231
South Australia	201	193	188
Tasmania	127	126	128
Northern Territory	44	42	43
<i>Total</i>	3,350	3,395	3,313
1991 Population Census Data Processing Centre (Sydney)	682	139	—
Total	4,032	3,534	3,313

(a) Comprises full-time staff and part-time staff at full-time equivalent. Excludes paid inoperative staff (for example, staff on approved leave for periods of twelve weeks or longer), who accounted for 83 staff years in 1991-92, 78 in 1992-93 and 87 in 1993-94. Also excludes unpaid inoperative staff. (b) Includes Australian Capital Territory Statistician and staff.

A summary of the financial and staffing resources for the program is contained on the following table.

FINANCIAL AND STAFFING RESOURCES SUMMARY

	1992-93	1993-94	
	<i>Actual</i>	<i>Budget(a)</i>	<i>Actual</i>
		— \$'000 —	
BUDGETARY (CASH) BASIS			
Components of appropriations			
Program costs (excl. running costs)	1,791	2,008	1,270
Running costs	210,959	218,505	213,639
<i>Total appropriations</i>	<i>212,750</i>	<i>220,513</i>	<i>214,909</i>
Less adjustments	19,052	27,328	25,990
Total outlays	193,698	193,185	188,920
Total revenue(b)	nil	nil	nil
ACCRUAL BASIS			
Program costs (excl. service delivery)	n.a.	n.a.	n.a.
Net cost of service delivery	n.a.	n.a.	229,092
Program costs	n.a.	n.a.	242,976
Program revenues	n.a.	n.a.	13,884
Total (allocated) assets	n.a.	n.a.	36,998
Total (allocated) liabilities	n.a.	n.a.	55,625
		— Staff years —	
STAFFING(c)	3,612	3,432	3,400

(a) Budget figure amended to include Additional Estimates. (b) The ABS has no revenue as defined in Budget Paper No. 1, i.e. tax receipts and non-tax receipts such as interest, dividends, etc. (c) Full-time staff, and full-time equivalent of part-time staff. Includes paid inoperative staff.
n.a. : not available at time of 1993-94 budget.

RECONCILIATION OF PROGRAMS AND APPROPRIATION ELEMENTS FOR 1993-94
\$'000

	A	+	B	+	C	+	D	=	E	-	F	=	G
<i>Program Number</i>	<i>Approp Acts Nos 1 & 3</i>		<i>Approp Acts Nos 2 & 4</i>		<i>Special Approps</i>		<i>Annotated Approps(a)</i>		<i>Program Approps</i>		<i>Adjustments (b)</i>		<i>Program Outlays</i>
5.1	167,896		706		—		18,700		187,302		27,000		160,302
5.2	31,581		1,302		—		328		33,211		328		32,883
TOTAL	199,477		2,008		—		19,028		220,513		27,328		193,185

(a) Annotated Appropriations are a form of special appropriations to allow a Department access to the money it earns. (b) Adjustments to derive outlays, including receipt items classified as outlays, net movements in trust account balances, etc.

MANAGEMENT AND PLANNING

The ABS Corporate Plan sets out the objectives and strategies of the ABS in pursuing its Mission. During 1993-94 a new plan was in preparation involving consultation between management, staff, unions and ASAC.

The diverse activities involved in providing official statistical services require a considerable management effort to marshal resources in an optimal fashion. The ABS recognises that it is impossible to satisfy all demands, and seeks to react positively and responsibly to the needs of its users. At the same time, the ABS is conscious of the constraints on public spending and on the workload placed on providers of information for its collections.

A description of the ABS approach to strategic management and its activities to reduce provider load is available from the ABS on request.

SOCIAL JUSTICE AND EQUITY

During 1993-94 the ABS continued its support for social justice, for access and equity, and for government policies on the status of women. This was primarily in the form of statistics that are available to government and community groups for developing and monitoring strategies in these fields, and by taking steps to overcome linguistic and cultural barriers in the collection of data. Internally, it kept staff aware of access and equity issues, particularly through personnel development activities.

The single most significant activity was the conduct of the first National Aboriginal and Torres Strait Islander Survey. Its purpose is to provide Aboriginal and Torres Strait Islander people, the Commonwealth Government, and State and Territory Governments with the most needed statistics in a range of social, demographic, health and economic areas. This will provide a strong information base for planning to meet the objectives, aspirations and needs of Australia's indigenous peoples, and for measuring progress.

The survey arises out of the Royal Commission into Aboriginal Deaths in Custody, which noted the paucity of information about the Aboriginal and Torres Strait Islander populations of Australia as a whole.

The survey was preceded by a widespread consultation process with Aboriginal and Torres Strait Islander organisations, government and academic agencies and interested individuals about the preferred content of the survey. The majority of the members of the advisory groups established by the ABS to design the survey were Aboriginal or Torres Strait Islander people, and the survey development team contained a number of indigenous people.

The ABS recognised that the survey information would be best collected by the indigenous people themselves and recruited and trained Aboriginal and Torres Strait Islander interviewers to collect the data wherever possible.

Preparations for the survey included various media activities to raise public awareness and encourage the cooperation of indigenous people. They included news releases in regional and remote areas and the production of television items and radio programs, and featured sporting personalities and opinion leaders among the indigenous population.

During the year the ABS also upgraded its national Aboriginal and Torres Strait Islander statistics unit, located in its Darwin Office. This was in response to the growing need for statistics by governments and organisations of indigenous people.

The ABS continued to work closely with the Office of the Status of Women (OSW). Negotiations were completed to establish a women's statistical unit within the ABS jointly funded with OSW. The unit will provide a national focus for statistical activity relating to women.

The death of Ms Margaret Timpson, AM, in November 1993 was a sad loss for the cause of the advancement of the status of women. Ms Timpson, an ABS officer for over twenty years, played a leading role in women's issues in many capacities in both the Australian Capital Territory and at national level. The influence of the personal qualities and commitment she brought to the advancement of women was felt among her colleagues in the ABS.

Her contribution to women and the community was recognised by her selection as inaugural ACT Woman of the Year in 1990 and the award of the Order of Australia in 1991. The Government of the Australian Capital Territory commemorated her work by renaming after her a park close to the Cameron Offices in which she worked for the ABS.

The ABS continued to publish a wide range of statistics relevant to social justice, access and equity, and the status of women. These included the results of the 1991 population census, the first edition of a publication on Australian social trends, and statistics on disability and the aged, families, and estimates of unpaid household work based on data from the time use survey.

It also informed ethnic communities of ABS services and collections through the media, and provided consultancy and other services to other agencies on related matters.

Another 110 public and tertiary institution libraries were added to the Library Extension Program. 550 libraries now participate in the Program which is aimed at improving community access to ABS publications and raising community awareness of statistical information.

Major activities in the Equal Employment Opportunity area were the development of the new ABS EEO Program which commences in July 1994 and implementation of the ABS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy.

INTERNAL AND EXTERNAL SCRUTINY

In order to anticipate and react to the changing needs of users of statistics, the ABS has adopted a strategic management approach, which is integral to its corporate plan. Flowing from the corporate plan, the ABS maintains a rolling 3-year forward work program, which is subject to both internal and external scrutiny.

Internal scrutiny of the work program and general ABS operations takes the form of:

- Rolling reviews of activities over approximately a 5-year cycle, directed at statistical collections, service functions, and cross-cutting issues. In reviews of statistical collections external users are widely consulted, and on occasion external users assist the review team. For example in 1993-94 there were reviews of the agriculture statistics component, corporate services, and computer-assisted interviewing methodologies. Review recommendations are considered by periodic Management Meetings of the Central and State office executive.
- An internal audit program covering all facets of ABS operations over a one to five year cycle. The internal audit recommendations are reported to an Audit Committee chaired by the Deputy Australian Statistician. The Audit Committee establishes the audit work program.
- A Protective Security Management Committee, chaired by the Deputy Australian Statistician, which reviews all aspects of physical, personal and IT security and receives reports of any security breaches.
- Ongoing joint ABS-Union committees which consider and consult on issues such as occupational health and safety, industrial democracy, and equal employment opportunity.

External scrutiny of the ABS takes the form of:

- Reviews of ABS priorities and proposals for the forward work program by ASAC, which advises the Statistician and the Treasurer, and produces its own Annual Report of issues considered and advice given.
- Portfolio evaluations and similar scrutinies. In addition to the major review of all aspects of the Census of Population and Housing held after each Census, in 1993-94 there was a review of the frequency and methodology for the proposed 1996 Census conducted by an Interdepartmental Committee. The details of this review are reported in Chapter 2.
- Audits by the Australian National Audit Office, either of ABS operations specifically or as part of cross-agency studies.

There was one matter of concern to the ABS arising from ANAO Audit Report No 2 1993-94 Australian Bureau of Statistics — Computer Security, a detailed project audit report assessing the ABS' computer security. The report generated considerable discussion between ABS and ANAO. While two of the ANAO's three findings were positive endorsement of the ABS computer security, namely —

"The ABS is a good custodian of the personal and business information it collects and holds"

"The ABS computing environment is not able to be accessed from outside ABS premises"

the third finding —

"The ABS multi-user computer platforms hold aggregated information of significant commercial value. In the opinion of the ANAO, security of these computer platforms is inadequate."

was rejected by the ABS. The ABS responded at length to the ANAO's assertions and these responses were published in the ANAO report.

The ABS attaches significant importance to both physical/perimeter security and personal security as integral components of its security environment. The ANAO report looked at computer security in isolation from these other two components of the ABS' data protection framework and, in the ABS' view, reached a finding which was inappropriate. The ABS had argued that computer based security needs to be commensurate with the costs, risks and effort involved and balanced with the physical and personal security. The ABS believes that the ANAO's finding is inconsistent with the management philosophy expounded in Audit Report No 23 1993-94 Department of Social Security: Protection of Confidential Client Information From Unauthorised Disclosure, which stated at paragraph 15:

"In considering these issues the ANAO acknowledges that DSS, and other Commonwealth Departments, need to adopt a risk management approach to development and implementation of data confidentiality controls. Departments have to consider the practicability and cost implications of preventive measures. This involves achieving a balance between privacy, costs, and operational needs."

The ABS' security strategy achieves an appropriate balance between privacy, costs and operational needs. It also recognises that while placing high importance on its computer security, it nevertheless represents only one essential element in the ABS overall security framework to protect its data holdings.

Following on from an ANAO press release concerning the report, there were a number of media commentaries on the ANAO's findings. *The Australian* newspaper published two articles

(31 August and 21 September 1993) which were, in ABS' view, misleading and the ANAO wrote to the editor seeking correction of factual errors in the article published on 31 August 1993. The letter was not published.

The ABS regrets the unfounded assertion by *The Australian* newspaper that any data held by the ABS is at risk of compromise. The ABS has a proud and enviable record in the protection of its data holdings, and inaccurate reporting which raises doubts concerning the integrity of the ABS' data security practices has the potential to result in a major disservice to the community at large.

SECURITY

The ABS maintains a comprehensive security framework, overseen by a Protective Security Management Committee chaired by the Deputy Australian Statistician.

The legal requirements not to divulge identifiable information, and the strong confidentiality and security ethos which permeates the attitudes of ABS staff, are in themselves the most important elements of the ABS' security screen. They are reinforced by a range of measures relating to the perimeter security of all ABS offices, the security measures protecting the ABS' computing environment from any external access, and the security measures implemented for individual ABS data holdings.

The various elements of the security framework are summarised below.

Undertakings of Fidelity and Secrecy under the Census and Statistics Act

The *Census and Statistics Act 1905* imposes on ABS staff the responsibility to maintain the confidentiality and security of all data reported to and held by the ABS. Staff sign an undertaking of fidelity and secrecy under the terms of the Act. The personal responsibility of all staff is a crucial element of the ABS culture; it is the foundation upon which the security of the ABS' data holdings (business as well as personal) is built.

The ABS has an enviable reputation for the preservation of the confidentiality of reported data, and for the protection of its statistical data holdings from unauthorised release. There have been no known cases of any ABS officer attempting to breach the undertaking of fidelity and secrecy.

Physical Security

All ABS premises are physically secure against unauthorised access. Entry is through electronically controlled access systems activated by individual coded keys and all entry points are under electronic surveillance. In addition, particularly sensitive output

data, and the staff handling them, are located in physically isolated areas, protected by further electronic access systems.

Computer Security

The ABS' computing environment provides a further level of specific data security measures. These have been designed on the general principle that individual staff are given password access to the data sets they need to do their jobs, and that those without a legitimate need for access to particular data are formally denied such access.

It is not possible for the computing environment by itself to provide the highest possible level of security for any data designated 'sensitive'. The ABS, as all government agencies, must achieve economy and efficiency in the use of the resources available to it. Therefore, options to further enhance computer security are implemented having proper regard to the cost in resources and the effect such expenditure may have on the quality (including security) of the statistical service provided.



4 STATISTICAL OPERATIONS SUB-PROGRAM

OBJECTIVE

To contribute to the statistical goals of the Australian Bureau of Statistics by:

- *Maintaining a balanced, timely, relevant and responsive statistical service for clients.*
- *Providing a quality service.*
- *Extending and improving the statistical service.*
- *Promoting the use of statistical standards, such as classifications, frameworks and definitions.*
- *Coordinating the statistical collection activities of government agencies.*
- *Balancing the benefits resulting from collecting information with both the costs incurred and privacy considerations.*
- *Improving productivity and service, both internally and externally.*

DESCRIPTION

The statistical operations sub-program operates in response to the statistical needs of governments and the wider community, taking into account the public and private costs associated with collecting, processing and disseminating statistical information. At the broad level, the activities undertaken within the sub-program include:

- Collection, processing, analysis and dissemination of statistics.
- Coordination of the statistical activities of other agencies (through participation in national and State statistical committees and through the ABS outposted and statistical consultancy services).
- Provision of professional statistical support (through outposted officers and consultancy work).
- Development, maintenance and promotion of statistical standards, classifications and frameworks.

The work program of the statistical operations sub-program is determined after extensive consultation with governments, businesses and community groups and with the advice of the Australian Statistics Advisory Council. In determining the work program, account is taken of the needs of users, the benefits of statistics, the load on providers and the costs associated with the activities.

Complaints received by the ABS from its clients relate mainly to the work of the statistical operations sub-program, particularly in regard to the collection of data. As the number of complaints is small it has not been found necessary to establish a separate mechanism for handling them. They are handled by the individual

areas within the ABS responsible for the activities that are the subjects of the complaints. Action taken to reduce provider load is included in the reviews of relevant program components later in this chapter.

The statistical operations sub-program depends on the corporate services sub-program for personnel and resource management and executive management. Individual components within the sub-program have close links with a wide range of specific government programs which act as providers of data, users of statistical information and users of statistical coordination and consultancy services. Other agencies also cooperate with the statistical operations sub-program in providing a total statistical service.

OUTPUTS

Printed publications are the traditional medium for release of official statistics. However, the ABS exploits all major avenues for dissemination of statistics, and releases data in many forms in addition to publications, including microfiche, computer-readable media (magnetic tape, floppy disk and CD-ROM) and on-line electronic access. This latter form of access includes an on-line service, called PC-AUSSTATS, for delivering time series data to customers; the use of DISCOVERY, the Telecom national videotex service, to provide access to the main summary statistics; and the use of the Telecom Keylink electronic mail system to provide a service called TELESTATS which delivers previously requested foreign trade statistics to subscribers. The ABS also provides a 0055 telephone recorded message service, 'Dial-a-Statistic', covering the most frequently sought information.

In addition, the ABS operates a central information service in each of its offices to supply, in response to inquiries, statistical information that is quickly and routinely available, and an information consultancy service on a fee-for-service basis for clients with more complex information needs.

In most fields, statistics more detailed than those initially released in publications and other forms can be obtained by approaching the ABS through its central information service.

Even with the array of measures described above, the ABS cannot in practice meet the needs of all users of statistics direct. Various information intermediaries therefore play an important role in disseminating statistics. These include all branches of the media, libraries (general and specialised), commercial information networks, and business, academic and other research services.

Over recent years the ABS has been charging, consistent with the government's user pays policy, for all its products and services regardless of whether they are being provided to governments or the community generally. The aims of this approach are to encourage users to address their real needs for statistics, to enable

the demand for ABS products to be used as an indicator of how ABS resources should be used, and to raise revenue.

However, the ABS has 'public interest' obligations to ensure that basic statistics, at least, are both readily available and affordable. To meet these obligations, publications are made available on a complimentary basis to parliamentarians, major news media organisations and parliamentary, public and tertiary institution libraries, and some products aimed specifically at meeting public interest obligations are priced at less than market prices. In addition, the ABS conducts a library extension program, with 550 libraries participating. These libraries are extending their collections of ABS publications and matching them to the needs of their local communities.

PERFORMANCE

The performance of the statistical operations sub-program is shown below in terms of the following indicators:

- Dissemination of ABS outputs:
 - Number of ABS releases, classified by subject matter and frequency.
 - Details of other forms of dissemination.
- Resources expended on consultation services.
- Cost of the statistical operations sub-program.
- Revenue raised.
- Timeliness of the release of ABS statistics.

Dissemination of ABS outputs

ABS RELEASES(a) CLASSIFIED BY SUBJECT MATTER AND FREQUENCY
(number)

	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>	<i>Other</i>	<i>Total</i>
NATIONAL ACCOUNTS, BALANCE OF PAYMENTS, FOREIGN INVESTMENT, FOREIGN TRADE AND PUBLIC AND PRIVATE FINANCE					
1991-92	26	73	97	6	202
1992-93	23	61	90	6	180
1993-94	32	47	51	12	142
AGRICULTURE, MINING, MANUFACTURING, CONSTRUCTION, DISTRIBUTION, TRANSPORT, SERVICES INDUSTRIES, SCIENCE AND TECHNOLOGY					
1991-92	63	111	439	10	623
1992-93	78	123	445	20	666
1993-94	82	173	307	64	626
ESTIMATES OF POPULATION, POPULATION PROJECTIONS, POPULATION CENSUS, VITAL STATISTICS AND MIGRATION					
1991-92	36	9	15	39	99
1992-93	17	11	25	54	107
1993-94	54	13	30	69	166
LABOUR FORCE, EMPLOYMENT CONDITIONS, PRICES AND HOUSEHOLD INCOME AND EXPENDITURE					
1991-92	21	46	153	20	240
1992-93	17	42	158	27	244
1993-94	14	43	146	24	227
EDUCATION, HEALTH, WELFARE, LAW, ORDER AND PUBLIC SAFETY					
1991-92	16	21	37
1992-93	18	24	42
1993-94	13	31	44
GENERAL					
1991-92	30	10	163	142	345
1992-93	29	3	150	164	346
1993-94	27	—	147	194	368
TOTAL					
1991-92	192	249	867	238	1,546
1992-93	182	240	868	295	1,585
1993-94	222	276	681	394	1,573

(a) Includes catalogue numbered publications and releases on microfiche, magnetic tape and floppy disk.

OTHER FORMS OF DISSEMINATION

	1991-92	1992-93	1993-94
PC-AUSSTATS (number of subscribers at 30 June)	84	137	164
TELESTATS			
Foreign trade statistics (number of subscribers at 30 June)	94	104	118
PC TELESTATS — Main economic statistics (number of registered users at 30 June)	..	10	10
DISCOVERY (ABS frames accessed)(a)	87,225	76,068	47,134
Inquiries serviced (number)	212,204	199,308	185,868
Dial-a-Statistic (number of calls)(b)	90,253	56,375	..
Dial-a-Statistic — 0055 (number of calls)(c)	..	7,569	35,010
Library Extension Program (number of libraries involved)(d)		440	550
Secondary providers(e)		18	23

(a) Year ending 31 December. (b) Service discontinued 1 April 1993. (c) Service operated from 1 March 1993.
(d) Comprises national, State, parliamentary, tertiary and public libraries. (e) Various organisations who are licensed to resell ABS data.

Consultation services

STAFF YEARS EXPENDED ON OUTPOSTING AND CONSULTANCY

	Commonwealth Government	State Government	Other	Total
1991-92				
Outposting	3.0	10.4	..	13.4
Consultancy	9.9	13.2	5.4	28.5
Total	12.9	23.6	5.4	41.9
1992-93				
Outposting	3.6	6.7	0.1	10.4
Consultancy	16.4	10.8	5.9	33.1
Total	20.0	17.5	6.0	43.5
1993-94				
Outposting	2.0	9.4	..	11.4
Consultancy	9.1	18.3	4.2	31.6
Total	11.1	27.7	4.2	43.0

Cost of the statistical operations sub-program

**COST OF STATISTICAL OPERATIONS SUB-PROGRAM AND
AVERAGE STAFFING LEVEL**

	1991-92	1992-93	1993-94(a)
		— \$'000 —	
Total cost	218,213	179,303	206,034
Excluding Population Census Data Processing Centre(b)	155,471	172,760	206,034
		— Staff years —	
Staffing(c)	3,585	3,074	2,865

(a) 1993-94 is the first year in which the ABS has presented its Financial Statements on an accrual basis. These figures include non-cash expenses such as accrued employee entitlements, depreciation and superannuation. The figures are not directly comparable with the cash-based figures shown for prior years. (b) The Population Census Data Processing Centre was not operating in 1993-94. (c) Excludes inoperative staff.

Revenue raised

**REVENUE RAISED FROM STATISTICAL PRODUCTS AND SERVICES
(\$'000)**

	1991-92 (a)	1992-93 (a)	1993-94 (b)
Publications, maps and other paper products	5,577	5,612	(c)4,427
Microfiche, magnetic tapes and other electronic products and services (except CD-ROM)	1,162	1,581	2,239
CDATA and other CD-ROM products	102	345	3,400
Information consultancy	2,221	3,059	3,470
Statistical consultancy services	1,214	1,251	1,511
'User-funded' surveys	2,805	5,607	6,336
Other sales revenue	817	595	766
Total(d)	13,898	18,050	22,149

(a) Revisions to components reflect redistribution of "other sales revenue" to specific groups. (b) As figures for 1993-94 are on an accruals basis and those for earlier years on a cash basis, they are not comparable. (c) \$5,960,000 if measured on a cash basis. (d) Excludes receipts from administrative sources.

Timeliness of the release of ABS statistics

TIME BETWEEN END OF REFERENCE PERIOD AND RELEASE OF DATA(a)
(average number of elapsed days)

	1991-92	1992-93	1993-94
Main economic indicator statistics			
Monthly	39	35	36
Quarterly	64	62	57
Other statistics			
Monthly	39	36	31
Quarterly	98	98	81
Annual	207	206	201

(a) Excludes releases of data from the Population Census, which have an atypical pattern

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the statistical operations sub-program during 1993-94 (except the Divisional administrative support components).

Client services

The client services component provides a central information service to supply statistical information that is quickly and routinely available; provides an information consultancy service on a fee-for-service basis for clients with more complex information needs; and distributes printed ABS publications through ABS bookshops and through a subscription mailing service.

The telephone numbers, facsimile numbers and addresses of Information Inquiries in all ABS offices are listed on pages 100 and 101.

Some details of information services provided over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 27 to 31). Additional details of particular services are included below.

Information Inquiries

Telephone inquiries are channelled through a system which in 1993-94 handled almost 186,000 calls. Inquiries which can be serviced quickly (the majority) are answered immediately; inquiries which are more complex are referred to the Client Services Statistical Support area (see below).

The 0055 'Dial-a-Statistic' telephone line provides a number of key statistics (at both Australia and State level) to clients. It includes

the Consumer Price Index, Balance of Payments, National Accounts, Labour Force, Average Weekly Earnings and Population Estimates. The total number of calls in 1993-94 was approximately 35,000.

Bookshops in all ABS offices provide 'over-the-counter' products to clients. In addition, mail order bookshop services are provided.

Client Services Statistical Support

The Client Services Statistical Support area undertakes the more complex information consultancies with an emphasis on providing customised services.

The unit, formed in September 1993, has progressively centralised the information services formerly provided by individual statistical areas of the ABS, to enable a more focused and coordinated service to be provided.

Client Management

The Client Management area, also formed in September 1993, comprises account managers responsible for ensuring that the statistical needs of key clients and particular industry sectors are met. Account managers seek to understand the business needs of their respective clients and coordinate ABS information services activities to satisfy clients' needs.

Subscription service

The subscription service continues to be one of the important sources of cost recovery for the ABS. In 1993-94 subscription sales accounted for about 18 per cent of total gross revenue from the sale of statistical products and services.

The service provides a wide range of printed publications, foreign trade tabulations and other subscription products which are delivered through various media. The majority of subscribers are business enterprises (54 per cent). Commonwealth, State and local government agencies account for 18 per cent of subscribers, educational institutions 8 per cent, public libraries 3 per cent and other types of subscriber 17 per cent.

To assist clients with selecting products available on a regular basis through the subscription service, the ABS produces the following catalogues and guides:

- 1101.0 *Catalogue of Publications and Products*
- 1102.0 *Publications Issued in [Month]*
- 1105.0 *Publications Advice*
- 1109.0 *Publications to be Released in [Year]*
- 1111.0 *Catalogue of Electronic Products*

Library

The ABS Library, consisting of the Central Office library and libraries in each State and Territory office, is a national network which focuses on developing collections and providing reference and consultancy services to meet the information and research needs of both ABS staff and the public. The ABS Library delivers both public interest and commercial services to individual users and to other libraries across Australia.

The ABS Library conducts the Library Extension Program (LEP) which aims to improve community access to ABS data and to raise community awareness of statistical information. Through the LEP the ABS makes its publications available at no cost to the National and State Libraries, and to public and tertiary libraries across Australia; conducts training seminars for librarians; supplies display material and guides to assist librarians and library users to access ABS data; provides advice to participating libraries on how to arrange their collections for the benefit of users; and produces the LEP Newsletter to facilitate communication between the ABS and participating libraries. In 1994, in addition to complimentary publications, libraries were supplied with summary 1991 Census data using a CD-ROM product, CLIB91.

Activities and achievements of the ABS Library during 1993-94 included:

- The international statistical collection was strengthened through the continuation of exchange arrangements with major statistical agencies throughout the world.
- The Library Consultative Group, managed by the Library, continued to achieve its aims of consulting with the library community to ensure relevance in ABS products and services for librarians.
- Another 110 libraries became members of the LEP, bringing the number of participating libraries to 550, extending further the number of libraries and geographical areas with access to ABS data.

Publishing and electronic dissemination

Publishing

The publishing sub-component provides a publishing service for ABS printed publications, statistical collection forms and a variety of other ABS printing needs.

The publications range in size from a few pages containing monthly or quarterly key indicator series to major volumes such as the Australian and State year books. All current publications are listed and described in the annual *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0). The volume of publication activity is indicated in the following table.

PUBLICATIONS ISSUED, 1993-94

	Number of titles				
	Annual	Quarterly	Monthly	Other	Total
National	77	51	33	86	247
New South Wales	10	4	4	9	27
Victoria	14	3	5	6	28
Queensland	20	3	6	7	36
Western Australia	16	2	6	5	29
South Australia	12	3	3	9	27
Tasmania	12	3	4	3	22
Northern Territory	5	2	2	5	14
Australian Capital Territory	6	2	1	4	13
Total	172	73	64	134	443

The ABS continuously reviews its publishing activities (a major review was conducted in 1993-94) with a view to accommodating changing needs, presenting statistics and other information in an effective way and keeping publishing expenditure to a minimum. In addition, print runs of publications are strictly controlled so that wastage is avoided. This has enabled the ABS to produce, within a virtually unchanged publishing budget, a large number of prestigious publications (especially in 1993-94) resulting from special surveys covering topics such as indigenous people, families, environment, health care, child care, crime and others.

In addition, significant changes in the style of the ABS publications have been made over the past few years, and are continuing. The regular main economic indicators publications are in the process of being converted to a modern, easily readable appearance, developed in conjunction with the Communications Research Institute of Australia. These improvements in the presentation of publications have been accompanied by more automated processing systems.

In response to a continuing demand for statistical data to be provided in geographic map forms to reveal information patterns that may not be so evident in statistical tables or charts, techniques have been developed for the presentation of statistical data in maps. An outcome of this work is a set of atlases, titled [*Capital City*] *Social Atlas* (ABS Catalogue Nos. 2840.1 to 2840.8) based on data from the 1991 Census of Population and Housing.

Electronic dissemination

The electronic dissemination sub-component provides a range of services for the dissemination of ABS products in computer-readable form. These services utilise advanced telecommunications and the increasing community access to computing facilities. There has been a continuing demand for statistics in forms suitable for access, storage and manipulation by computer. Growing numbers of users require immediate access to newly-released statistics and the ability to transfer and manipulate data from large databases on demand.

Some details of electronic dissemination activities over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 29 and 30).

The current ABS services which make use of electronic media are outlined below.

PC AUSSTATS — *On-line Time Series Data Service* (ABS Catalogue No. 1401.0) is an on-line data service for delivering time series data to customers. Its main features are:

- On-line access to a wide range of ABS monthly, quarterly and annual time series and selected data from the Reserve Bank of Australia and the Organisation for Economic Co-operation and Development.
- ABS-supplied software, to run on users' microcomputers, which provides the functionality necessary to perform data-selection, retrieval and basic data manipulation operations.
- Easy-to-use efficient data-downloading capabilities.
- An uninterrupted 24-hours-a-day, seven-days-a-week service.
- Access to data at the time of its release or shortly after.
- The service is available both to Australian and overseas clients.

Through DISCOVERY, the Telecom national videotex service, the ABS provides the DISCOVERY *Statistical Information Service* (ABS Catalogue No. 1402.0) which gives electronic access to summary statistics from 53 ABS publications. Continuation of this service is under review.

In recent years a growing volume of data has been made available on magnetic tape. Currently the ABS has 141 standard tape services. In addition data are made available on tape on an ad hoc basis. Each tape is accompanied by documentation containing the technical and other information needed for it to be used effectively.

The ABS has developed systems for providing data on floppy disk in formats which can be read by the majority of personal computer systems. Most ABS data are available on floppy disk.

Marketing and public relations

Marketing

Marketing has responsibility for providing leadership on a range of marketing issues and for marketing and promotion of ABS products and services. This includes development and maintenance of the strategic and individual product marketing plans, and improvement in ABS understanding of its markets as a basis for maximising its statistical service to users.

Activities and achievements during the year included:

- 7 Assisting the ABS to increase its revenue from statistical products and services.
- Market research projects to identify the needs of clients for ABS products and services, particularly for electronic delivery of statistics.
- Continuing research into client satisfaction levels, to provide a measure of the effectiveness of marketing initiatives and service delivery.
- 7 Continuing development and implementation of specialised sales skills training for ABS staff.

Public relations

The Media and Public Relations Unit undertakes activities to achieve good communications between the ABS and providers of information to statistical collections, in the interests of the quality of response. It also aims to achieve good communications with the media, politicians and other opinion-leaders, and so promote understanding of the ABS functions and effective use of its services. Media and Public Relations also supports the ABS marketing activities.

Major activities and achievements during the year included:

- 7 Production and dissemination of 180 news releases to gain widespread print and electronic media coverage of major statistical collections and their published results.
- Media liaison and briefing of journalists to encourage prominent print, radio and television reporting of the ABS, its collections and publications.
- Promotional launches of capital city social atlases, all of which attracted audiences of business, government and community opinion leaders and received widespread and positive media coverage.
- 7 Media and public awareness campaign for the 1994 national survey of Aboriginal and Torres Strait Islander peoples which included production and dissemination of news releases, television items, radio programs and radio and TV community service announcements in regional and remote areas.
- Ongoing awareness campaign for the Library Extension Program including sponsorship of the first annual Public Libraries Conference in Melbourne attended by more than 300 librarians and local government delegates.
- Media training and media awareness courses for ABS officers in Central and State offices aimed at developing competent ABS spokespersons.
- 7 A continuing program to create awareness within ethnic communities of ABS services and collections through the SBS-TV weekly series *For Your Information*.

National accounts

The national accounts component produces statistics which form the core of the Australian system of national accounts. It summarises, in a systematic and comprehensive way, the economic transactions that take place in the Australian economy and between Australia and the rest of the world. The usefulness of the accounts derives largely from the way in which data are brought together from all available sources and presented in a conceptually consistent way both for a given period and over time. The accounts basically accord with the recommendations contained in the 1968 issue of the United Nations' "A System of National Accounts" (SNA).

Summary national income, expenditure and product accounts at both current and constant prices are published as soon as possible after the end of each quarter to present an up-to-date picture of the national economy. However, much of the more reliable information needed for the accounts does not become available until some time after the publication of preliminary figures. Therefore, estimates for the most recent quarters are revised as additional information becomes available.

A more detailed and firmer picture of the national economy is provided in annual and periodic national accounts statistics such as annual national income, expenditure and product estimates, and triennial input-output tables.

Senior staff of the National Accounts and Prices Branch of the ABS attend meetings of the Joint Economic Forecasting Group to provide advice on the statistics used as input to the forecasting process.

Activities and achievements during the year included:

- The 1989-90 input-output tables were released in *Australian National Accounts: Input-Output Tables* (ABS Catalogue No. 5209.0). Apart from updating the previous tables (for 1986-87), the 1989-90 tables use the latest classifications for commodities.
- Seasonally adjusted and trend estimates were introduced for all component series in the quarterly publication *Australian National Accounts: State Accounts* (ABS Catalogue No. 5242.0).
- A detailed review of input-output statistics was completed in September 1993. It recommended a detailed program to change the focus of the Input-Output project and to better integrate input-output data with the annual national income, expenditure and product accounts. Implementation of the recommendations will take several years, commencing in 1994-95.

An internal enquiry was undertaken to examine the reason for errors in the September quarter 1993 issue of *Australian National Accounts: National Income, Expenditure and Product* (ABS Catalogue

No. 5206.0). The errors arose as a consequence of some late changes being put through to some of the stocks estimates at a time when there was intense pressure to complete the publication manuscript in time for its printing deadline. The enquiry identified a number of measures to reduce the chances of such an error recurring in future. Some have already been put in place and others will be taken into account when the national accounts computer processing system is redeveloped over the next couple of years.

International accounts

The international accounts component produces statistics and related information on the balance of payments, international trade in services and foreign financial assets and liabilities. It also participates with other government agencies in the work of the Joint Economic Forecasting Group, through the Group's Balance of Payments Sub-Committee. Balance of payments and international investment statistics are published in monthly, quarterly and annual releases. More detailed statistics are available on request.

Activities and achievements during the year included:

- Development and conduct of a comprehensive annual, partly user-funded international trade in services survey from the 1992-93 reference year. The aim is to improve the quality of balance of payments services statistics and meet user needs for detailed services trade data.
- Implementation of a more detailed and analytically useful classification of merchandise imports in balance of payments statistics, which was published in an information paper, *Change to Commodity Classification of Merchandise Imports in Balance of Payments Publications* (ABS Catalogue No. 5344.0), in April 1994. Monthly seasonally adjusted estimates of imports by end-use category are also now available for the first time.
- Continued assistance in the compilation of a database of merchandise trade and international direct investment flows by the Asia Pacific Economic Cooperation (APEC) Trade and Investment Data Review Project.
- Continued contributions to the work of the International Monetary Fund's Balance of Payments Committee, aimed at improving the measurement and international comparability of balance of payments statistics.
- Conduct of a survey of embassies and consulates, in respect of 1992-93, providing up-to-date measures of their transactions with Australia for inclusion in the balance of payments.
- Release of a general reference publication, *A Guide to Australian Balance of Payments Statistics* (ABS Catalogue No. 5363.0), to assist users' understanding of these statistics.
- Commencement of work on implementation of the recommendations contained in the fifth edition of the International Monetary Fund's Balance of Payments Manual

and the 1993 System of National Accounts in Australia's balance of payments and international investment statistics.

- Introduction of a collection to obtain quarterly data on financial derivatives (options, swaps, futures, etc.) in respect of 1993-94.
- Implementation of a methodology for collecting and compiling quarterly estimates of reinvested earnings, to improve the quality of quarterly balance of payments and international investment statistics.
- Conduct, jointly with Statistics New Zealand, of detailed bilateral comparisons of trade in services and international investment statistics with a view to minimising discrepancies and improving data quality.
- Continued improvement in the quality of international investment statistics by introducing new coverage sources and reconciling data reported in the ABS surveys of foreign investment and balance sheet information.

Foreign trade

The foreign trade component produces statistics on the composition of Australia's merchandise exports and imports and associated international shipping and air cargo movements. The statistics are available in a range of publications, on microfiche and magnetic tape, and through special returns which provide regular information on specific commodities, tailored to the needs of individual subscribers, by either post or TELESTATS electronic mail service. Customised data are also available on an ad hoc or subscription basis in paper reports, on disk or on other media.

Activities and achievements during the year included:

- Rationalisation of the foreign trade printed publications. Eleven out of twelve regular publications were discontinued: the data they contained are available to clients in broad aggregate form in the revised quarterly foreign trade publication, *International Merchandise Trade, Australia* (ABS Catalogue No. 5422.0). The more detailed information is available through other foreign trade products. The timeliness of release of this quarterly publication was improved from 52 to 36 working days after the reference quarter.
- Completion of a bilateral reconciliation of merchandise trade flows, in respect of the 1991 calendar year, undertaken jointly by the ABS and the United States Bureau of the Census. Results of the 1991 reconciliation were published in the December quarter 1993 issue of ABS Catalogue No. 5422.0.
- Implementation of the new Australian and New Zealand Standard Industrial Classification (ANZSIC) in foreign trade data, backdated to January 1988.

Prices

The prices component is responsible for compiling the consumer price index (CPI) and a range of producer and foreign trade price indexes.

The CPI measures the change each quarter in the cost of purchasing a fixed basket of consumer goods and services. House price indexes compiled for use in calculating the mortgage interest charges component of the CPI are published separately and provide estimates of the change each quarter in housing prices. The producer and foreign trade price indexes address broader economic concerns and include price indexes of inputs and outputs of manufacturing industry, materials used in the building industry, exports and imports.

Activities and achievements during the year included:

- Work commenced on redeveloping the computer processing systems used to calculate the consumer and producer price indexes. The aim is to improve the efficiency and effectiveness of the computing system and to enable it to be used more effectively to respond to ad hoc requests for data.
- The final prices collections were conducted for the OECD's 1993 Purchasing Power Parity (PPP) Project, which compares real production between countries. Results are expected to be released in 1995.
- The publication of CPI comparisons for selected countries on a basis consistent with international recommendations (i.e., by using indexes which exclude shelter costs).

Financial accounts

The financial accounts component produces statistics of the lending activity and balance sheets of financial institutions including banks, building societies, finance companies, credit unions, unit trusts and superannuation funds. It produces the financial accounts as an element of the Australian system of national accounts. These show the levels and flows of financial assets and liabilities in each sector of the economy.

Activities and achievements during the year included:

- Introduction of special data services, including seasonally adjusted and trend data, to replace the monthly publications *Personal Finance, Australia* (ABS Catalogue No. 5642.0), *Commercial Finance, Australia* (ABS Catalogue No. 5643.0) and *Lease Finance, Australia* (ABS Catalogue No. 5644.0).
- Establishment of a consultancy with the Insurance and Superannuation Commission to improve statistics on superannuation and to rationalise collection activity.

- Improvement in the timing and format of the quarterly publication *Australian National Accounts: Financial Accounts* (ABS Catalogue No. 5232.0) to closer meet users needs.
- Redesign of the monthly major economic indicator publication *Housing Finance for Owner Occupation, Australia* (ABS Catalogue No. 5609.0) including the introduction of seasonally adjusted and trend data for States, new statistics on lending to first home buyers and a breakdown between fixed rate loans and other loans.

Public sector accounts

The public sector accounts component produces statistical information on revenue, outlays, financing transactions and net debt of the Commonwealth Government, State, Territory and local governments and their trading enterprises. In addition to a range of annual publications, quarterly statistics are compiled for inclusion in the national accounts, and detailed financial statistics about individual local government authorities are provided on request. The component provides advice on the statistics used as input to the forecasting work of the Public Sector Sub-Committee of the Joint Economic Forecasting Group.

Activities and achievements during the year included:

- Earlier release of the annual publications *Government Financial Estimates, Australia* (ABS Catalogue No. 5501.0), *Public Sector Financial Assets and Liabilities, Australia* (ABS Catalogue No. 5513.0) (formerly *Public Sector Debt, Australia*) and *Government Finance Statistics, Australia* (ABS Catalogue No. 5512.0).
- Continuing work arising from the May 1991 Premiers' Conference agreement on uniform presentation of government financial information, including implementation of standards for reporting financial assets and liabilities and investigation of the effects of pre-June budgets on the terms of the agreement.

Agriculture

The agriculture component aims to provide a balanced range of production and financial statistics relating to agriculture. The main elements are the conduct of an annual commodity census, a monthly livestock slaughterings collection, a monthly wool brokers and dealers receivals collection, an annual agricultural finance survey, and the production of a range of derived statistics including estimates of the value of agricultural commodities produced and the apparent consumption of foodstuffs and nutrients. Statistics from the annual census are available for local areas.

Activities and achievements during the year included:

- Conduct of the 1992–93 agricultural census and agricultural activity collection. User funding was obtained to enable the continued collection of apples, pears and grape varietal data.
- Release in January 1994 of preliminary results from the 1992–93 agricultural finance survey prior to the National Agricultural and Resources Outlook Conference.
- Implementation, commencing with the 1993–94 collections, of the revised strategy for the agricultural census and agricultural finance survey with the objective of achieving savings of about 30 per cent of program budget.
- A nursery industry collection covering the agricultural, wholesale and retail nursery sectors was developed and conducted in respect of 1992–93. User funding was obtained to extend the collection to cover the wholesale and retail sectors of the industry.
- Significant improvements in regional level statistics from the agricultural census available on floppy disk.
- Collection of data on expenditure on land care in the 1992–93 agricultural finance survey, with the objective of adding to the ABS database relating to the environment.
- Publication of the results of a home production survey in January 1994 in *Home Production of Selected Foodstuffs, Australia* (ABS Catalogue No. 7110.0). The purpose of the survey was to update the component of home production used in the calculation of foodstuffs available for consumption published in *Apparent Consumption of Foodstuffs and Nutrients, Australia* (ABS Catalogue No. 4306.0).

Mining

The mining component conducts annual censuses of the mining, electricity and gas industries. The censuses provide data on the structure, operations and output of the industries, comparable with those available in respect of other industries covered in the ABS economic census program. Quarterly collections of actual and expected mineral and petroleum exploration are also undertaken.

Activities and achievements during the year included:

- Release of preliminary results from the 1992–93 census of mining establishments in January 1994, prior to the National Agricultural and Resources Outlook Conference.
- Release in November 1993 of details of the mining industry for 1991–92 in *Mining Industry, Australia* (ABS Catalogue No. 8402.0) and *Mineral Production, Australia* (ABS Catalogue No. 8405.0).
- Release in May 1994 of results from the 1992–93 census of electricity and gas establishments in *Electricity and Gas Operations, Australia* (ABS Catalogue No 8208.0).

- A review of mining statistics was carried out to be implemented in 1994-95. The purposes of this review were to ensure that user requirements are being met, to ascertain what issues the major users identify as emerging over the next few years, to identify opportunities for operational efficiencies, and to assess issues such as data quality and timeliness.
- Development of the second survey of the use of technology in the mining industry.
- Development of new questions relating to overseas expenditure on exploration activity and exploration drilling in Australia, to be included in the June 1994 quarter mineral exploration collection.

Energy

The energy component coordinates and develops the provision of statistics relating to energy use. During the year the ABS participated in a user funded feasibility study to examine the data requirements for tracking end use energy consumption and energy efficiency in Australia.

Manufacturing

The manufacturing component provides statistics on the structure, performance and production of the manufacturing industry. Data collected and disseminated include monthly and quarterly commodity production statistics, indexes of manufacturing production, and extensive statistics on the structure, financial operations and other characteristics of manufacturing industry collected in the annual manufacturing collection.

Activities and achievements during the year included:

- A review of manufacturing statistics, covering both the annual manufacturing collection and the monthly and quarterly surveys of manufacturing production. The purposes of this review were to assess the extent to which existing statistics satisfied users' needs and identify new needs, identify operational efficiencies, and address issues such as data quality and timeliness.
- Development of a strategy, to be implemented in 1995, to increase the user funded component of manufacturing production surveys and to facilitate the flexibility of data collection and dissemination to better match changing user requirements.
- Release of final information from the 1991-92 manufacturing census in *Manufacturing Industry, Australia* (ABS Catalogue No. 8221.0). This publication was broadened to include relevant and complementary information about the manufacturing industry collected from other sources.
- Conduct of the 1992-93 survey of manufacturing establishments.

- The feasibility of using Computer Assisted Telephone Interviewing (CATI) techniques for the collection of monthly and quarterly manufacturing production statistics was assessed and proved.

Distribution industries

The distribution industries component produces monthly statistics on retail trade as well as, periodically, detailed information on the size, structure, operations and output of retail and wholesale industries.

Activities and achievements during the year included:

- Introduction of a revised monthly retail trade survey which implements the results of a review of users' requirements and survey methodology.
- Publication, for each State and Territory, of the results of the 1991-92 retail and services location census in *Retailing, 1991-92* (ABS Catalogue Nos. 8623.1 to 8).
- Publication of the results of the 1991-92 retail activity survey in *Retail Industry, Australia, 1991-92* (ABS Catalogue No. 8622.0) and *Retail Industry: Commodity Sales, Australia, 1991-92* (ABS Catalogue No. 8624.0)
- Establishment of a special data service to distribute small area statistics from the 1991-92 retail census.
- Publication of the results of the 1991-92 wholesale industry survey in *Wholesale Industry, Australia 1991-92* (ABS Catalogue No. 8638.0).

Construction

The construction component produces statistics on the structure, performance and other characteristics of the construction industry and timely indicators of activity for the three components of construction — residential building, non-residential building and engineering construction. This information is provided from a series of collections including a periodic construction industry survey, monthly building approvals and dwelling commencements reported by approving authorities, and quarterly surveys of building activity and engineering construction. The component also includes a housing statistics unit, which is a small group providing a focus for ABS statistical activities concerned with economic and social aspects of housing.

Activities and achievements during the year included:

- Commencement of a review of building statistics, including a full-scale review of user requirements and priorities.
- Release of *Investors in Rental Dwellings Australia* (ABS Catalogue No. 8711.0), containing results and analysis of data collected from a household survey conducted in July 1993.

- Development of a household survey of rental tenants, which was conducted in April 1994.
- Development of the Australian Housing Survey, a major household survey to be conducted between August and October 1994. A prime focus of the survey will be on the physical condition of dwellings.
- Development and implementation of the collection of data on lot sizes for new dwellings from approving authorities and other sources as part of the building approvals collection. This information will assist in the analysis of changes in dwelling and population densities and implementation of urban development policies.

Transport

The transport component provides monthly and annual statistics on new motor vehicle registrations, quarterly statistics on interstate freight movements, and annual statistics on interstate freight movements. It conducts a periodic survey of motor vehicle use and an associated motor vehicle census. It also conducts a periodic survey of the transport industry.

Activities and achievements during the year included:

- Release of the new publication *Directory of Transport Statistics* (ABS Catalogue No. 1132.0).
- Commencement of a new quarterly survey to measure movements of freight within Australia by road, rail, sea and air.
- Analysis of data on taxes and charges paid by the road transport sector for an inter-government Task Force on Road Transport.
- Release of results from the 1993 motor vehicle census on floppy disk (TranStats 1993).

Tourism

The tourism component produces quarterly statistics on supply and demand for tourist accommodation.

Activities and achievements during the year included:

- Further improvements to the timeliness and presentation of statistical results from the quarterly survey of tourist accommodation.
- Production of the new quarterly publication *Tourism Indicators* (ABS Catalogue No. 8634.0).
- Participation in the Technical Committee of the Tourism Forecasting Council.
- Completion of a user funded survey of inbound tourism operators in Australia.

- Development of a manual on tourism expenditure statistics at the request of, and under contract to, the World Tourism Organisation.

Service industries and small business

The service industries and small business component produces statistics on the size, structure, operations and output of a variety of service industries from a rolling survey program. About every two years it produces a comprehensive publication on statistics of small business in Australia.

Activities and achievements during the year included:

- Development and conduct of surveys of a range of business and professional service industries in respect of 1992-93.
- Methodological research and user consultation for future surveys of various health services industries.
- Completion of user consultation and methodological and questionnaire development for surveys of film, video and television services industries in respect of 1993-94.
- Completion of a 1993 update of the ABS publication *Small Business in Australia* (ABS Catalogue No. 1321.0).
- Investigations on a longitudinal study of small and medium sized enterprises.

Economy wide statistics

The economy wide statistics component is responsible for the development and production of a range of economic and business statistics on an annual basis.

Activities and achievements during the year included:

- Publication of the results from the annual economic activity survey, *Business Operations and Industry Performance, Australia* (ABS Catalogue No. 8140.0) for 1991-92 and 1992-93.
- Continued liaison with the Australian Taxation Office with the objective of developing a common set of concepts and definitions for the collection of business information.

Business surveys

The business surveys component produces some of the main indicators of current and future economic activity through the production of quarterly estimates of company profits, new capital expenditure, stocks and manufacturers' sales, and business expectations (of sales, capital expenditure, employment, etc.). In addition, statistical consultancy services are provided to government agencies and non-profit organisations in the form of customised surveys of Australian businesses and mail-outs of

public interest information, in response to needs that arise in the short term that cannot be satisfied from the planned ABS survey program.

Activities and achievements during the year included:

- Release of first results from a new quarterly survey of business expectations in the publication *Australian Business Expectations* (ABS Catalogue No. 5250.0).
- Upgrading of the quarterly survey of company profits to obtain from businesses a dissection of profits by State in order to provide higher quality data for the compilation of State Accounts.
- Provision of statistical consultancy services to:
 - the Australian Manufacturing Council in the conduct of a national survey of best practices in the manufacturing industry;
 - the Bureau of Immigration and Population Research in the conduct of a national survey of trade and investment in the food industry in East Asia;
 - the Institute for Research into International Competitiveness in the conduct of a national survey of the services industries, with a focus on businesses including skills particular to countries in East Asia.

Science and technology

The science and technology component currently provides statistics on research and experimental development (R&D). A monitoring and coordinating role is also performed in the areas of science and technology statistics generally.

Activities and achievements during the year included:

- Publication of results from the 1991-92 R&D survey for the business enterprises sector in *Research and Experimental Development, Business Enterprises (Inter Year Survey), Australia* (ABS Catalogue No. 8114.0).
- Implementation of the new Australian Standard Research Classification in the 1992-93 R&D surveys.
- Completion of the development and conduct of the 1992-93 R&D surveys of the business enterprises, general government, private non-profit and higher education sectors.
- Contribution to the development of statistical standards for science and technology statistics within the Organisation for Economic Co-operation and Development.
- Development of new surveys of innovation and information technology to be conducted in respect of 1993-94.

Environment

The environment component provides a focus for ABS statistical activities concerned with the environment and for natural resource accounting. It matches client needs with the resources of the ABS, such as its considerable data holdings, statistical expertise and infrastructure of industry and household collections.

Activities and achievements during the year included:

- Conduct in June 1994 of a household survey on environmental issues.
- Publication in November 1993 of *Environmental Issues : People's Views and Practices* (ABS Catalogue No. 4602.0) containing the results of a household survey conducted in May 1992.
- Publication in January 1994 of *Cost of Environment Protection, Australia, 1990-91* (ABS Catalogue No. 4603.0) which contained the first estimates for Australia of expenditure for this purpose by the manufacturing and mining industries and the public sector.
- Continuing development of a set of national balance sheet accounts for energy.

Classification and geography

The classification sub-component develops, maintains and promotes the use of standard classifications for use in statistical series which ensures compatibility and comparability of data across collections and over time. It produces documents and publications on the classifications, develops and maintains computer-based coding systems, concordances, and indexes as well as providing advice, training and consulting services.

The geography sub-component develops and maintains products and services for the dissemination of spatial (regional) statistics. In addition, it undertakes research and development on the enhancement of geographic information systems and dissemination, and of the analysis and presentation of spatial data.

Activities and achievements during the year included:

- Completion, in conjunction with Statistics New Zealand, of the first draft of the Australian and New Zealand Standard Commodity Classification (ANZSCC) covering all goods and services. This classification will replace the Australian Standard Commodity Classification, which covered only transportable goods. The new classification will significantly enhance the comparability of commodity statistics within and between both countries.
- Release of a new edition of the *Australian Transport Freight Commodity Classification and the Australian Pack Classification* (ABS Catalogue No. 1210.0).

- Release of the Integrated Regional Data Base (IRDB), with financial assistance by the Department of Primary Industries and Energy. The IRDB provides users with a wide range of economic and social data on a geographic basis and the ability to analyse them. The IRDB is being further developed to provide greater data coverage and analytical facilities, including desktop mapping.
- Updating of the *Australian Standard Geographical Classification* (ABS Catalogue No. 1216.0). With effect from 1 July 1994 it will produce ASGC maps and boundary sets in hard copy and electronic formats on an annual basis.
- Updating of the National Localities Index, a product which enables addresses to be automatically coded to the ASGC and thus provides the basis for comparing statistical data at local area level.
- Release to users of eighteen geographic concordances, which were developed for the Department of Employment, Education and Training on a consultancy basis. They provide, for example, the basis to compare statistical data collected in accordance with the ASGC with data collected according to postcodes or Commonwealth Electoral Divisions.
- Completion of the development of the Australian and New Zealand Standard Industrial Classification (ANZSIC) computer assisted coding package, the ANZSIC in electronic form and the ANZSIC Alphabetic Index, which are available to users in the public and private sectors.

Integration and large business unit

The integration sub-component develops, maintains and promotes the use of standard units, data item definitions and classifications in statistical series, which in turn ensures the compatibility and comparability of data across collections. It issues papers and publications on these standards and provides advice, assistance and training in their use.

The Large Business Unit sub-component profiles large businesses and arranges for their structures to be updated on the ABS business register.

Activities and achievements during the year included:

- Continuation of a review of the definitions of economic statistical units in the light of changing needs.
- Introduction of questionnaire approval procedures aimed at further increasing the rationalisation and standardisation of data items, thereby improving the reliability of statistical output and reducing provider load.
- Research into factors contributing to apparent inconsistencies in statistical output from ABS business collections, with a particular focus on statistical reporting by selected large businesses.

Business register

The business register component is responsible for the maintenance of the ABS central register of businesses. Over 700,000 business groups are recorded on the register. Maintenance involves applying about one million changes to the register each year. The register plays a key role in integrating economic statistics by providing consistent population frameworks for ABS censuses and surveys of businesses.

Activities and achievements during the year included:

- Completion of the conversion of industry classification codes on the business register from the Australian Standard Industrial classification (ASIC) 1983 edition to the Australian and New Zealand Standard Industrial Classification (ANZSIC) 1993 edition.
- Completion of a plan to redesign the business register system to provide greater efficiencies and to take advantage of modern technologies.
- Development and introduction of new business register data capture processes to align with developments in the Australian Taxation Office's modernisation program.

Economic statistics systems

The economic statistics systems component is responsible for the development and implementation of an efficient and effective computer processing environment for a range of economic statistics collections.

During the year development of new systems for the economic activity survey and manufacturing census/survey collections was completed. In addition, the computer processing environment was enhanced to accommodate several new collections.

Population census

The population census component develops and conducts the Census of Population and Housing required by legislation to be conducted every five years. The results are used to revise population estimates for each of the States and Territories, and local government areas, and to provide detailed statistics on the population and its housing within small geographic areas and for small groups within the population. These statistics are in turn used for electoral purposes, for the distribution of government funds and for a variety of planning, administration and policy activities of government, business and other users.

Activities and achievements during the year included:

1991 Census output

The release of the standard products from the 1991 Census was completed. Data releases during the year in hard copy and/or electronic format included:

- Community Profiles* (ABS Catalogue No 2722.0) for working population, time series, usual residence (both statistical local area and postcode), Aboriginal/Torres Strait Islander profiles, and expanded statistical local area profiles.
- Ethnic Communities Package* (ABS Catalogue No. 2803.0-8).
- Statistical Regions Comparison Series* (ABS Catalogue No 2732.0).
- Detailed national, State and Territory standard matrixes (ABS Catalogue No. 2711.0, 2712.1-8 and 2715.0).
- Socio-Economic Indicators for Areas* (ABS Catalogue No. 2725.0).
- Census Characteristics* (ABS Catalogue No. 2710.0-2710.8) for each State and Territory.
- Social Atlases for each capital city and the Gold Coast (ABS Catalogue 2840.1-8 and No. 2839.3).
- Other publications released in the year based on 1991 Census data included *Australia's Aboriginal and Torres Strait Islander Population* (ABS Catalogue No. 2740.0) and *Australia In Profile* (ABS Catalogue No. 2821.0).
- A one percent *Household Sample File* (ABS Catalogue No. 2913.0) was released and special arrangements have been entered into with the Australian National University for distribution to the academic community.
- CDATA91 (ABS Catalogue No. 2721.0), developed in association with Space Time Research and MapInfo Australia, was released in July 1993. This is a CD-ROM product consisting of a wide range of Census data linked with a topographic database and sophisticated mapping software. Upgrades of this product were released during the year.
- Other CD-ROM products released from the Census were CLIB91 and CTAB91. CLIB91 (ABS Catalogue No. 2720.0), which is made available free of charge to the participants in the ABS Library Extension Program, contains a wide range of standard profile and matrix table data and simple software which allows the selection and display of the data. CTAB91 (ABS Catalogue No. 2719.0) contains the full set of standard matrix tables with accompanying software.

1996 Census development

- Following of the completion of a review of the Census by an Interdepartmental Committee chaired by the Department of the Prime Minister and Cabinet, a report was provided to the Government on 15 December 1993 recommending that the existing policy of conducting a full content/full enumeration

Census every 5 years be continued. A full account of these developments for the 1996 Census is contained in the special article in Chapter 2.

- Approval was given by the Government to conduct a Census in 1996.
- Agreement was reached to lease the building in Ultimo, New South Wales, used for the previous two Censuses' processing operations, from the new owner of the building, Australian Estate Management, for the 1996 and 2001 Censuses. This arrangement is expected to bring significant savings to the Commonwealth.
- Continued testing and evaluation of alternative questionnaire designs including the use of cognitive analysis techniques. In particular, questions on disability and ancestry were tested.
- Development of a computer based mapping system for Collection District design and the production of collection maps for the 1996 Census. Continued development of the collection management system and the input and output processing systems for the 1996 Census.

Demography

The demography component produces regular statistics on births, deaths, marriages, divorces, overseas arrivals and departures, and internal migration. Also, estimates are produced of the age, sex, birthplace, marital status and geographical distribution of the population. Forward projections of the population according to specified demographic assumptions are published on a regular basis.

Activities and achievements during the year included:

- The rebasing of all population estimates series using final results from the 1991 Census.
- Following a review of data sources, experimental estimates of the indigenous population by State and Territory for the period 1986-91 were produced for comment from key users.
- A study was made of recent trends and differentials in the fertility of indigenous women using data from the 1991 Census. A report was published in *Australian Social Trends 1994* (ABS Catalogue No. 4102.0)
- Updating of population projections published in *Projections of the Populations of Australia, States and Territories, 1993-2041* (ABS Catalogue No. 3222.0) and, for small area population projections, updating of the capability to produce Statistical Local Area based population projections throughout Australia.
- A review of population estimates for the Northern Territory and implementation of improvements in the estimation process.
- An analysis of population growth and distribution based on 1991 Census of Population and Housing data was completed

and published in 1991 *Census — Population Growth and Distribution* (ABS Catalogue No. 2822.0)

Health and welfare

The health and welfare component produces statistics relating to health (including causes of death, health status and risk factors, use of health services by the population and statistics about private health establishments) and welfare (including statistics about Aboriginal and Torres Strait Islander people, people with disabilities, aged persons, families and children). The component designs the collection of statistics on health and welfare related topics, and undertakes the compilation, analysis and reporting of statistical information relating to specific population groups mentioned above.

Activities and achievements during the year included:

- ☐ Publication of results from a new annual collection on the facilities, activities, staff and finances of private hospitals and day surgeries in *Private Hospitals, Australia* (ABS Catalogue No. 4390.0) in respect of 1991–92.
- ☐ Commencement of development of a survey on children's immunisation and health screening to be conducted in April 1995.
- ☐ Development of the second in the series of national health surveys, to be conducted in 1995.
- ☐ Commencement of development of a national nutrition survey, in cooperation with the Department of Human Services and Health, to be conducted in 1995 in conjunction with the national health survey.
- ☐ Publication of *Characteristics of Persons Employed in Health Occupations — 1991 Census of Population and Housing* (ABS Catalogue No. 4346.0).
- ☐ Contribution to the work of the National Health Data Committee in developing data definitions and classifications in health, under the National Health Information Agreement.
- ☐ Publication of results of a time use survey in *How Australians Use Their Time* (ABS Catalogue No. 4153.0) in December 1993.
- ☐ Publication of results of a survey of families in *Australia's Families* (ABS Catalogue No. 4418.0) in November 1993.
- ☐ Publication of results of a survey of disability, ageing and carers in *Disability, Ageing and Carers, Summary of Findings* (ABS Catalogue No. 4430.0) in December 1993.
- ☐ Publication of results of a survey of child care arrangements in *Child Care, Australia* (ABS Catalogue No. 4402.0) in May 1994.
- ☐ Preparation of a series of six publications relating to the themes adopted for the international Year of the Family drawing together data from the recent surveys of families, disability, ageing and carers, time use and child care. The first

publication of the series, released in early June 1994 was *Focus on Families: Demographics and Family Formation* (ABS Catalogue No. 4420.0).

- Continuing development of a framework for welfare statistics, in cooperation with the Australian Institute of Health and Welfare.

Labour

The labour component provides statistical information on the composition and characteristics of the labour force, the operations of the labour market, conditions of employment, and issues relating to education and training.

Labour force statistics, collected in a monthly survey of households, provide timely estimates of employment and unemployment, together with basic demographic data to enable various characteristics of the employed and unemployed to be analysed. In addition, in most months of the year, supplementary surveys are run in conjunction with the labour force survey to collect more detailed data on specific issues.

Labour topics covered by supplementary surveys in 1993-94 included: job search experience of unemployed persons; working arrangements; weekly earnings of employees; labour force characteristics of migrants; superannuation; labour mobility; persons not in the labour force; and labour force experience. Related education topics were also covered, including educational attainment, transition from education to work and participation in education.

The labour component also operates an integrated system of employer surveys which provides quarterly data on employed wage and salary earners; average weekly earnings; and job vacancies and overtime. It produces annual data on the distribution and composition of employee earnings and hours, biennial data on employers' labour costs and, irregularly, data on employers' expenditure on training. The component also produces monthly statistics on industrial disputes and annual statistics on trade unions. Indexes of award rates of pay are compiled monthly.

In conjunction with the Australian Education Council, annual statistics on schools, students and staff are collected, evaluated and published.

Activities and achievements during the year included:

- Completion of the new sample reallocation and redesign, together with a reduction in the sample size, for the quarterly survey of employment and earnings. This initiative has reduced provider load, without any significant reduction in the quality of broad industry estimates at the national and State levels.

- ❑ Publication of trend and seasonally adjusted estimates for major series in the surveys of average weekly earnings, job vacancies and overtime. Average weekly earnings estimates at ASIC Division level were published for the first time in the August 1993 issue of *Average Weekly Earnings, States and Territories* (ABS Catalogue No. 6302.0)
- ❑ Publication of *Australian Labour Market* (ABS Catalogue No. 6284.0), providing a comprehensive collection of articles based on the results of labour force and supplementary surveys released in 1993.
- ❑ A comprehensive review of labour and other topics conducted as supplements to the monthly Labour Force Survey. The resultant program reduces the frequency of labour topics, and allows related topics to be surveyed together to a greater extent.
- ❑ Publication of the results of new surveys *Career Experience* (ABS Catalogue No. 6254.0) and *Working Arrangements* (ABS Catalogue No. 6342.0)
- ❑ Publication of *Australia's Long-term Unemployed: A Statistical Profile* (ABS Catalogue No. 6255.0), an analytical report on the long-term unemployed in terms of their demographic and other characteristics.
- ❑ Publication of the results of a survey of employers' expenditure on training in *Employer Training Expenditure, Australia, July to September 1991* (ABS Catalogue No. 6353.0).

Social analysis and standards

The social analysis and standards component produces statistics on household income, expenditure and other characteristics of households and housing, crime and justice, and culture and leisure activities. It produces reports describing social conditions in Australia and their changes over time, and is responsible for developing indicators for monitoring the social well-being of the population and of special population groups such as youth and women. It is also responsible for promoting integrated social statistics through the development and dissemination of standard statistical concepts, definitions and classifications, and for developing and maintaining computer systems for processing and providing access to data from household surveys on social and labour topics.

Activities and achievements during the year included:

- ❑ Publication of the first edition of *Australian Social Trends* (ABS Catalogue No. 4102.0). This new annual report provides key indicators of social and economic well-being at both national and State level, international comparisons of main indicators, and a series of focused reviews highlighting specific issues within broad areas of social concern.

- Conduct and processing of the 1993-94 household expenditure survey. Processing of results will be finished in late 1994 with publication from early 1995.
- Development and pilot testing of a new continuous survey of income and housing costs.
- Continuing study of micro simulation techniques aimed at enhancing the usefulness of ABS and administrative data holdings for the purpose of policy analysis of alternative government programs.
- Co-hosting of an international conference on Microsimulation and Public Policy in December 1993 in Canberra. The conference attracted over 100 participants, including 56 overseas experts.
- Completion of negotiations for the establishment of a Women's Statistics Unit jointly funded with the Office of the Status of Women. The unit will provide a national focus for statistical activity relating to women.
- Provision of consultancy services to the Australia Council on government funding of the arts.
- Publication of *Cultural Trends in Australia* (ABS Catalogue No. 4172.0) jointly with the Australian Cultural Development Office.
- Publication of *Work in Selected Culture/Leisure Activities* (ABS Catalogue No. 6281.0) and *Involvement in Sport* (ABS Catalogue No. 6286.0)
- Publication of the first set of national crime statistics, *National Crime Statistics; January to December 1993* (ABS Catalogue No. 4510.0) and an information paper (ABS Catalogue No. 4511.0) describing their basis.
- Publication of the results of the 1993 national survey of crime and safety, *Crime and Safety Australia* (ABS Catalogue No. 4509.0).
- Conduct of a crime and safety survey in Victoria.
- Continuation of a major review of the Australian Standard Classification of Occupations (ASCO), in collaboration with Department of Employment, Education and Training.
- Release of a series of publications relating to the new ABS classification of qualifications — *The ABS Classification of Qualifications Information Paper* (ABS Catalogue No. 1263.0); *ABS Classification of Qualifications* (ABS Catalogue No. 1262.0) and the *ABS Classification of Qualifications — Manual Coding System* (ABS Catalogue No. 1265.0).
- Preparation of a series of publications presenting new ABS standards for core variables in social and labour statistics — *Standards for Statistics on Age and Sex* (ABS Catalogue No. 1285.0); *Standards for Statistics on Family Variables* (ABS Catalogue No. 1286.0); *Standards for Statistics on Core Labour Force Variables* (ABS Catalogue No. 1288.0)

- Development of a small scale trial to evaluate the potential for Computer Assisted Personal Interviewing (CAPI) in household surveys.

Population surveys

The population surveys component is responsible for the development and conduct of ABS household surveys, including monthly population surveys which collect data needed for monthly estimates of employment and unemployment and other labour and social statistics, and periodic surveys on particular topics. Trained interviewers collect information from selected samples of households. The component generally codes and edits the data collected, and provides it in computer-readable form to relevant subject-matter program components for production, analysis and dissemination of survey results. The component also provides personnel to carry out interviewer-enumerated segments of economic statistics collections.

1993-94 saw the completion of the development and the successful enumeration of the first National Aboriginal and Torres Strait Islander Survey. It is the first national survey of the Aboriginal and Torres Strait Islander population, and will provide Australia's indigenous peoples and Commonwealth, State and Territory governments with new statistics in a range of social, demographic, health and economic areas. The survey's content and methods are in accord with Aboriginal and Torres Strait Islander cultural values and priorities. To collect the data ABS recruited and trained a work-force of around 100 Aboriginal and Torres Strait Islander people to visit selected households and ask the survey questions. The first results are expected to be released before the end of 1994.

During 1993-94 the program also enumerated the quinquennial household expenditure survey, the monthly population survey and a number of other household surveys. It contributed to the development of the 1995 national health and nutrition survey, and has recently commenced the design of a longitudinal survey of employment and unemployment patterns which will collect comparable labour market experience data from the same sample of job seekers over the four year period 1995-99.

The ABS introduced in August 1993 a new facility, the Population Survey Monitor (PSM), a survey of about 2,000 households throughout Australia conducted every three months. The PSM is a client funded service to government departments, public authorities and non-profit organisations. It provides a fast and effective means of obtaining, at a reasonable cost, data specific to the needs of these organisations which might not otherwise be possible within the ABS forward work program. The quarterly surveys are conducted under the Census and Statistics Act but on a voluntary basis. The broad results of each survey are published by the ABS within six weeks of data collection and more detailed customised reports are prepared for the clients. A summary of the survey topics in 1993-94 is contained in Appendix 9.

Data management

The data management component aims to provide the statistical and information systems infrastructure that will enable the ABS to reduce lead times and costs in responding to the particular needs of users, and to provide a 'one stop knowledge shop' to its clients. A particular aim is to provide a means of delivering ABS information to clients in their terms and in the form they require. From a client's perspective, the end result will be that ABS data will be visible (in the sense that all data of potential relevance and value to a particular client or requirement can be identified and assessed), readily accessible, and relatable across different fields of statistics.

An ABS data management strategy has been developed to achieve these aims and is currently being implemented. The strategy has two key elements:

- the gathering together of most ABS data and standard descriptions of data in a single output database to ensure data is visible and accessible to users; and
- the development and implementation of corporate data management facilities (that is, collection design, data item and classification definition and management) designed to improve statistical relatability, reliability and efficiency.

Significant progress was achieved in 1993–94. A substantial proportion of the ABS' current data was loaded to the output database. Major benefits, both within the ABS and to its clients, will begin to be realised when the data management facilities come into use during 1994–95.

Econometric and time series analyses

Econometric analysis

The econometric analysis sub-component maintains the database for the national income forecasting (NIF) econometric model of the Australian economy and publishes the *Australian Economic Indicators* (ABS Catalogue No. 1350.0), a monthly compendium of economic statistics. In addition it provides econometric services both for ABS and external users about the availability and suitability of data for econometric and related statistical analysis, and the use of analytical techniques.

Activities and achievements during the year included:

- Improvements in the coverage and presentation of economic statistics in the *Australian Economic Indicators* (ABS Catalogue No. 1350.0), including the introduction of a quarterly experimental composite leading indicator of economic activity.
- Investigations into the statistical discrepancy and the errors associated with the national accounts.

Time series analysis

The time series analysis sub-component maintains and develops statistically based time series analyses facilities, especially those for the estimation of seasonality, trading-day, trend and irregular factors. The services cover publication and internal user requirements of the ABS and, by arrangements, requirements of other Commonwealth and State departments and authorities, and some private enterprise clients.

During 1993-94 it published an information paper, *A Guide to Interpreting Time Series — Monitoring "Trend": An Overview* (ABS Catalogue No. 1348.0)

Mathematical statistics

The mathematical statistics component consists of two sub-components: statistical support, and statistical consultancy and training.

Statistical support

Statistical support undertakes sample design for ABS surveys, to ensure reliable statistics are provided efficiently and with minimum provider load. New surveys are designed and continuing surveys revised as necessary. In addition, statistical analysis and methodological investigations are undertaken to evaluate alternative collection strategies and estimation techniques to improve efficiency and data quality.

Examples of statistical support provided during the year are:

- Development of methods to produce synthetic estimates for small geographic areas from household surveys.
- Development of sample designs for the national Aboriginal and Torres Strait Islander, the national health, the national nutrition, the business expectations and the health professionals surveys.
- Analysis of data from the 1989 survey of how workers get their training, the 1993 survey of training and education and the 1989-90 national health survey.

Statistical consultancy and training

Statistical consultancy and training helps users meet their information needs through the provision of statistical services such as survey design including questionnaire and form design and data analysis. In addition it coordinates statistical training in such areas, both within the ABS and to external users.

Examples of consultancy services provided during the year are:

- For the Disability Services of Commonwealth and State Governments — production of synthetic estimates for small geographic areas of persons with a disability.

- For the Department of Human Services and Health — assistance with the conduct of an immunisation coverage pilot survey of two year old children.
- For the Australian Taxation Office — question and sample design for a survey of ATO staff, and analysis of results.
- For the Departments of Immigration and Ethnic Affairs and Social Security — the conduct of statistical analysis training courses.

Statistical services and user liaison

The statistical services and user liaison (SSUL) component primarily provides a flexible and responsive service to meet priority statistical needs of State and Territory governments in addition to those met by the ongoing statistical output of the ABS. The work undertaken by ABS State and Territory Offices generally takes the form of statistical consultation (for example, development and conduct of a survey, statistical analysis and modelling of existing ABS data or client data, or provision of an outposted ABS officer within a State or Territory government agency to carry out a specific short-term statistical assignment).

Through the SSUL component, the ABS participates in bodies established by State or Territory governments to coordinate their statistical activities and requirements. The SSUL component also maintains bilateral contact with these government departments and agencies in order to be aware of their needs for statistics, their statistical activities and their use of information from existing collections, and to encourage the adoption of uniform statistical standards and practices.

The SSUL component is closely involved in the development and conduct of annual State-specific ABS household surveys, the topics of which vary from State to State. In some Offices the component also undertakes special analyses of ABS data and produces publications, typically using data from ABS household-based surveys and presenting results for sub-State regions.

The SSUL component also coordinates and undertakes visits to major users of statistics, and conducts seminars for a broad range of clients in both the public and private sectors and in tertiary institutions.

Examples of activities and achievements during the year are:

- Design and/or conduct of surveys for State government departments on such subjects as travel to work, sport and recreation, tourism, health, and the comparative educational achievement of Aboriginal students.
- Statistical analyses of various survey data for State governments and other organisations.

- Preparation and release of State oriented statistical publications on one-off subjects.
- Conduct of training courses on questionnaire design and sample survey methodologies and techniques for various State agencies, and participation in other State departmental activities aimed at enhancing statistical coordination and practices.

Information Technology Bureau

The Information Technology (IT) Bureau component is responsible for the installation and operation of the ABS central computing equipment, installation and operation of mid-range equipment, installation and support of small-scale technology (including microcomputers), installation and operation of communication networks for voice and data, development and support of systems software and program products, support of databases, and management of ABS electronic storage media.

The IT Bureau charges its internal clients for the services it provides and funds all of its operations from these charges.

Most of the ABS' statistical processing is carried out on the Bureau's central computing installation (CCI) which consists of a Fujitsu M780 mainframe computer located in the ABS Central Office and linked to each of the State and Territory Offices through communication networks. There is an increasing trend towards distributed processing for both statistical and administrative processing, in conjunction with mainframe facilities. This is facilitated by connection of almost all ABS microcomputers to each other and to the CCI through a network based on the Banyan Vines network technology. In addition, the ABS has 11 Sun Microsystems UNIX mid-range computers which are all accessible from across the network. These computers run the ORACLE database management systems and support personnel, library, management information systems, and some statistical systems.

Activities and achievements during the year included:

- Implementation of Microsoft Windows, Lotus Notes and associated products for most ABS staff.
- Introduction of FASTPAC for data communications and consequent centralisation of UNIX servers.
- Upgrade to the Banyan Vines network operating system.
- Introduction of name based User Ids for the Fujitsu mainframe.
- Implementation of a system to provide backup and migration of data held on UNIX servers to the StorageTek cartridge store.

Technology application

The technology application component is responsible for provision of application development and support, third-party software product support, consultancy, IT planning and market testing.

Activities and achievements during the year included:

- Implementation of Optical Character Recognition technology and a pilot test of fax input technologies for business surveys.
- Implementation a standard client/server applications architecture for economic surveys.
- Continued focus on a client service culture through the introduction of account managers and specialist IT support groups based within client divisions, and the implementation of a Quality Client Service Award Scheme.
- Development of a pilot project to conduct household survey interviews using portable computers.
- Investigation of technologies and options for redevelopment of the Business Register system.

Technology research

The technology research component plays a leading role in identifying options, and in planning implementation, to use information technology to improve ABS performance in achieving its statistical goals.

Activities and achievements during the year included:

- Selection of software to improve interoperability amongst computing platforms.
- Development of plans to provide for single point authentication to all computing platforms.
- Development, in conjunction with the data management component, of facilities to provide coherent cross-collection access to ABS statistical data.

5 CORPORATE SERVICES SUB-PROGRAM

OBJECTIVE

To assist managers to achieve Australian Bureau of Statistics statistical goals through the provision of effective corporate management, and of efficient and equitable administration, planning and central support services.

DESCRIPTION

The diversity and cyclical nature of many of the activities involved in undertaking the ABS work program call for a wide range of human skills, office support services and fluctuating staffing and physical accommodation requirements. Staffing comprises an annual base average staff level of some 3,400, supplemented by a number of temporary staff which peaks for a period every five years to about 40,000 during the conduct of a census of population and housing.

The corporate services sub-program directly supports the ABS program by providing:

- Executive leadership.
- A corporate strategy for the implementation of the ABS work program.
- Personnel services, including salaries payment and conditions of service, recruitment, industrial relations, security, staff development and training.
- Financial control and accounting services including budgeting allocations and monitoring resource usage.
- General office services including accommodation, internal consultancy, and internal audit.

OUTPUTS

The sub-program provides the organisational infrastructure, management and planning systems, staff and facilities necessary to undertake both the day-to-day operations and longer term strategic planning for the ABS program including personnel policies designed to attract, develop and retain high quality staff. It is required to anticipate demand for services and supplies, provide control mechanisms to monitor resources according to component and sub-component allocations and priorities, advise management on trends and developments in the availability and usage of resources, and provide advice and assistance to managers in monitoring and improving the efficiency and effectiveness of specific areas of operation within the ABS.

The corporate services sub-program works in close contact with the central agencies (that is, the Public Service Commission, the

Department of Industrial Relations, the Department of Finance, the Department of Administrative Services and the Australian National Audit Office) in providing the necessary support to the ABS program.

PERFORMANCE

The performance of the corporate services sub-program is shown below in terms of the following indicators:

- Cost of the corporate services sub-program.
- Staff development.

Cost of the corporate services sub-program

COST OF CORPORATE SERVICES SUB-PROGRAM AND AVERAGE STAFFING LEVEL

	1991-92	1992-93	1993-94(a)
	— \$'000 —		
Total cost	36,616	33,447	36,942
Cost as a proportion of ABS expenditure (%)			
Including Population Census Data Processing Centre(b)	14.5	15.7	15.2
Excluding Population Census Data Processing Centre	19.1	16.2	15.2
	— Staff years —		
Staffing(c)	447	460	448

(a) 1993-94 is the first year in which the ABS has presented its Financial Statements on an accrual basis. These figures include non-cash expenses such as accrued employee entitlements, depreciation and superannuation. The figures are not directly comparable with the cash-based figures shown for prior years. (b) The Population Census Data Processing Centre was not operating in 1993-94. (c) Excludes inoperative staff.

Staff development

PROPORTION OF TOTAL STAFF YEARS(a) SPENT ON STAFF DEVELOPMENT ACTIVITIES(b) (per cent)

	1991-92	1992-93	1993-94
Trainees	4.7	4.9	4.8
Trainers	1.6	1.6	1.5
Total	6.3	6.5	6.3

(a) Excludes Population Census Data Processing Centre staff. (b) Excludes 'on-the-job' training.

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the corporate services sub-program during 1993-94 (except the Divisional administrative support component).

Executive The top structure and senior staff of the ABS are shown in appendix 2 and details of the composition of the ABS Senior Executive Service (SES) are shown in appendix 3.

At 30 June 1994 there were 32 substantive officers in the SES. One officer retired during the year and one returned from study leave.

During 1993-94, ABS SES officers participated in staff development activities as detailed below:

<i>Type of activity</i>	<i>Number attended</i>
Australian Government Executive Program	1
Senior Executive Service Orientation Program	2
Senior Executive Leadership Program	1
Miscellaneous courses, seminars and conferences	105
Total attendances	109

Personnel management

The personnel management component is responsible for the operational aspects of personnel management, human resource development and the development and implementation of personnel policies and practices (including policies and practices for occupational health and safety, industrial democracy and equal employment opportunity) and physical and personnel security. It also has responsibility for job design, classification standards and industrial relations. Broadly, the role of the personnel management component is to assist ABS managers and staff at all levels by providing a working environment (as distinct from a physical environment) which will maximise the opportunity for individuals and work groups to make their best contribution to corporate objectives.

Agency bargaining

The Agreement, Improving Productivity, Jobs and Pay in the Australian Public Service 1992-1994, which was certified by the

Australian Industrial Relations Commission in December 1992 opened the way for negotiation of agency-level agreements which provide pay and conditions benefits to staff over and above those contained in the Service-wide Agreement.

Agency agreements must be funded by improvements in productivity and efficiency.

During 1993-94 ABS continued negotiations with the Community and Public Sector Union (CPSU) on developing an ABS-specific Agreement.

Consultation on Agency Bargaining was facilitated by the establishment of an Agency Bargaining Contact Officer (ABCO), CPSU Contact Officer network, joint ABS/CPSU bulletins and formal discussions. Local ABCOs and CPSU representatives canvassed all staff for input into Agency Bargaining initiatives and continued to inform staff on important developments in the Agency Bargaining process.

In June 1994 agreement was reached between the management and union representatives on the ABS Agency Bargaining Committee on the contents of a draft Agreement to be known as the ABS Workplace Improvement Agreement 1994-95. It is yet to be ratified.

The proposed Agreement provides for a broad agenda of workplace improvement designed to assist the ABS to fulfill its mission more effectively. It contains a commitment to work together on programs of work reorganisation, continuous improvement and technological and cultural change aimed at generating savings and achieving improved quality, cost efficiency and standards of service.

In tandem with this the proposed Agreement recognises the vital role which ABS employees must play in efficiently implementing the ABS work program and facilitating workplace improvement. It therefore provides for improved pay and conditions and seeks to foster improvements in the quality of working life for all ABS employees.

Consultation with unions

The formal mechanisms for consultation with unions continue to provide the platform for discussing and, where necessary, resolving industrial issues. Further information on the formal consultative mechanisms in place are contained in Appendix 4.

During 1993-94 active dialogue continued within the Agency Bargaining and other established forums on a wide range of issues.

One industrial issue involving interviewers went before the Australian Industrial Relations Commission and was resolved.

Recruitment

The personnel management component coordinates ABS recruitment campaigns for graduates. Eighty-eight graduates took up specially designed positions during 1993-94, including some ABS officers who were already employed in other categories of positions — 57 for work on economic, population, social and labour statistics, 9 for work in mathematical statistics services and 19 in the information technology areas. Three cadets, who were recruited to complete honours years in economics or statistics, complete the total. Sixteen of the eighty-eight graduates worked in the State Offices of the ABS.

Twenty Administrative Service Officers Class 1 were appointed.

During the year the ABS revised its policy for advancement of graduates to enable graduates and non-graduates to compete on a more even footing for advertised vacancies. This will result in a significant reduction in the use of Research Officer Grade 2 positions relative to Administrative Service Officer Grade 4 positions.

Equal employment opportunity

Major activities in this area were the development of the new ABS EEO Program which commences in July 1994 and implementation of the ABS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy.

During 1993-94 specific achievements in EEO included:

- development and implementation of Workplace Harassment (WH) programs for the WHI contact officer network;
- the development of information technology programs to enhance reporting on aggregated EEO data;
- assessment of the needs of permanent staff for Employer Supported Child Care by a staff survey; and
- production of an information guide in recognition of ABS workers with family responsibilities.

Industrial democracy

The 1993-96 Industrial Democracy Plan was distributed to all staff during 1993-94. Other major activities in 1993-94 are described in appendix 4.

Occupational health and safety

A full report on activities to promote occupational health and safety is given in appendix 5.

Security

In 1993-94 the integrated building access data key and identity cards incorporating personal user-ID's, with barcodes for Library use. The new identity cards were issued to all ABS staff in Central

Office by the end of May 1994. State office staff will be progressively issued with the new cards during 1994-95.

The ABS Protective Security Management Committee approved the policy on personnel security and reassessed the Sensitive Positions List to ensure appropriate clearances were obtained for people with duties involving access to information of systems classified as protected or above.

Training and development

The training and development component is responsible for technology training, personnel development, and coordination of statistical training.

During 1993-94 an extensive program of training and development activities continued to be provided for ABS staff in the fields of statistics, management, computing, orientation, and professional, office and interpersonal skills.

The ABS again substantially exceeded the minimum level of training activity under the *Training Guarantee (Administration) Act 1990*. Of the total ABS staff years, 1.5 per cent was spent on providing training and 4.8 per cent on participating in the training provided. Almost 17,800 participant days (approximately 89 staff years) were spent on ABS in-house training activities and over 2,600 participant days (13 staff years) on training provided externally. Over 21 staff years paid leave under studies assistance were provided. Field agents spent 20 staff years on training for population survey activities. Over 3 staff years were taken up on major study awards.

A review of the training and development function commenced in June 1994. This will involve a comprehensive analysis of training throughout the ABS, as a basis for a framework for future human resource development.

Resource management

The resource management component consists of three sub-components — corporate planning and information; financial management; and management accounting.

Corporate planning and information

The corporate planning and information sub-component has responsibility for the ABS budgetary planning system, implementation of the ABS corporate plan, human resource planning, and for the coordination of information systems supporting resource management functions, including the development and implementation of corporate management information systems.

Financial management

The financial management sub-component administers accounts and travel, manages the ABS property portfolio, coordinates the preparation of financial budgets and negotiates with central agencies on finance and resource matters. It provides advice and guidance to ABS managers on estimating resource requirements, and monitors expenditure. The sub-component is also responsible for the provision of management information relating to salaries, administrative expenses, related information technology usage and property operating expenses.

Management accounting

This sub-component provides technical, conceptual and strategic advice on accounting and financial management principles within the ABS. It is responsible for developing and updating the principles, methods, systems and procedures for generating relevant costing information.

Activities and achievements of the component during the year included:

- Implementation of a management information system within the desktop computing environment accessible to all managers.
- Substantial progress in a review of the ABS Corporate Plan.
- Clarification of priorities for human resource planning, and agreement on areas of focus for the next two years.
- Implementation of an integrated financial management system to report on an accrual basis.
- Training of staff to operate the financial management system and in accrual accounting principles.

Office support

The office support component provides for the development of policy and operation of the following functions — purchasing, stores, management of Australian Government Corporate Credit Card operations, fleet management, registry, mailroom, archives services, assets management, and property management and office maintenance services.

Activities and achievements during the year included:

- Refurbishment program for Central Office continued. 11,500 square metres of office accommodation were refurbished affecting 600 staff.
- New office accommodation leases negotiated for the New South Wales and South Australian offices.
- The refurbishment of the New South Wales and South Australian offices were partly completed.

- The Western Australia office concluded the leasing of a new building, and commenced its fitout prior to transfer of the office in July 1994.

Environmental matters

- An energy conservation audit was conducted in the Northern Territory office in accordance with the Commonwealth's Enterprise Energy Audit Program. The recommendations are being assessed.
- Recycled paper is now used throughout the ABS for standard photocopy and laser printing.

Secretariat

The secretariat component provides ABS management with a range of services including ministerial and parliamentary liaison; secretariat support for high level internal and external meetings and conferences; and advice on all aspects of statistics legislation and administrative law.

The legislation service includes the development of proposals for new and revised statistics legislation including regulations and ministerial determinations, advice on and monitoring of statistical release practices to ensure that they comply with all relevant legislative provisions, the administration within the ABS of the Freedom of Information (FOI) Act 1982 (see appendix 7 for further information), the Privacy Act 1988 and other administrative law which impacts on the ABS. In addition, this component coordinates legal action, in the small number of cases where it is considered necessary, in order to obtain completed forms from persons and businesses included in ABS statistical collections.

Most information collected by the ABS is collected 'by request', and the ABS makes every effort to obtain the willing cooperation of the persons and businesses in its collections. Only extremely rarely has the ABS used the provisions of sub-sections 10(4) and 11(2) of the *Census and Statistics Act 1905* to direct a person or business to comply and, in default, initiated prosecution action under section 14 of the *Census and Statistics Act 1905*.

The number of notices of direction issued and the number of prosecution actions approved in recent years are given in the following table.

NOTICES OF DIRECTION ISSUED AND PROSECUTION ACTIONS APPROVED
(number)

<i>Type of statistical collection</i>	1989-90	1990-91	1991-92	1992-93	1993-94
Notices of Direction issued					
Population census	860
Household surveys	..	2	1	..	6
Business censuses and surveys	24	12	6	15	15
Total	24	14	867	15	21
Prosecution actions approved(a)					
Population census	192
Household surveys
Business censuses and surveys	8	..	2	4	3
Total	8	..	194	4	3

(a) Approved by the Australian Statistician for referral to the relevant office of the Director of Public Prosecutions or the Australian Government Solicitor. Each prosecution action is counted under the year in which the corresponding notice of direction was issued. Not every prosecution action approved proceeds to court (for example, because of subsequent receipt of additional evidence, or unavailability of sufficient information to serve a summons).

International relations

The international relations component plans, manages and coordinates ABS relations with international organisations and foreign statistical agencies, particularly through formulating policy and advice on policy issues; identifying and coordinating opportunities and funding for assistance to other countries and international organisations; assisting other ABS areas to keep abreast of, and contribute to, international statistical developments; coordinating supply of statistical data to international organisations; coordinating overseas travel arrangements; and coordinating programs for visitors to the ABS from overseas. The component was established during the second half of 1993-94.

Demand for ABS assistance has increased rapidly in recent years. Potentially, statistical assistance can earn significant revenue for the ABS and be a worthwhile Australian export.

In 1993-94 the ABS continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region, through visits to countries or regional centres by ABS staff to provide advisory services or training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. This assistance is often at the request of, and supported by, international agencies such as the International Monetary Fund, the United Nations Population Fund and the South Pacific Forum Secretariat. Some of the assistance is funded by the Australian Government through the Australian International Development Assistance Bureau. Assistance was provided to China, Fiji, Papua New Guinea, Tonga, Tuvalu and Vietnam.

During 1993–94 the ABS hosted the following international meetings of major statistical interest:

- Meeting of executives of the ABS, Statistics Canada and Statistics New Zealand, held in Canberra in November 1993. This first trilateral meeting was initiated by the ABS, following bilateral meetings held previously with Canada and New Zealand.
- Organisation for Economic Cooperation and Development Group of National Experts on Science and Technology Indicators Meeting (co-hosted by the Department of Industry, Science and Technology).
- International Symposium on Measuring Research and Development for Policy Purposes (co-hosted by the Department of Industry, Science and Technology).
- International Association for Research in Income and Wealth Special Conference on Microsimulation and Public Policy (co-hosted by the National Centre for Social and Economic Modelling, University of Canberra).

Internal audit

The activities of the internal audit component are governed by the ABS Internal Audit Charter issued by the Australian Statistician in July 1989. The Charter provides for the component to:

- Act as specialist adviser to management by providing information and opinions upon the adequacy of controls and procedures within the Bureau.
- Develop and perform the internal audit functions in accordance with generally accepted standards.
- Undertake an annual audit program of reviews as approved by the Audit Committee chaired by the Deputy Australian Statistician.

During 1993–94 the audit program followed the operational Audit Plan recommended by an independent firm of external auditors undertaken in the previous year and approved by the ABS Audit Committee. The Audit Committee met with an ANAO representative, and regular meetings are planned in future years.

A significant proportion of audits covered the personnel and financial managements operations of the Bureau, with particular emphasis on the new technologies introduced to both areas.

Other audits covered:

- revenue and bookshop operations
- payments-to-agents system
- divisional training management

- 'special returns' subscription system for overseas trade statistics
- SES and SOS non-salary entitlements
- occupational health and safety policy
- assets management
- information technology backup and recovery practices

The Audit Committee also approved the engagement of specialist EDP auditors to review information technology operations in the following areas:

- general (computer centre) operational procedures
- personal computer workstation management and security
- the Resource Access Control Facility mainframe security
- logical and physical security
- RAINBOW personnel management system
- ORACLE financial management system

During 1993-94 two ANAO audit reports were directly focused on ABS operations, namely:

ANAO Audit Report No. 2 1993-94 Australian Bureau of Statistics — Computer Security.

ANAO Audit Report No. 27 — Report on Ministerial Portfolios Autumn Sittings 1994

The first was a detailed project audit report assessing the ABS' computer security. The report generated considerable discussion between ABS and ANAO, which is outlined in Chapter 3.

The second Report dealt with the ABS' annual financial statements audit. The ABS financial statements were unqualified.



APPENDIXES



1993-94

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
Australian Bureau of Statistics	Statistical operations	Client services Library Publishing and electronic dissemination Marketing and public relations National accounts International accounts Foreign trade Prices Financial accounts Public sector accounts Agriculture Mining Energy Manufacturing Distribution industries Construction Transport Tourism Service industries and small business Economy wide statistics Business surveys Science and technology Environment Classification and geography Integration and large business unit Business register Economic statistics systems Population census Demography Health and welfare Labour Social analysis and standards Population surveys Data management

... continued

1993-94 -- *continued*

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
		Econometric and time series analyses
		Mathematical statistics
		Statistical services and user liaison
		Information Technology Bureau
		Technology application
		Technology research
		Economic Accounts Division support
		Industry Division support
		Social and Labour Division support
		Statistical and Information Services Division Business Office
		Computer Services Division support
	Corporate services	Executive
		Personnel management
		Training and development
		Resource management
		Office support
		Secretariat
		International relations
		Internal audit
		Coordination and Management Division support

**ABS TOP STRUCTURE, STAFF AND
PROGRAM COMPONENT RESPONSIBILITIES,
AT 30 JUNE 1994**

Appendix 2

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
Australian Statistician <i>Ian Castles, AO, OBE</i>	Executive
Deputy Australian Statistician <i>Richard Madden</i>	
CENTRAL OFFICE DIVISIONS	
Economic Accounts Division <i>Rob Edwards</i>	Economic Accounts Division support
National Accounts and Prices Branch <i>Paul McCarthy</i>	National accounts Prices
International Accounts and Trade Branch <i>Barbara Dunlop</i>	International accounts Foreign trade
Public and Private Finance Branch <i>Don Efford</i>	Financial accounts Public sector accounts
Industry Division <i>George Sarossy</i>	Industry Division support
Distribution and Service Industries and Economic Indicators Branch <i>Russell Rogers</i>	Distribution industries Service industries and small business Science and technology Business surveys
Production, Transport and Tourism Branch <i>Alan Mackay</i>	Agriculture Mining Energy Manufacturing Construction Transport Tourism

... continued

ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT
RESPONSIBILITIES, AT 30 JUNE 1994 — *continued*

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
Business Register, Classification and Industry Census Branch <i>John Struik</i>	Integration and large business unit Classification and geography Business register Economy wide statistics Economic statistics systems
Senior Advisor <i>Max Booth</i>	Environment (and special projects)
Social and Labour Division <i>Tim Skinner</i>	Social and Labour Division support
Social Analysis and Standards Branch <i>Keith Blackburn</i>	Social analysis and standards
Social and Demography Branch <i>Geoff Sims</i>	Demography Health and welfare
Labour Branch <i>Robin Green</i>	Labour
Population Census Branch <i>Siu-Ming Tam (Acting)</i>	Population census
Population Surveys Branch <i>Glenn Cocking</i>	Population surveys
Statistical and Information Services Division <i>John Cornish</i>	Statistical and Information Services Division Business Office
Statistical Services Branch <i>Susan Linacre</i>	Econometric and time series analyses Mathematical statistics
Information Services Branch <i>Henri Kriegel</i>	Client services Library Publishing and electronic dissemination Marketing and public relations

... *continued*

ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT
RESPONSIBILITIES, AT 30 JUNE 1994 — *continued*

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
Data Management Branch <i>Warren Richter</i>	Data management
Computer Services Division <i>Brian Pink</i>	Computer Services Division support
Technology Support Branch <i>Paul Pentony</i>	Information Technology Bureau
Technology Application Branch <i>Jonathan Palmer</i>	Technology application
Technology Research <i>Bryan Fitzpatrick</i>	Technology research
Coordination and Management Division <i>Fred von Reibnitz</i>	Coordination and Management Division support Secretariat Internal audit International relations
Personnel Management Branch <i>John Dent</i>	Personnel management Training and development
Resource Management Branch <i>Ivan King</i>	Resource management Office support

STATE AND TERRITORY OFFICES

New South Wales
Denis Farrell

Victoria
Stuart Jackson

... continued

ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT
RESPONSIBILITIES, AT 30 JUNE 1994 — *continued*

Top structure and staff

Program component responsibilities

Queensland
Dick Crockett

Western Australia
Peter Kelly

South Australia
Peter Gardner

Tasmania
Bill McReynolds

Northern Territory
Bob Harrison

Australian Capital Territory
Dalma Jacobs

Staff Statistics

TABLE 3.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE
ACT 1922 BY PROGRAM COMPONENTS(a) AND LOCATION
(average staff levels (b))

Program component	1991	1992									1993-94		
	-92	-93	Total	Total	C.O.	NSW	Vic.	Qld	WA	SA	Tas.	NT	Total
STATISTICAL OPERATIONS(c)													
Client services	124	129	46	25	18	15	9	8	6	2			129
Library	34	32	18	3	3	3	2	2	31
Publishing and electronic dissemination	77	76	39	6	6	6	4	5	3	1			70
Marketing and public relations	32	40	26	9	11	8	3	4	1	1			63
National accounts	52	51	49	49
International accounts	67	65	67	67
Foreign trade	59	51	52	52
Prices(a)	142	110	51	17	14	7	6	6	4	3			108
Financial accounts	34	32	29	29
Public sector accounts	79	77	33	9	9	5	6	6	4	1			73
Agriculture(a)	136	120	22	23	18	18	7	7	20	1			116
Mining	12	11	9	..	2			11
Energy	1	1	1	1
Manufacturing	100	76	3	52	25	..	1	2	83
Distribution industries(a)	72	174	20	18	8	7	10	4	3	1			71
Construction	78	78	20	17	11	8	5	13	2	1			77
Transport	55	40	23	1	1	9	1	1	2	38
Tourism	26	24	2	22	24
Service industries and small business	..	28	10	..	46	56
Economy wide statistics	..	21	21	21
Business surveys	59	57	35	15	4	1	2	1	58
Science and technology	13	13	12	..	4	16
Environment	..	5	8	8
Classification and geography	29	26	23	..	1	24
Integration and large business unit	33	32	16	7	3	3	2	1	1	33
Business register	141	127	32	36	30	13	9	12	3	1			136
Economic statistics systems(a)	51	35	7	7
Population census	776	223	59	6	5	..	2	5	4	1			82
Demography	69	62	25	10	7	3	3	3	3	3			57
Health and welfare(a)	..	85	47	4	2	19	..	1	3	4			80
Labour(a)	202	210	101	9	11	5	53	4	4	1			188
Social analysis and standards(a)	170	125	82	11	13	5	8	6	2	1			128
Population surveys	200	199	57	32	27	27	20	25	9	6			203
Data management(a)	..	7	13	3	16
Econometric and time series analyses	17	20	21	21
Mathematical statistics	50	54	52	3	1	3	59
Statistical services and user liaison	109	85	4	19	20	8	12	13	8	2			86
Information Technology Bureau(a)	177	176	128	12	10	11	8	8	9	1			187
Technology application	231	218	149	11	9	6	13	10	16	214
Technology research	20	17	14	14
Economic Accounts Division support	4	4	4	4

For footnotes see end of table.

**TABLE 3.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE
ACT 1922 BY PROGRAM COMPONENTS(a) AND LOCATION — *continued*
(average staff levels (b))**

Program component	1991	1992	1993-94								
	-92	-93	C.O.	NSW	Vic.	Qld	WA	SA	Tas.	NT	Total
	Total	Total									
Industry Division support	34	36	7	7	4	5	4	2	2	2	33
Social and Labour Division support	10	9	9	1	1	13	1	5	30
Statistical and Information Services Division Business Office	6	8	7	7
Computer Services Division support	4	5	5	5
Total	3,585	3,074	1,449	360	321	230	194	164	112	35	2,865
CORPORATE SERVICES(c)											
Executive	62	63	33	6	7	5	5	5	5	3	69
Personnel management	139	134	75	22	10	8	6	5	3	1	130
Training and development	75	94	35	7	7	8	15	5	3	1	81
Resource management(a)	49	44	31	5	2	1	..	1	..	1	41
Office support(a)	100	103	43	14	10	10	11	8	5	2	103
Secretariat(a)	8	11	11	11
International relations	2	2
Internal audit(a)	7	5	6	6
Coordination and Management Division support	7	6	5	5
Total	447	460	241	54	36	32	37	24	16	8	448
Paid inoperative staff(d)	83	78	49	4	7	15	7	2	3	..	87
Total staff	4,115	3,612	1,739	418	364	277	238	190	131	43	3,400

(a) Figures are presented on the basis of the 1993-94 program component structure. Components which differed in 1991-92 or 1992-93 are indicated. (b) Comprises full-time staff and part-time staff at their full-time equivalent. Excludes unpaid inoperative staff. Where officers undertake duties within more than one component, they have been classified to that component which occupies most of their time. (c) Excluding paid inoperative staff. (d) Includes staff on periods of leave for twelve weeks or longer, for example, staff on long service leave, extended sick leave etc. Note. Any differences between totals and sums of components are due to rounding.

**TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a)
(number)**

<i>Year and classification</i>	<i>C.O.</i>	<i>NSW</i>	<i>Vic.</i>	<i>Qld</i>	<i>WA</i>	<i>SA</i>	<i>Tas.</i>	<i>NT</i>	<i>DPC(b)</i>	<i>Total</i>
MEN										
1992										
Total staff	993	223	202	136	142	120	85	22	393	2,316
1993										
Total staff	1,038	228	193	138	132	121	91	21	—	1,962
1994										
Paid operative & inoperative staff(c)										
Australian Statistician	1	—	—	—	—	—	—	—	—	1
Senior Executive Service Senior Officer	28	1	1	1	1	1	—	—	—	33
Grade A	23	—	2	—	—	—	—	1	—	26
Grade B	51	4	3	5	4	4	1	1	—	73
Grade C	125	13	14	10	10	7	4	2	—	185
Administrative Service Officer(d)										
Class 6	208	25	29	20	10	13	15	3	—	323
Class 5	120	37	41	28	20	29	18	3	—	296
Class 4	107	41	35	20	29	21	11	7	—	271
Class 3	45	42	37	30	14	11	15	2	—	196
Class 2	45	28	12	12	17	8	9	2	—	133
Class 1	20	8	2	4	6	—	4	—	—	44
Senior Information Technology Officer										
Grade A	11	—	—	—	—	—	—	—	—	11
Grade B	26	1	1	—	—	1	1	—	—	30
Grade C	49	1	2	2	2	2	2	1	—	61
Information Technology Officer										
Class 2	86	5	5	4	8	4	10	—	—	122
Class 1	35	3	4	3	3	3	5	—	—	56
Senior Professional Officer	1	—	—	—	—	—	—	—	—	1
Professional Officer	1	—	—	1	—	—	—	—	—	2
General Service Officer	6	2	—	—	1	—	—	—	—	9
Other classifications	8	—	—	—	—	—	—	2	—	10
<i>Total paid operative & inoperative staff</i>	<i>996</i>	<i>211</i>	<i>188</i>	<i>140</i>	<i>125</i>	<i>104</i>	<i>95</i>	<i>24</i>	<i>—</i>	<i>1,883</i>
Unpaid inoperative staff	28	2	2	2	2	1	—	1	—	38
Total staff	1,024	213	190	142	127	105	95	25	—	1,921
WOMEN										
1992										
Total staff	788	206	193	173	138	83	60	24	305	1,970
1993										
Total staff	800	222	185	145	148	86	52	26	—	1,664
1994										
Paid operative & inoperative staff(c)										
Australian Statistician	—	—	—	—	—	—	—	—	—	—
Senior Executive Service Senior Officer	2	—	—	—	—	—	—	—	—	2
Grade A	5	—	—	—	—	—	—	1	—	6
Grade B	12	1	3	—	1	—	—	—	—	17
Grade C	77	2	7	—	1	1	—	—	—	88

For footnotes see end of table.

TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
 · LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a) — continued
 (number)

Year and classification	C.O.	NSW	Vic.	Qld	WA	SA	Tas.	NT	DPC(b)	Total
WOMEN — continued										
Administrative Service Officer(d)										
Class 6	108	6	14	3	6	2	1	2	—	142
Class 5	133	28	29	15	17	8	4	5	—	239
Class 4	135	33	43	22	26	13	7	6	—	285
Class 3	107	61	35	33	26	24	11	7	—	304
Class 2	89	39	19	42	23	16	17	4	—	249
Class 1	42	9	7	21	17	6	3	1	—	106
Senior Information Technology Officer										
Grade A	4	—	—	—	—	—	—	—	—	4
Grade B	3	—	—	—	—	—	—	—	—	3
Grade C	17	1	—	—	—	—	2	—	—	20
Information Technology Officer										
Class 2	29	1	1	—	2	2	1	—	—	36
Class 1	3	1	—	1	—	—	—	—	—	5
Senior Professional Officer										
Professional Officer	2	—	—	—	—	—	—	—	—	2
General Service Officer	4	1	1	1	—	1	1	—	—	9
Other classifications	—	—	—	—	1	—	—	—	—	1
Total paid operative & inoperative staff	4	—	—	1	1	—	—	—	—	6
Total paid operative & inoperative staff	776	183	159	139	121	73	47	26	—	1,524
Unpaid inoperative staff	44	6	7	15	5	2	1	—	—	80
Total staff	820	189	166	154	126	75	48	26	—	1,604
TOTAL										
1992										
Total staff	1,781	429	395	309	280	203	145	46	698	4,286
1993										
Total staff	1,838	450	378	283	280	207	143	47	—	3,626
1994										
Paid operative & inoperative staff(c)										
Australian Statistician	1	—	—	—	—	—	—	—	—	1
Senior Executive Service										
Senior Officer	30	1	1	1	1	1	—	—	—	35
Grade A	28	—	2	—	—	—	—	2	—	32
Grade B	63	5	6	5	5	4	1	1	—	90
Grade C	202	15	21	10	11	8	4	2	—	273
Administrative Service Officer(d)										
Class 6	316	31	43	23	16	15	16	5	—	465
Class 5	253	65	70	43	37	37	22	8	—	535
Class 4	242	74	78	42	55	34	18	13	—	556
Class 3	132	103	72	63	40	35	26	9	—	500
Class 2	134	67	31	54	40	24	26	6	—	382
Class 1	62	17	9	25	23	6	7	1	—	150
Senior Information Technology Officer										
Grade A	15	—	—	—	—	—	—	—	—	15
Grade B	29	1	1	—	—	1	1	—	—	33
Grade C	66	2	2	2	2	2	4	1	—	81

For footnotes see end of table.

TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a) — continued
(number)

<i>Year and classification</i>	<i>C.O.</i>	<i>NSW</i>	<i>Vic.</i>	<i>Qld</i>	<i>WA</i>	<i>SA</i>	<i>Tas.</i>	<i>NT</i>	<i>DPC(b)</i>	<i>Total</i>
TOTAL — continued										
Information Technology Officer										
Class 2	115	6	6	4	10	6	11	—	—	158
Class 1	38	4	4	4	3	3	5	—	—	61
Senior Professional Officer	3	—	—	—	—	—	—	—	—	3
Professional Officer	5	1	1	2	—	1	1	—	—	11
General Service Officer	6	2	—	—	2	—	—	—	—	10
Other classifications	12	—	—	1	1	—	—	2	—	16
<i>Total paid operative & inoperative staff</i>	<i>1,772</i>	<i>394</i>	<i>347</i>	<i>279</i>	<i>246</i>	<i>177</i>	<i>142</i>	<i>50</i>	<i>—</i>	<i>3,407</i>
Unpaid inoperative staff	72	8	9	17	7	3	1	1	—	118
Total staff	1,844	402	356	296	253	180	143	51	—	3,525

(a) Includes the Australian Statistician, who is a statutory holder appointed under the *Australian Bureau of Statistics Act 1975*. Excludes unpaid operative staff (for example, staff on leave without pay for periods of less than 12 weeks); the number of such staff is very small. Also excludes casual staff employed for short periods for population surveys. (b) 1991 Population Census Data Processing Centre located in Sydney. (c) Being paid at the classification shown at 30 June 1994. (d) Includes Research Officer classifications with same maximum salaries.

TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a)
(number)

<i>Year and classification</i>	<i>Permanent</i>			<i>Temporary</i>			<i>Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
FULL-TIME EMPLOYEES									
1992									
Total staff	1,922	1,478	3,400	376	358	734	2,298	1,836	4,134
1993									
Total staff	1,907	1,415	3,322	37	90	127	1,944	1,505	3,449
1994									
Paid operative & inoperative staff(b)									
Australian Statistician	1	—	1	—	—	—	1	—	1
Senior Executive Service Senior Officer	33	2	35	—	—	—	33	2	35
Grade A	26	6	32	—	—	—	26	6	32
Grade B	73	17	90	—	—	—	73	17	90
Grade C	183	81	264	—	—	—	183	81	264
Administrative Service Officer(c)									
Class 6	319	128	447	1	—	1	320	128	448
Class 5	293	221	514	—	—	—	293	221	514
Class 4	268	266	534	1	—	1	269	266	535
Class 3	194	272	466	—	—	—	194	272	466
Class 2	119	186	305	12	39	51	131	225	356
Class 1	27	41	68	15	47	62	42	88	130

For footnotes see end of table.

TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a) — continued (number)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
FULL-TIME EMPLOYEES — continued									
Senior Information Technology Officer									
Grade A	11	3	14	—	—	—	11	3	14
Grade B	30	1	31	—	—	—	30	1	31
Grade C	61	10	71	—	—	—	61	10	71
Information Technology Officer									
Class 2	113	28	141	—	—	—	113	28	141
Class 1	55	5	60	—	—	—	55	5	60
Senior Professional Officer	1	2	3	—	—	—	1	2	3
Professional Officer	2	8	10	—	—	—	2	8	10
General Service Officer	4	—	4	5	—	5	9	—	9
Other classifications	6	5	11	4	1	5	10	6	16
Total paid operative & inoperative staff	1,819	1,282	3,102	38	87	125	1,857	1,369	3,226
Unpaid inoperative staff	38	73	111	—	—	—	38	73	111
Total staff	1,857	1,355	3,212	38	87	125	1,895	1,442	3,337
PART-TIME EMPLOYEES									
1992									
Total staff	16	123	139	2	11	13	18	134	152
1993									
Total staff	16	145	161	2	14	16	18	159	177
1994									
Paid operative & inoperative staff(b)									
Australian Statistician	—	—	—	—	—	—	—	—	—
Senior Executive Service	—	—	—	—	—	—	—	—	—
Senior Officer									
Grade A	—	—	—	—	—	—	—	—	—
Grade B	—	—	—	—	—	—	—	—	—
Grade C	2	7	9	—	—	—	2	7	9
Administrative Service Officer(c)									
Class 6	3	14	17	—	—	—	3	14	17
Class 5	2	18	20	1	—	1	3	18	21
Class 4	2	19	21	—	—	—	2	19	21
Class 3	2	32	34	—	—	—	2	32	34
Class 2	1	20	21	1	4	5	2	24	26
Class 1	1	15	16	1	3	4	2	18	20
Senior Information Technology Officer									
Grade A	—	1	1	—	—	—	—	1	1
Grade B	—	2	2	—	—	—	—	2	2
Grade C	—	10	10	—	—	—	—	10	10
Information Technology Officer									
Class 2	9	8	17	—	—	—	9	8	17
Class 1	1	—	1	—	—	—	1	—	1

For footnotes see end of table.

TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a) — continued (number)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
PART-TIME EMPLOYEES — continued									
Senior Professional Officer	—	—	—	—	—	—	—	—	—
Professional Officer	—	1	1	—	—	—	—	1	1
General Service Officer	—	—	—	—	1	1	—	1	1
Other classifications	—	—	—	—	—	—	—	—	—
<i>Total paid operative & inoperative staff</i>	23	147	170	3	8	11	26	155	181
Unpaid inoperative staff	—	7	7	—	—	—	—	7	7
Total staff	23	154	177	3	8	11	26	162	188
TOTAL									
1992									
Total staff	1,938	1,601	3,539	378	369	747	2,316	1,970	4,286
1993									
Total staff	1,923	1,560	3,483	39	104	143	1,962	1,664	3,626
1994									
Paid operative & inoperative staff(b)									
Australian Statistician	1	—	1	—	—	—	1	—	1
Senior Executive Service Senior Officer	33	2	35	—	—	—	33	2	35
Grade A	26	6	32	—	—	—	26	6	32
Grade B	73	17	90	—	—	—	73	17	90
Grade C	185	88	273	—	—	—	185	88	273
Administrative Service Officer(c)									
Class 6	322	142	464	1	—	1	323	142	465
Class 5	295	239	534	1	—	1	296	239	535
Class 4	270	285	555	1	—	1	271	285	556
Class 3	196	304	500	—	—	—	196	304	500
Class 2	120	206	326	13	43	56	133	249	382
Class 1	28	56	84	16	50	66	44	106	150
Senior Information Technology Officer									
Grade A	11	4	15	—	—	—	11	4	15
Grade B	30	3	33	—	—	—	30	3	33
Grade C	61	20	81	—	—	—	61	20	81
Information Technology Officer									
Class 2	122	36	158	—	—	—	122	36	158
Class 1	56	5	61	—	—	—	56	5	61
Senior Professional Officer	1	2	3	—	—	—	1	2	3
Professional Officer	2	9	11	—	—	—	2	9	11
General Service Officer	4	—	4	5	1	6	9	1	10
Other classifications	6	5	11	4	1	5	10	6	16
<i>Total paid operative & inoperative staff</i>	<i>1,842</i>	<i>1,429</i>	<i>3,271</i>	<i>41</i>	<i>95</i>	<i>136</i>	<i>1,883</i>	<i>1,524</i>	<i>3,407</i>
Unpaid inoperative staff	38	80	118	—	—	—	38	80	118
Total staff	1,880	1,509	3,389	41	95	136	1,921	1,604	3,525

(a) See footnote (a) to table 3.2. (b) Being paid at the classification shown at 30 June 1994. (c) Includes Research Officer classifications with same maximum salaries.

TABLE 3.4 STAFF ENGAGED UNDER THE CENSUS AND STATISTICS ACT 1905
(staff years)

<i>Purpose</i>	1991-92	1992-93	1993-94
Interviewer enumerated statistical collections (mainly household surveys)	242	245	263
Census of population and housing (including preparations for census)	1,203	1	1
Total	1,445	246	264

TABLE 3.5 ABS INTAKE AND SEPARATIONS OF PERMANENT STAFF, 1993-94
(number)

<i>Method of intake and type of separation</i>	<i>SES</i>	<i>Non-SES</i>	<i>Total</i>
Intake			
Appointment			
Graduate	—	82	82
Non-graduate	—	40	40
Promotion or transfer from outside the ABS	—	87	87
<i>Total intake</i>	—	209	209
Separations			
Promotion or transfer to outside the ABS	—	148	148
Resignation	—	63	63
Death	—	1	1
Dismissal	—	3	3
Retirement			
Invalidity	—	4	4
Under 76W, <i>Public Service Act 1922</i>	—	61	61
Maximum age	—	2	2
Election by officer			
Age 55-59 years	1	12	13
Age 60-64 years	—	2	2
<i>Total separations</i>	1	296	297

TABLE 3.6 ABS SENIOR EXECUTIVE SERVICE STAFF BY SALARY LEVEL, SEX AND LOCATION, AT 30 JUNE(a)
(number)

Year and location	Salary band					Total
	1	2	3	Men	Women	Total
1992						
Total	24	6	1	29	2	31
1993						
Total	25	5	1	29	2	31
1994						
Australian Capital Territory	20	6	1	25	2	27
New South Wales	1	—	—	1	—	1
Victoria	1	—	—	1	—	1
Queensland	1	—	—	1	—	1
Western Australia	1	—	—	1	—	1
South Australia	1	—	—	1	—	1
Total	25	6	1	30	2	32

(a) Operative substantive SES staff only.

TABLE 3.7 ABS SENIOR EXECUTIVE SERVICE FULL-TIME STAFF BY SALARY LEVEL, AGE GROUP AND LENGTH OF SERVICE, AT 30 JUNE 1993(a)
(number)

Age group and length of service	Salary band		
	1	2 and 3	Total
Age group (years)			
Under 35	—	—	—
35–39	1	—	1
40–44	5	1	6
45–49	12	4	16
50–54	4	2	6
55–59	2	—	2
60 and over	1	—	1
Length of service (years)			
Under 5	—	—	—
5 and under 10	—	2	2
10 and under 15	1	—	1
15 and under 20	2	—	2
20 and under 30	16	3	19
30 and over	6	2	8
Total	25	7	32

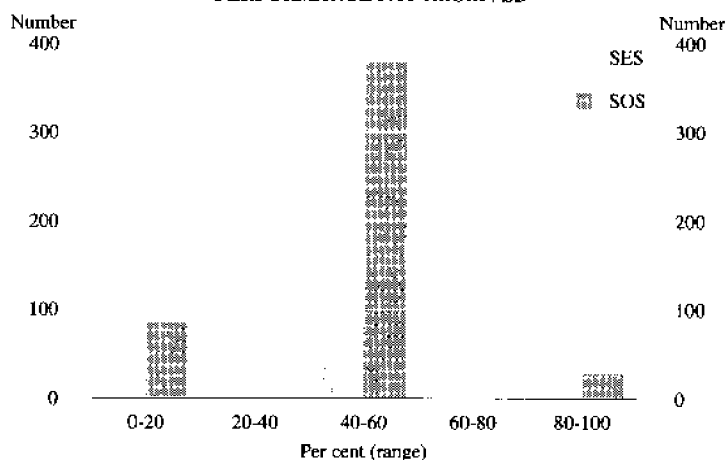
(a) Operative substantive SES staff only.

Performance Appraisal and performance based pay

TABLE 3.8 PERFORMANCE PAY: NUMBER OF ELIGIBLE SES AND SOS OFFICERS AND TOTAL AMOUNT PAID, 1993-94

Designation	Number	Amount paid (\$)
SES	35	160,000
SOGA (and equivalent)	28	89,558
SOGB (and equivalent)	115	401,775
SOGC (and equivalent)	338	371,250
Total	516	1,022,583

NUMBER OF SES AND SOS OFFICERS ELIGIBLE FOR PERFORMANCE PAY BY PERCENTAGE OF MAXIMUM PERMISSIBLE PERFORMANCE PAY RECEIVED



Staff training

The ABS again substantially exceeded the minimum level of training activity required under the *Training Guarantee (Administration) Act 1990*. The net eligible training expenditure by the ABS during 1993-94 was \$7.6 million, \$5.7 million more than the minimum \$1.9 million required under the Act (1.5% of the \$128.3 million payroll). A total of 20,435 person days was spent on participation by staff in eligible training programs during 1993-94. Details of eligible training activities under the *Training Guarantee (Administration) Act 1990* are available from the ABS on request.

Consultants

In 1993-94 the ABS engaged 67 consultants for a total expenditure of \$1,290,202.

The ABS believes that encouraging all staff to participate in decision making on matters affecting their working lives leads to better informed decision making, improved staff morale and greater commitment from staff. It also generally enriches the working lives of staff at all levels.

Further, the ABS recognises and accepts responsibility for developing, implementing and monitoring the effectiveness of arrangements which promote the meaningful participation of all members of the organisation in corporate activity.

It is therefore ABS policy to ensure that necessary conditions and opportunities exist for the involvement of staff and their representatives in the management of ABS activities. This is reflected in the ABS Corporate Plan.

The ABS Industrial Democracy (ID) Plan covers the period December 1993 to June 1996. It recognises that the principles and practices of ID are an integral part of effective staff management and was developed in consultation with the Community and Public Sector Union, endorsed by ABS State/Territory Consultative Councils and ratified by the ABS National Consultative Council (NCC).

A subcommittee of the NCC oversees implementation of industrial democracy in the ABS and reports to NCC on progress towards meeting ID objectives as well as monitoring, reviewing and evaluating the ID Plan. Monitoring and evaluation occur through analysis of quarterly ID reports and feedback received through staff perception surveys, exit questionnaires, a network of Industrial Democracy Coordinators and local consultative forums.

Overall responsibility for ID lies with the Australian Statistician. The Senior Executive responsible for the day to day implementation of ID is the First Assistant Statistician, Coordination and Management Division. The Deputy Commonwealth Statistician in each State, the Statistician, NT and the Statistician, ACT are responsible for the implementation and monitoring of ID in their respective Offices.

In Central Office, responsibility for the coordination, implementation and monitoring of ID activities is vested in a Senior Officer Grade C supported by an Administrative Service Officer Class 6. They are responsible for both national and ACT activities. In each other Office there is at least one officer whose duties include local implementation and coordination of ID.

The ABS has an established structure for consultation. This provides an effective means of raising and discussing a wide range of issues of interest to both ABS management and the Community and Public Sector Union.

The major ID priorities identified for 1993-94 were to:

- introduce and commence implementation of the new Industrial Democracy Plan; and
- underpin implementation of an ABS Agency Bargaining Agreement with sound ID practices.

An ID Plan for 1993-1996 was introduced and implementation strategies were developed in each ABS Office. These strategies underpin the following objectives of the new Plan:

- **Communication:** Promote understanding and the effective use of formal consultative mechanisms and information sharing.
- **Attitudes:** Develop and promote programs aimed at highlighting the benefits of participative work practices in order to facilitate attitudinal changes in staff at all levels.
- **Skills:** Educate and train staff at all levels to enable them to participate effectively in both formal and informal ID processes.
- **Knowledge:** Increase the understanding of all staff of their roles and responsibilities in participative processes.
- **Union Membership:** Encourage and facilitate union membership in all areas, and at all levels of the ABS.

The major ID priorities identified for 1994-95 are to:

- develop a Lotus Notes Data Base which can be used for notices, issues and decisions of consultative committees for access via ABS computers;
- prepare and deliver training material aimed at promoting participative work practices to staff at all levels;
- develop material for Selection Advisory Committees to test mandatory ID criteria; and
- provide presentation skills training for union workplace representatives to foster professional presentations in training modules.

The Australian Bureau of Statistics is committed to the health, safety and welfare of all ABS employees. In Central Office, there is a dedicated unit responsible for occupational health and safety, rehabilitation and staff counselling. Each State Office and the Northern Territory provides services in occupational health and safety and rehabilitation as required by the relevant legislations as well as access to a counselling service for all staff.

The ABS Occupational Health and Safety (OHAS) Committee in each State and Territory meets regularly as set out in the ABS Occupational Health and Safety Policy and Agreement and in accordance with the *Occupational Health and Safety (Commonwealth Employment) Act of 1991*. Issues requiring a national consultative approach are referred to the ABS national consultative OHAS subcommittee.

In 1993-94 there were no notifications under Sections 68, 30, 45, 46 or 47 of the *Occupational Health and Safety (Commonwealth Employment) Act of 1991*.

Activities and achievements during the year included:

- Implementation of the ABS Screen Based Equipment Policy;
- Inclusion of occupational health and safety, rehabilitation and staff welfare training sessions in all orientation, supervision and middle management training programs. In addition, informal training sessions were held for staff members on various issues related to Occupational Health and Safety. 839 staff members attended these training courses;
- Ongoing internal safety audits and workplace assessments were conducted by the staff from the Occupational Health and Safety Unit. A continuing function during the financial year was to ensure that staff were given individual assessment and training in the correct adjustment and use of the new furniture;
- Ongoing training and network meetings of the First Aid Officers and Occupational Health and Safety Representatives;
- Revision of the policy "Confidentiality for the Counselling of ABS Staff" following consideration by the ABS national consultative OHAS Subcommittee;
- Revision of the "ABS Health Policy and Implementation Strategy" following consideration by the ABS national consultative OHAS Subcommittee.

The continuing success of the ABS Occupational Health and Safety Program is reflected by a further reduction in the 1994-95 Comcare Workers Compensation Premium Rate to 1.08% of wage and salary expenditure. For the sixth consecutive year, the premium rate for

the ABS has been below the agency pool average as indicated in the following table.

COMCARE WORKERS COMPENSATION PREMIUM RATES
(Per cent of wage and salary expenditure)

	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95
ABS	2.51	1.62	1.49	1.36	1.2	1.08
Agency pool average	2.6	2.0	1.7	1.7	1.56	1.4

The number of reported accidents and incidents for 1993-94 was 357. Of these, 72 were reported as motor vehicle/journey related accidents and 24 were incurred as a result of sporting injuries. There were 92 accidents causing lost time with a resulting 1,288 lost working days. 165 compensation claims were submitted for this period, 36 of which required implementation of a Return to Work Plan. There were 25 case closures for the period. Under the Fitness for Continued Duty Guidelines 50 cases required case management and 24 cases were closed.

ABS staff counsellors conducted 2,851 staff interviews, of which 423 were new referrals. 821 supervisors/managers consulted with ABS staff counsellors on work related matters.

ADVERTISING AND MARKET RESEARCH

Appendix 6

AMOUNTS PAID BY, OR ON BEHALF OF, THE ABS TO ADVERTISING AGENCIES(a), MARKET RESEARCH, POLLING, DIRECT MAIL AND MEDIA ADVERTISING ORGANISATIONS, 1993-94

(\$)

<i>Name of organisation</i>	<i>Amount paid</i>
ADVERTISING	
Grey Advertising Pty Ltd	183,515
Malcolm Auld Direct Pty Ltd	34,237
Neville Jeffress Pty Ltd	4,792
PSU Advantage Limited	2,000
Australian Federal Police	1,990
John Fairfax Group Pty Ltd	664
Australian Human Resource Institution	500
Australian Institute of Training & Development	480
Johnson Media Management	460
Australian Institute of Family Studies	300
MEDIA ADVERTISING ORGANISATIONS	
AIS Media	78,329
HH&M Media	8,635
DIRECT MAIL ORGANISATIONS	
Hermes Precisa Australia	87,634
R L Polk and Co Pty Ltd	18,458
Action Mailing List	7,645
Mailing List Centre	7,177
Leigh Marden	1,000
Kwikasair	473
MARKET RESEARCH AND POLLING ORGANISATIONS	
	Nil

(a) Excluding payments for advertising for staff recruitment purposes.



As required by section 8 of the *Freedom of Information Act 1982*, the following statement is given about the structure of the ABS and how members of the public can gain access to information held by it.

ABS establishment, organisation and functions

See pages 13 to 18 of this report.

Powers

The decision-making powers of the ABS and other powers associated with the discharge of its functions affecting members of the public are: the power to collect statistics including the power to appoint agents, to ask or require persons to provide information, and to enter into premises other than private accommodation for the purpose of collecting statistics; the power to initiate prosecutions against persons failing to supply information; and the power to publish statistics and release information.

Consultative arrangements

See the references to the Australian Statistics Advisory Council and the annual Conference of Statisticians on page 15 of this report.

Categories of documents

Documents open to public access upon payment of a fee — the ABS does not hold these types of document.

Documents available for purchase or customarily available free of charge — see pages 31 to 35 of this report.

Other documents

Government and Parliament: various policy-related documents, ministerial briefings, ministerial correspondence, replies to Parliamentary questions, and tabling documents.

Conferences etc.: agenda papers, submissions, and records of proceedings of internal and external conferences, management meetings, workshops etc.

Statistical and statistical service projects: research, development and evaluation papers; records of consultations with suppliers and users of data; statistical classifications; lists of businesses etc.; maps; data collection, processing and publication manuals and instructions; mailing lists; statistical returns; and statistical data holdings.

Administration and management: work program and planning documents; finance, staff and establishment papers and manuals; personnel files; files relating to recruitment, selection and promotion of staff; staff development and training papers; office services documents; and tenders.

Privacy: a record of the extent and nature of the ABS' holdings of personal information, as contained in the *Personal Information Digest* published by the Privacy Commissioner.

General: correspondence, papers etc. filed by subject, manuals or more general subjects, reviews and administrative circulars.

Where to get information

The ABS offers an initial contact point, for all requests for access to documents and information, by means of a central information service located within an Information Services Section in each of the ABS Central and regional offices, as listed below:

Australian Capital Territory (Central Office)

Telephone: (06) 252 6627
Facsimile: (06) 253 1404
Mail: PO Box 10, Belconnen, ACT 2616
Counter: Unit 5, Cameron Offices, Chandler Street, Belconnen

New South Wales

Telephone: (02) 268 4611
Facsimile: (02) 268 4668
Mail: GPO Box 796, Sydney, NSW 2001
Counter: 5th Floor, St Andrew's House,
Corner Kent and Bathurst Streets, Sydney

Victoria

Telephone: (03) 615 7000
Facsimile: (03) 615 7798
Mail: GPO Box 2796Y, Melbourne, Vic. 3001
Counter: Level 5, Rialto North Tower
525 Collins Street, Melbourne

Queensland

Telephone: (07) 222 6351
Facsimile: (07) 229 6042
Mail: GPO Box 9817, Brisbane, Qld 4001
Counter: 13th Floor, 313 Adelaide Street, Brisbane

Western Australia

Telephone: (09) 360 5140
Facsimile: (09) 360 5950
Mail: GPO Box K881, Perth, WA 6001
Counter: Level 16, Exchange Plaza, 2 The Esplanade
Perth

South Australia

Telephone: (08) 237 7100
Facsimile: (08) 237 7566
Mail: GPO Box 2272, Adelaide, SA 5001
Counter: 7th Floor, 55 Currie Street, Adelaide

Tasmania

Telephone: (002) 20 5800
Facsimile: (002) 20 5995
Mail: GPO Box 66A, Hobart, Tas. 7001
Counter: 1st Floor, 175 Collins Street, Hobart

Northern Territory

Telephone: (089) 432 111
Facsimile: (089) 811 218
Mail: GPO Box 3796, Darwin, NT 0801
Counter: 5th Floor, MLC Building, 81 Smith Street,
Darwin

Freedom of information inquiries

All inquiries concerning access to documents under the *Freedom of Information Act 1982* may be directed on weekdays, between 8.30 a.m. and 4.30 p.m., to the Freedom of Information Contact Officer, Australian Bureau of Statistics, Unit 5, Cameron Offices, Chandler Street, Belconnen, ACT (PO Box 10, Belconnen, ACT 2616); telephone (06) 252 5760.

***Freedom of Information Act 1982* — ABS activities during 1993–94**

Facilitating access to available statistical information, subject to the confidentiality provisions of the *Census and Statistics Act 1905*, is a major function of the ABS and application of the provisions of the *Freedom of Information (FOI) Act 1982* within the ABS needs to be viewed against that background. The following table provides details of FOI activities during the years 1989–90 to 1993–94 inclusive.

FOI ACTIVITIES, 1989-90 TO 1993-94
(number)

	1989-90	1990-91	1991-92	1992-93	1993-94
Requests received for					
Statistical information	2	1	2	2	..
Personal papers	..	2	..	3	..
Administrative documents	2	3	4
Total	2	3	4	8	4
Decisions made					
Access granted in full	1	1	1	2	1
Access granted in part	1
Request transferred to another agency	..	1
Request withdrawn	1	3	3
Access refused(a)	1	..	1
Documents not in existence	2	1	1
Total	3	2	4	6	6
Decisions outstanding at end of year	..	1	1	2	..
Review of decisions by principal officer	1	1
Appeals to Administrative Appeals Tribunal	1	1

(a) In accordance with the provisions of sections 38, 40, 41, 42, 43 and 45 of the Freedom of Information Act 1982.

For cases finalised in 1993-94, the average time taken to respond to requests was 13 days.

Comprehensive information on the Act has been supplied to all ABS staff. Responsibilities for matters relating to the operation of the *Freedom of Information Act 1982* within the ABS is exercised by the Coordination and Management Division in Canberra, and authority for decision making under the Act has been delegated to the First Assistant Statistician (a Senior Executive, Band 2) in charge of that Division. Officers of the Division have attended meetings of the FOI Practitioners' Forum and training courses run by the Attorney-General's Department.

Implementing the provisions of the *Freedom of Information Act 1982* during 1993-94 required less than one staff year of effort.

In accordance with section 6 of the *Australian Bureau of Statistics Act 1975*, the following proposals for collection of information for statistical purposes were tabled in both Houses of Parliament during 1993-94.

PROPOSALS FOR COLLECTION OF STATISTICAL INFORMATION

<i>Date tabled(a)</i>	<i>Statistical collection(b)</i>
18 August 1993	Supplementary topic for the monthly population survey: Labour force status and other characteristics of migrants
	1992-93 information technology survey
	Survey of inbound tourism operators and overseas tourism marketing expenditure
	Survey of meat manufacturing establishments
30 September 1993	New topics in the monthly population survey: New South Wales — work-related injuries and illnesses Victoria — retrenched workers Queensland — participation in sporting and physical recreation activities Western Australia and the Australian Capital Territory — family responsibilities and labour force participation South Australia — vehicle occupancy Tasmania — volunteering, emergency services and crime Northern Territory — interstate and overseas visitors
25 November 1993	Survey of employer training practices
	Supplementary topic for the monthly population survey: Labour force experience
	Freight movement survey

... continued

PROPOSALS FOR COLLECTION OF STATISTICAL INFORMATION — *continued*

<i>Date tabled(a)</i>	<i>Statistical collection(b)</i>
23 February 1994	National Aboriginal and Torres Strait Islander survey Survey of stocks held by petroleum products wholesalers, to supplement existing survey of stocks
22 March 1994	Supplementary topic for the monthly population survey: New South Wales & Victoria — crime and safety Rental tenants Survey of employee earnings and hours
24 March 1994	Survey of company profits — expansion
11 May 1994	Retail business survey
31 May 1994	Survey of income and housing costs Honey statistics survey 1994 Australian housing survey
2 June 1994	Environmental practices Economic activity survey
8 June 1994	Survey of business practices
9 June 1994	Tourist accommodation developments survey
28 June 1994	1993–94 innovation in businesses survey Census of manufacturing establishments Victoria — collection of first inspection information from private certifiers for new dwelling unit construction 1993–94 information technology survey

(a) If the proposal was tabled on different dates in the two Houses of Parliament, the earlier of the two dates is shown. (b) Unless otherwise indicated by the title, the statistical collection is a national project.

Disclosure of lists of names and addresses

In accordance with clause 6 of the Determination (Statutory Rules 1983 No. 19) made under section 13 of the *Census and Statistics Act 1905*, details of the following disclosures of lists of names, addresses and other information to the specified Department or authority were tabled in both Houses of Parliament in 1993–94.

<i>Date tabled</i>	<i>Information released</i>
22 November 1993	Names and addresses of agricultural establishments, to Australian Bureau of Agricultural and Resource Economics
23 March 1994	Names and addresses of egg producing establishments, to Australian Bureau of Agricultural and Resource Economics
4 May 1994	Names and addresses of agricultural establishments, to Australian Meat and Livestock Corporation
10 May 1994	Names and addresses of agricultural establishments, to Victorian Department of Agriculture



	<i>Survey topics</i>
August 1993	<p>Sports participation Physical activity participation Leisure activities undertaken</p> <p>Women's employment patterns</p> <p>Consumer expectations</p> <p>ABS awareness</p>
November 1993	<p>Sports participation Physical activity participation Spectator sports</p> <p>Consumer expectations</p> <p>Botanical gardens usage</p> <p>Health Issues</p>
February 1994	<p>Sports participation Physical activity participation Spectator sports</p> <p>Consumer expectations</p> <p>Botanical gardens usage</p> <p>Film and literature classifications</p> <p>Physical activity in persons aged 50 years and over</p> <p>Diabetes awareness</p> <p>Library usage (SA only)</p> <p>Computer usage at home</p>

... continued

	<i>Survey topics</i>
May 1994	Sports participation Physical activity participation Spectator sports Consumer expectations Botanical gardens usage Working arrangements Work history Asthma incidence Health index Health risk factors Work related health problems

Officers of the ABS prepared the following professional papers which were presented or published during 1993–94

Phil Bell. *Fitting Bayesian models for household survey data using Gibbs sampler.* Presented at Statistics '93 Conference of Statistical Society of Australia and International Association of Statistical Computing, University of Wollongong, 27 September–1 October 1993.

Phil Bell, John Cornish, Julie Evans and Willie Vicente. *Small area estimates of census undercount.* Presented to 49th session of the International Statistical Institute, Florence, Italy, 25 August–2 September, 1993.

Keith Blackburn and Warren Richter. *Centralised data management — can it help micro-modeller?* Presented to the International Association for Research in Income and Wealth Conference on Microsimulation and Public Policy, Canberra, December 1993.

Max Booth. *Collecting environmental data from households in Australia.* Submitted to the Conference of European Statisticians' Joint ECE/EUROSTAT Work Session on Specific Methodological Issues in Environment Statistics, Bratislava, Slovakia, 20–23 September 1993.

Max Booth. *Environment satellite accounts for Australia.* Submitted to the Conference of European Statisticians Joint ECE/EUROSTAT Work Session on Specific Methodological Issues in Environment Statistics, Bratislava, Slovakia, 20–23 September 1993.

Max Booth. *Environmental and natural resource statistics in Australia.* Submitted to the Conference of European Statisticians' Joint ECE/EUROSTAT Work Session on Specific Methodological Issues in Environment Statistics, Bratislava, Slovakia, 20–23 September 1993.

Martin Butterfield. *Aspects of evaluation in the Australian Census of Population and Housing.* Presented to the 15th Population Census Conference, Seoul, Republic of Korea, 16–19 August 1993.

Martin Butterfield. *Computer based mapping for the Australian population census.* Presented to the 15th Population Census Conference, Seoul, Republic of Korea, 16–19 August 1993. This paper was also published in *Diffusion*, no. 11, February 1994.

John Carson. *Impact of refinancing on housing finance statistics.* Published in *Australian Economic Indicators*, March 1994.

Ian Castles. *Earning and spending in Queensland 1939–40 and 1988–89.* Presented to the Conference of Economists, Perth, 28 September 1993.

John Cornish. *Marketing statistics — the Australian experience.* Presented to New Zealand Marketing Workshop, Wellington, New Zealand, 31 January–4 February 1994.

John Cornish and Michael Raynor. *The use of statistical data in marketing strategies.* Presented to Financial Planning Association, Canberra, 26 November 1993.

Dick Crockett. *Some key facts for decision makers in pharmaceutical distribution.* Presented to the National Pharmaceutical Distributors Association Conference, Hyatt Regency, Coolumb, Queensland, 22 July 1993.

Anthony Davis and Martin Butterfield. *The 1996 Census mapping project: an overview.* Presented to the Australian Map Circle Conference, Sydney, January 1994.

Elizabeth Dracoulis and Bruce Cumming. *Informing the informants : evaluating and extending the client focus of the Australian Bureau of Statistics Library services.* Presented to Infobridges — the National Conference of the Reference and Information Services Section of the Australian Library and Information Association, Darwin, 7–9 July 1993.

Stan Fleetwood. *Standard Classification of Visitor Accommodation (SCOVA).* Published in *Building a research base in tourism : Proceedings of the National Conference on Tourism Research*, University of Sydney, March 1993.

Mike Giles, Maureen McDonald and Marelle Rawson. *A statistical framework for household income, consumption, savings and net worth.* Presented to the National Social Policy Conference, University of New South Wales, 14–16 July 1993.

David Hunter and Melissa McCloskey. *Standardisation — a vital process in social research : the measurement of social well-being.* Presented to the Conference of the Australian Association for Social Research, Launceston, 25–27 January 1994.

Peter Kelly. *Data dissemination with focus on monitoring human development — the Australian situation.* Presented to SIAP Workshop Series on Managing Statistical Services in the 1990's, Bangkok, 15–19 November 1993.

David Lengyel. *Transport industry statistics.* Presented to the 18th Australasian Transport Research Forum, Gold Coast, Queensland, 29 September–1 October 1993. Published in *Papers of the Australasian Transport Research Forum 1993*, vol. 18, part 1

Susan Linacre and Stephen Horn. *Nonresponse in household surveys in the ABS.* Paper prepared for the Fourth International Workshop on Household Survey Nonresponse, Bath, UK, 7–9 September 1993.

Paul McCarthy. *Prospects for environmental satellite accounts linked to the Australian National Accounts.* Presented to the Great Britain Central Statistical Office Meeting on National Accounts and the Environment, London, 16–18 March 1994.

Paul McCarthy. *Problems and prospects for 'Green' gross domestic product (GDP) in the Australian National Accounts.* Presented to the Environmental Economics Conference, Canberra, 15–17 November 1993.

Marion McEwin. *Population and social trends — Information for the future.* Presented to the Public Libraries Conference — Trading in Futures, Melbourne, 1–3 February 1994.

Brian McLinden. *The development of a new national survey of business expectation.* Presented to the 21st CIRET Conference, Stellenbosch, South Africa, October 1993.

Janice Miller and David Leaver. *Income surveys and micro-simulation : the ABS experience to date.* Presented to the International Association for Research in Income and Wealth Conference on Microsimulation and Public Policy, Canberra, December 1993.

Barry Reardon. *Freight Movement Statistics : Report on ABS Feasibility Study.* Presented to the 18th Australasian Research Forum, Gold Coast, Queensland 29 September–1 October 1993. Published in Papers of the Australasian Transport Research Forum 1993 , vol. 18, part 1

Brian Ritchings. *The 1989–90 National Health Survey in respect of children's immunisation: an overview.* Presented to the Public Health Association Conference '7 years and counting: health beyond 2000'. Sydney, 29 September–2 October 1993.

George Sarossy, Bill Pattinson and Gil Allen. *The composition and structure of the telecommunications, audio-visual, insurance and computer services industries in Voorburg Group member countries.* Presented to the Eighth Meeting of the Group, Oslo, 27 September–1 October 1993.

Siu-Ming Tam. *Discussion (an invited response to Professor Smith's paper entitled 'Sample surveys 1975–1990 — an age of reconciliation?' which was delivered as the first Morris Hansen Lecture at the International Statistics Institute 48th session, Cairo, September 1991).* Published in the International Statistical Review, vol. 62 no. 1, April 1994.

Siu-Ming Tam. *New developments in processing Australia's 1991 Population and Housing Census.* Presented to the 49th session of the International Statistical Institute, Florence, Italy, 25 August–2 September 1993.

Siu-Ming Tam and Bruce Green. *A new methodology for processing Australia's 1991 Population and Housing Census.* Published in *International Statistical Review* vol. 62 no. 1, April 1994.

Siu-Ming Tam and Martin Butterfield. *Post-censal surveys.* Published in *Diffusion*, no. 11, February 1994.

Jennie Widdowson. *The use of the ICIDH from a Population Survey perspective.* Presented to the Workshop on Advances in the Measurement of Disability, Canberra, 21–22 February 1994.

Special articles have been included in most ABS annual reports to present information and views on important longer-term or broad issues affecting the nation's statistical service. A list of the articles in earlier annual reports is given below, showing in brackets after each article title the year of the annual report in which the article appeared and the part of that report where it can be found.

The collection of information (1976-77; section 2)

Forward planning in the ABS (1977-78; section 2)

Preparations for the 1981 census of population and housing (1978-79; section 2)

The accuracy and reliability of estimates of national income and expenditure (1979-80; section 2)

Minimising reporting burden (1980-81; section 2)

A decade's work program (1981-82; section 2)

The ABS program of population surveys (1983-84; pages 7 to 11, supplemented by appendix 5)

The ABS program of industry collections (1984-85; pages 8 to 13, supplemented by appendix 5)

Dissemination of statistics by the ABS (1985-86; pages 9 to 14)

ABS corporate plan (1986-87; chapter 2)

Health statistics and the report of the Better Health Commission (1986-87; chapter 3)

The role of a national statistical office (1986-87; appendix 10)

Statistics and privacy (1987-88; chapter 3)

Media liaison for ABS health survey (1987-88; appendix 12)

A quart out of a pint pot (1988-89; chapter 2) — this article examines how the ABS increased significantly the range, timeliness and quality of its statistical products and services over the preceding 13 years, with a static level of resources

Household expenditure surveys in Australia : A chronology (1988-89; appendix 15)

Complaints to the Australian Press Council (1988–89; appendix 16)

The ABS in the market-place (1989–90; chapter 2)

The 1991 census of population and housing (1990–91; chapter 2)

In addition to information contained in the ABS Annual Report, information on the following subjects applicable to the ABS is available to Members of Parliament, Senators and the public on request.

The contact officer for such requests is the Director, Secretariat, Australian Bureau of Statistics, Cameron Offices, Canberra — telephone (06) 252 5760, facsimile (06) 253 1021.

SOCIAL JUSTICE AND EQUITY

- Access and equity
- Equal employment opportunity
- Status of women

STAFFING MATTERS

- Performance pay
- Training
- Interchange program

FINANCIAL MATTERS

- Claims and losses
- Purchasing
- Information technology purchasing arrangements
- Payment of accounts
- Consultancy services

INTERNAL AND EXTERNAL SECURITY

- Fraud control
- Reports by the Auditor-General
- Inquiries by Parliamentary Committees

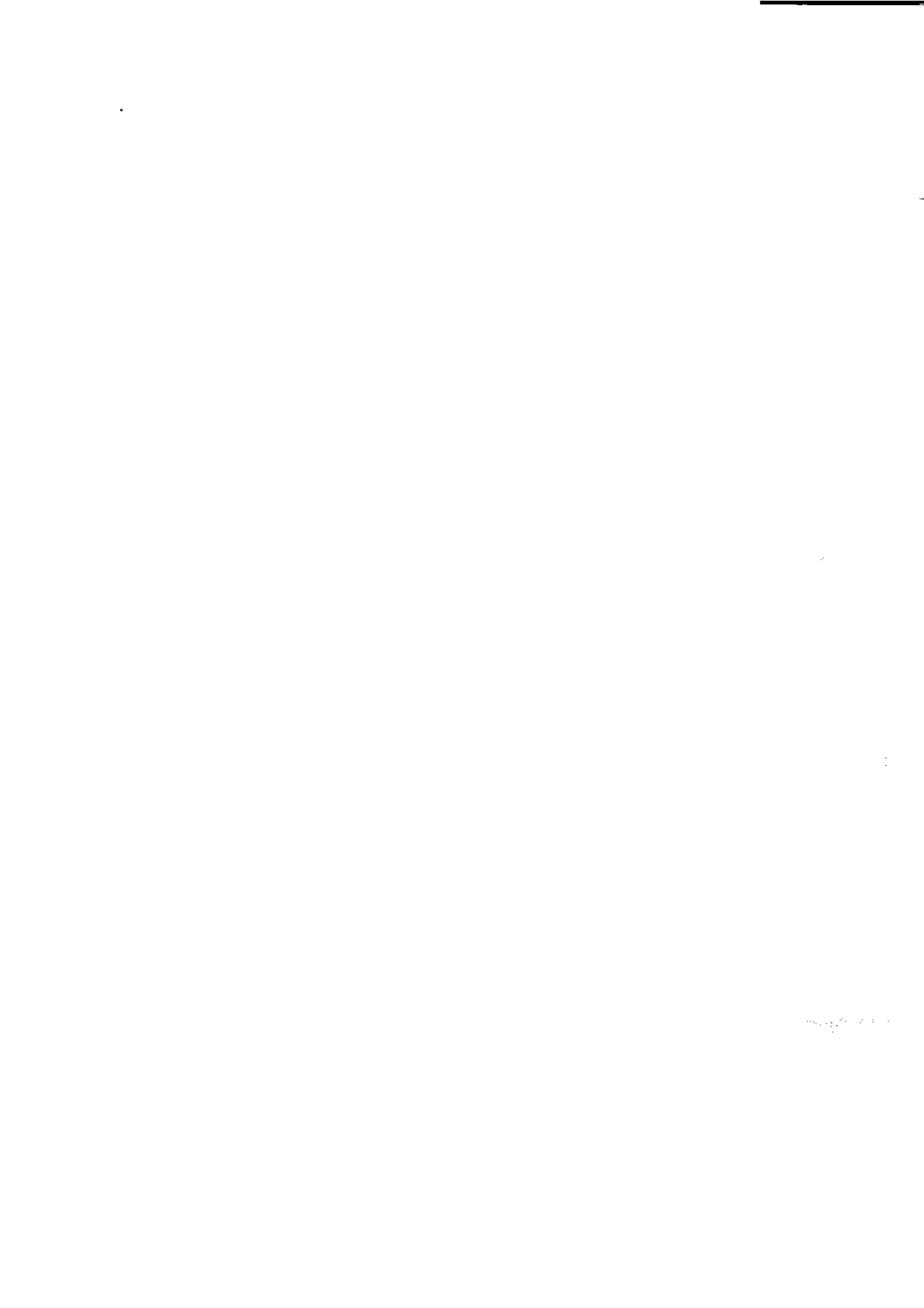
ENVIRONMENTAL MATTERS

PROPERTY USAGE

PLANNING PROCESSES IN THE ABS

SECURITY OF ABS DATA HOLDINGS

REDUCING PROVIDER LOAD



AUSTRALIAN BUREAU OF STATISTICS

FINANCIAL STATEMENTS

1993-94

CONTENTS

Certification of the Financial Statements

Operating Statement

Statement of Assets and Liabilities

Program Statement

Statement of Cash Flows

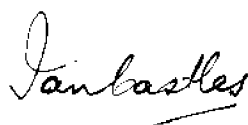
Statement of Transactions by Fund

Notes to and forming part of the Financial Statements

STATEMENT BY THE AUSTRALIAN STATISTICIAN
AND
PRINCIPAL ACCOUNTING OFFICER

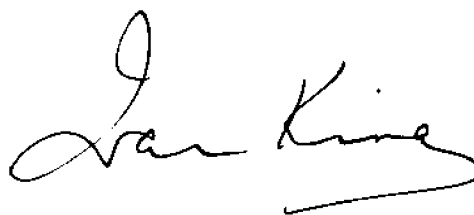
CERTIFICATION

We certify that the attached financial statements for the year ended 30 June 1994 are in agreement with the accounts and records of the Australian Bureau of Statistics, and, in our opinion, the financial statements present fairly the information required by the Financial Statement Guidelines for Departmental Secretaries (Accrual Reporting) including the Bureau's departmental and administered financial transactions for the year ended 30 June 1994 and departmental and administered assets and liabilities as at 30 June 1994.



I Castles
Australian Statistician

16 September 1994



I King
Assistant Statistician
Resource Management Branch

16 September 1994



our ref;

**AUSTRALIAN BUREAU OF STATISTICS
INDEPENDENT AUDIT REPORT**

Scope

I have audited the financial statement of the Australian Bureau of Statistics for the year ended 30 June 1994.

The statement comprises:

- . Certificate by the Australian Statistician and the Assistant Statistician, Resource Management Branch
- . Operating Statement
- . Statement of Assets and Liabilities
- . Program Statement
- . Statement of Transactions by Fund
- . Statement of Cash Flows, and
- . Notes to and forming part of the Financial Statement.

The Australian Statistician and the Assistant Statistician, Resource Management Branch are responsible for the preparation and presentation of the financial statement and the information contained therein. I have conducted an independent audit of the financial statement in order to express an opinion on it.

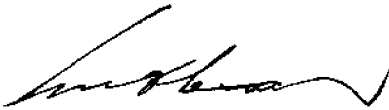
The audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statement is free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statement, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statement is presented fairly in accordance with Australian accounting concepts and standards, and statutory requirements, so as to present a view of the Bureau which is consistent with my understanding of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In accordance with sub-section 51(1) of the *Audit Act 1901*, I now report that the financial statement, in my opinion:

- . is in agreement with the accounts and records kept in accordance with section 40 of the Act
- . is in accordance with the Financial Statements Guidelines for Departmental Secretaries (Accrual Reporting), and
- . presents fairly, in accordance with Statements of Accounting Concepts and applicable Accounting Standards the information required by the Guidelines, including the Bureau's departmental and administered financial transactions and its cash flows for the year ended 30 June 1994 and departmental and administered assets and liabilities as at that date.



C.M. McPherson
Executive Director
Australian National Audit Office

Canberra

19 September 1994

**AUSTRALIAN BUREAU OF STATISTICS
OPERATING STATEMENT
for the year ended 30 June 1994**

	Notes	1993-94 \$'000
COST OF SERVICES		
Operating Expenses	2,5	
Employee expenses		154,166
Other administrative expenses	17	88,810
Total operating expenses		242,976
Operating revenues from independent sources		
Sale of publications and statistical services	1p	13,365
Other		519
Total operating revenues from independent sources		13,884
Net cost of services		229,092
REVENUES FROM GOVERNMENT		
Parliamentary appropriations used for:	3	
Ordinary annual services		196,433
Other services		1,270
Liability assumed by other departments	1h	19,188
Resources received free of charge	4	130
Total revenues from government		217,021
Operating result	12	(12,071)
Accumulated operating results at beginning of financial year		(6,576)
Accumulated operating results at end of financial year		(18,647)

ADMINISTERED ITEMS	Notes	1993-94 \$'000
Administered Expenses		Nil
Total administered expenses		Nil
Administered revenues		
Sale of publications, statistical services and other revenue	1p	8,784
Total administered revenues		8,784

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

**AUSTRALIAN BUREAU OF STATISTICS
STATEMENT OF ASSETS AND LIABILITIES
as at 30 June 1994**

	Notes	1993-94 \$'000
CURRENT ASSETS		
Cash	1r	119
Receivables	7	1,588
Inventories	1g	2,265
Other	1s	2,184
Total current assets		6,156
NON-CURRENT ASSETS		
Property, plant and equipment	8	30,842
Total non-current assets		30,842
Total assets		36,998
CURRENT LIABILITIES		
Creditors	9	2,718
Provisions	10	17,910
Other	11	3,533
Total current liabilities		24,160
NON-CURRENT LIABILITIES		
Provisions	10	28,800
Other	11	2,665
Total non-current liabilities		31,465
Total liabilities		55,625
NET LIABILITIES	12	18,629

ADMINISTERED	
Administered assets	Nil
Total administered assets	Nil
Administered liabilities	Nil
Total administered liabilities	Nil

The above Statement of Assets and Liabilities should be read in conjunction with the accompanying notes.

**AUSTRALIAN BUREAU OF STATISTICS
PROGRAM STATEMENT
for the year ended 30 June 1994**

	Notes	Statistical Operations Sub- Program	Corporate Services Sub- Program	Total
		1993-94 \$'000	1993-94 \$'000	1993-94 \$'000
COST OF SERVICES				
Operating expenses	2,5	206,034	36,942	242,976
Revenue from independent sources	1p	13,365	519	13,884
Net cost of services		192,669	36,423	229,092
REVENUES FROM GOVERNMENT				
Parliamentary appropriations used for:				
Ordinary annual services		166,575	29,858	196,433
Other services		1,077	193	1,270
Liabilities assumed by other depts	1h	16,271	2,917	19,188
Resources received free of charge	4	22	108	130
Total revenues from Government		183,946	33,075	217,021
Operating results		(8,723)	(3,348)	(12,071)

ADMINISTERED				1993-94 \$'000
Expenses				Nil
Revenues	1p	8,784	Nil	8,784
ASSETS		Nil	Nil	Nil
LIABILITIES		Nil	Nil	Nil

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

**AUSTRALIAN BUREAU OF STATISTICS
STATEMENT OF CASH FLOWS
for the year ended 30 June 1994**

	Notes	1993-94 \$'000
		Inflow (outflow)
CASH FLOWS FROM OPERATING ACTIVITIES		
Inflows		
Appropriation Receipts		197,703
Section 35 Receipts		17,034
		<u>214,737</u>
Outflows		
Appropriation Expenditure		(203,248)
Net Cash provided by Operating Activities	16	<u>11,489</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Inflows		
Proceeds from the Sale of Assets		172
Outflow		
Expenditure on Non-Current Assets		(11,637)
Net Cash used in Investing Activities		<u>(11,465)</u>
Net increase in cash		24
Cash at 1 July 1993		95
Cash at 30 June 1994	1r	<u>119</u>

	1993-94 \$'000
CASH FLOWS FROM ADMINISTERED TRANSACTIONS	
Inflows:	
	8,784
Outflows	
	Nil
Net cash inflows from administered transactions	8,784

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

AUSTRALIAN BUREAU OF STATISTICS
STATEMENT OF TRANSACTIONS BY FUND
for the year ended 30 June 1994

	Notes	1993-94 Budget \$	1993-94 Actual \$	1992-93 Actual \$
Consolidated Revenue Fund				
RECEIPTS				
Section 35 of the <i>Audit Act 1901</i>		19,028,000	26,015,915	12,055,925
Miscellaneous Revenue		8,300,000	(26,067)	6,995,559
Total Receipts		<u>27,328,000</u>	<u>25,989,847</u>	<u>19,051,484</u>
EXPENDITURE				
Annual Appropriations				
Appropriation Act No 1 & 3		199,477,000	213,639,459	210,958,907
Section 35 Receipts		19,028,000		
Appropriation Act No. 2		2,008,000	1,269,898	1,791,386
Total Expenditure	18	<u>220,513,000</u>	<u>214,909,357</u>	<u>212,750,293</u>
Trust Fund				
Head of Trust	19			
RECEIPTS		<u>1,039,000</u>	<u>625,615</u>	<u>524,999</u>
EXPENDITURE		<u>1,039,000</u>	<u>642,207</u>	<u>481,761</u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

**AUSTRALIAN BUREAU OF STATISTICS
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 1994**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The financial statements have been prepared in accordance with the Financial Statement Guidelines for Departmental Secretaries (Accrual Accounting) issued by the Minister for Finance (hereinafter referred to as "the Guidelines") which require compliance with Statements of Accounting Concepts and relevant Australian Accounting Standards.

The financial statements have been prepared on an accrual basis using the historical cost convention and do not take account of changing money values, except where stated.

(b) Comparative Information

This is the first year the Bureau has prepared its financial statements on an accrual basis. As permitted under Schedule 1, Sub-clause 4(4), of the Guidelines, certain comparative information has not been disclosed.

(c) Rounding

Amounts have been rounded to the nearest \$1,000 except in relation to the following items:

Act of grace payments, waivers and write-offs,
Auditors' remuneration,
Remuneration of executives, and
Statement of Transactions by Fund

(d) Asset Capitalisation Threshold

All non-current depreciable assets originally costing \$2,000 or more are capitalised in the year of acquisition. Component items purchased separately but which are configured into larger items such as office work stations and personal computer workstations and their software are considered to be non-current depreciable assets if the aggregate cost is \$2,000 or more.

Similarly, items of furniture, equipment and plant acquired as part of major refurbishing exercises are capitalised notwithstanding that the costs of certain individual items may be less than \$2,000.

(e) Depreciation of Property, Plant and Equipment

All depreciable non-current assets are written off over their estimated useful lives. Depreciation is calculated using the straight line method which is consistent with the consumption of the service potential of the Bureau's depreciable non-current assets.

The estimated useful lives of the major assets are as follows:

Asset Class	Years
Computer hardware	5.0
Computer software	5.0
Furniture & fittings	13.3
Plant	10.0
Office equipment	5.0

(f) Valuation of Property, Plant and Equipment

Property has been revalued by the Australian Valuation Office at market value excluding tenant improvements. The Telelift system has been revalued by the Australian Valuation Office at replacement cost. Computer software comprise purchased software only. In-house developed software have not been recognised as assets as the necessary costing systems and associated policies and procedures to reliably measure the cost or other value of such assets have not been developed.

(g) Inventories

Inventories are valued at lower of cost or net realisable value.

Inventories comprise significant publications which are held at stock levels where the total value of copies exceeds \$1,000 per issue. Consumable stores and supplies are considered to be immaterial and are not recognised as assets.

(h) Employee Entitlements

Employee entitlements include entitlements to salaries, long service leave, recreation leave and leave bonus and superannuation.

Leave

Long service leave is recognised on a pro-rata basis in respect of services provided by employees up to the reporting date. Liabilities in respect of these entitlements are assessed having regard to such factors as separation rates and length of service. Thus the Bureau's estimate of its liability for long service leave is based on pay rates current as at the reporting date for all employees with more than three years of service. The determination of current and non-current portions is based on past history of payments.

Provisions for recreation leave are calculated by multiplying the leave entitlements of employees by their current pay rates.

Superannuation

The liability for superannuation employer payments (other than the productivity contribution) is assumed by the Commonwealth. The notional amount for employer contributions for the year is recorded as part of employee expenses and an equal amount is recorded as part of 'liabilities assumed by government' (revenue) in the Operating Statement. The amounts have been calculated as 19.1% of total salary and allowances for superannuation purposes less an amount paid for Employer Productivity Superannuation Contribution of all CSS and PSS members employed by the Bureau.

(i) Taxation

The Bureau's activities are exempt from all forms of taxation except Fringe Benefits Tax.

(j) Leases

The Bureau has entered into a number of operating lease agreements for office accommodation. Operating leases are treated as expenses and charged to the operating statement in equal instalments over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

The Bureau has not entered into any finance lease arrangements.

(k) Allocation of Costs and Revenues and Assets and Liabilities to Departmental Programs

Direct costs such as salaries, overtime, information technology and travel have been allocated against the sub-program which incurred these costs. Corporate overheads have been allocated to sub-programs on bases which reflect the benefits derived by the programs.

Sundry revenue received has been allocated to the Corporate Services sub-program and revenue associated with statistical products and services has been allocated to the Statistical Operations sub-program. Resources supplied free of charge have been allocated to both sub-programs on the basis of benefits received by the respective sub-programs.

Operational assets and liabilities have not been allocated to sub-programs at this time. Sub-programs share resources in such a way that, until a methodology for allocation of resources can be delineated, any division of assets and liabilities may be misleading. All assets and liabilities are at program level.

(l) Insurance

In accordance with Government policy, assets are not insured, and losses are expensed as they are incurred.

(m) Receivables

A provision is raised for any doubtful debts based on a review of all outstanding accounts as at year end. Bad debts are written off during the year in which they are identified.

(n) Resources Received Free of Charge

Resources received free of charge are recognised as revenue where the amounts can be reliably measured. Use of those resources is recognised as an expense.

(o) Intangible Assets

Intangible assets include statistical infrastructure such as industry and geographic classification indexes, business and survey registers and databases of statistical data generated over many years. These have not been recognised as assets as the necessary costing systems and associated policies and procedures to reliably measure the cost or other value of such assets have not been developed.

(p) Revenue

Sale of publications includes revenue from the sale of products and the provision of statistical services. Other revenue includes profit from the sale or disposal of assets, contributions from officers towards the provision of communications services, motor vehicles and staff housing and contributions and fees associated with conferences and seminars. Receipts controlled by the Bureau are recognised as departmental revenue. Other receipts are shown as administered revenue.

(q) Revenue in Advance

Revenue in advance includes revenue for subscriptions for statistical publications and for consultancies and surveys.

(r) Cash

Cash includes cash at bank and cash on hand.

(s) Other current assets

Other current assets includes prepayments for telephones, maintenance contracts, office rent, security, subscriptions and computer software maintenance.

NOTE 2 ITEMS CHARGED AS EXPENSES

	\$'000
Accrued employee entitlements	14,719
Depreciation	14,202
Loss on disposals, trade-in and write-off of non-current assets	635
	<hr/>

NOTE 3 CARRYOVER FROM 1992-93 INTO 1993-94

An amount of \$2,281,000 was carried over from 1992-93 into 1993-94. This represents unspent amounts advanced from 1993-94 to 1992-93 under the Running Costs arrangements.

NOTE 4 ITEMS CREDITED AS REVENUE

Resources received free of charge

The following resources received free of charge have been recognised in the Operating Statement:

	\$ '000
Department of Finance — provision of accounting, budgeting and salary services	108
ACT Government — provision of floor space for the ACT Statistician at FAI House	22
	<hr/>
Total resources received free of charge	130
	<hr/>

The following services provided free of charge are not recognised in the Operating Statement as estimates of the costs were not able to be provided by the service provider:

- Department of Administrative Services — arranging standard purchasing contracts
- Department of Industrial Relations — provision of advice and representation on industrial relations matters

NOTE 5 ACT OF GRACE PAYMENTS, WAIVERS AND AMOUNTS WRITTEN OFF

i Act of Grace Payments

There were no Act of Grace payments made in accordance with s.34A, *Audit Act 1901*.

ii Waivers of Rights to Payments

No waivers of amounts due to the Commonwealth were made during the financial year 1993-94 under Section 70C(2) of the *Audit Act 1901*.

iii Amounts Written Off

The following details are furnished in relation to amounts written off during the 1993-94 financial year under sub-section 70C(1) of the *Audit Act 1901*.

Category	Amount \$
Losses or deficiencies of public moneys	10
Irrecoverable amounts of revenue	2,735
Irrecoverable debts and overpayments	48
Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	13,299
Lost, deficient, condemned, unserviceable or obsolete stores	21,635
Total	37,727

iv Losses and Deficiencies in Public Moneys and Other Property

The following action was taken during the financial year 1993-94 under Part XIIA of the *Audit Act 1901*.

	Total number	Total amount \$	Number where officer judged liable	Total assessed liability \$	Number where officer not held liable	Number pending action
Public monies						
Losses	1	10	nil	nil	1	nil
Deficiencies
Property						
Losses
Destruction
Damage

NOTE 6 AUDITOR'S REMUNERATION

Amounts received, or due and receivable by the Australian National Audit Office for:

	\$
Financial statement audits	72,000

NOTE 7 RECEIVABLES

	\$ '000
Trade debtors	1,599
Less provision for doubtful debts	11
	<hr/> 1,588
Not overdue (less than 30 days)	331
Overdue	
- less than 30 days	816
- between 30 and 60 days	104
- more than 60 days	348
	<hr/> 1,599

Those receivables due have been categorised as follows:

From:	\$ '000
Commonwealth Departments	458
Entities controlled by the Commonwealth	198
Trade	943
	<hr/> 1,599

NOTE 8 PROPERTY, PLANT AND EQUIPMENT

	\$ '000
Land and Buildings	
At independent valuation	100
Less accumulated depreciation	<u>0</u>
	100
Valuation performed by the Australian Valuation Office in March 1994	
Furniture and Fittings	
At cost	8,550
Less Accumulated depreciation	<u>481</u>
	8,069
Computers, Plant and Equipment	
At cost	68,799
Less Accumulated depreciation	<u>47,644</u>
	21,155
At independent valuation	1,700
Less accumulated depreciation	<u>182</u>
	1,518
Valuation of the Telelift system performed by Australian Valuation Office in July 1993	
Total Property, Plant and Equipment	<u>30,842</u>

NOTE 9 CREDITORS

	\$'000
Accrued salaries	493
Publication and product creditors	106
Statistical services for state governments	322
Trade creditors	<u>1,797</u>
Total creditors	<u>2,718</u>

NOTE 10 TOTAL PROVISIONS

Current	\$ '000
Employee Entitlements	
Recreation Leave	14,044
Recreation Leave Bonus	2,203
Long Service Leave	1,503
Performance Based Pay	160
	<hr/>
Total Employee Entitlements	17,910
	<hr/>
Non-current	
Employee Entitlements	
Long Service Leave	28,800
	<hr/>

NOTE 11 OTHER LIABILITIES

	\$ '000
Current	
Receipts in advance	3,237
Advances from Lessor	296
	<hr/>
Total	3,533
	<hr/>
Non-Current	
Advances from Lessor	2,665
	<hr/>

During the year the NSW office of the ABS, as part of an office lease agreement, acquired certain furniture and fittings. Under the lease arrangements the ABS has ownership of these items. The costs of these items have been initially borne by the lessor and are to be repaid by the ABS as part of future rental payments. These items have been included in non-current assets and a corresponding liability to the lessor has been recognised as other liabilities.

NOTE 12 NET LIABILITIES

	<i>Accumulated Operating Results</i>	<i>Re- valuation Reserve</i>	<i>Total</i>
Balance at the beginning of the year	(6,576)		(6,576)
Operating result for the year	(12,071)		(12,071)
Revaluation of non-current assets		18	18
Balance at the end of the year	(18,647)	18	(18,629)

NOTE 13 LEASE COMMITMENTS

There are no commitments in relation to finance leases.

Operating Lease Commitments

Commitments in relation to operating lease are payable as follows:

	\$'000
not later than one year	12,168
later than one year but not later than two years	11,315
later than two years but not later than five years	17,243
later than five years	31,319
Total Commitments	<u>72,045</u>

NOTE 14 CONTINGENCIES

The Bureau has no material contingent liabilities

NOTE 15 EXECUTIVE REMUNERATION

The amounts of fixed remuneration and performance pay received/receivable by executive officers are as follows:

Fixed remuneration

<i>Salary Band</i>	<i>No. of Executives</i>
\$100,000 to \$110,000	nil
\$110,000 to \$120,000	6
\$120,000 to \$130,000	nil
\$130,000 to \$140,000	2
\$140,000 to \$150,000	nil
Total fixed remuneration	<u>\$3,428,248</u>
Performance pay	<u>\$160,000</u>

NOTE 16 CASH RECONCILIATION — CASH FLOW STATEMENT

Reconciliation of net cash provided by Operating Activities to Operating Result

	\$
Operating Result	(12,071)
Depreciation/amortisation	14,202
Loss on disposal or write-off of non current assets	635
Provision for doubtful debts	11
Increase in receivables	(87)
Increase in inventories	(287)
Decreases in prepayments	3,268
Increase in creditors	1,295
Increase in revenue in advance	3,237
Increase in provisions	1,286
	<hr/>
Cash Flow from operating activities	11,489

NOTE 17 OTHER ADMINISTRATIVE EXPENSES

	\$'000
Depreciation	14,202
Property operating expenses	27,867
Interviewers' wages and expenses	11,447
Office requisites	16,759
Other	18,535
	<hr/>
Total	88,810

NOTE 18 ANNUAL APPROPRIATIONS

	1993-94 <i>Appropriation</i> \$	1993-94 <i>Expenditure</i> \$	1992-93 <i>Expenditure</i> \$
Appropriation Act 1 and 3			
Div 671 – Australian Bureau of Statistics			
1. Running Costs	199,413,000	213,621,543	210,904,087
S35 receipts deemed appropriated	17,205,915		
2. Other Services			
01. Compensation and legal expenses	64,000	17,915	54,820
Total Division 671	216,682,915	213,639,459	210,958,907
Total Appropriation Act 1 and 3	216,682,915	213,639,459	210,958,907
Appropriation Act 2 and 4			
Div 979 – Australian Bureau of Statistics			
1. Capital Works and Services			
01. Plant and equipment	706,000	701,254	1,791,386
02. Construction of facilities	1,302,000	568,644	0
Total Division 959	2,008,000	1,269,898	1,791,386
Total Appropriation Act 2 and 4	2,008,000	1,269,898	1,791,386

NOTE 19 TRUST FUNDS

Trust Funds and Other Trust Monies

	1993-94 <i>Budget</i> \$	1993-94 <i>Expenditure</i> \$	1992-93 <i>Expenditure</i> \$
Legal Authority — Section 60, Audit Act 1901			
Purpose — For the receipt of moneys temporarily held in trust for other persons, and for moneys received without sufficient information for crediting to the correct head of revenue at time of receipt			
Opening Balance	3,094	3,094	2,902
Receipts	0	17,597	3,268
Expenditure	0	18,403	3,076
Closing Balance	3,094	2,288	3,094

Services for Other Governments and Non-Departmental Bodies

	1993-94 <i>Budget</i> \$	1993-94 <i>Expenditure</i> \$	1992-93 <i>Expenditure</i> \$
Legal Authority - Section 60 <i>Audit Act 1901</i>			
Purpose — For the payment of costs in connection with services performed on behalf of other governments and non-departmental bodies			
Opening Balance	135,857	135,857	92,811
Receipts	1,039,000	608,018	521,731
Expenditure	1,039,000	623,803	478,685
Closing Balance	<u>135,857</u>	<u>120,072</u>	<u>135,857</u>

**ESTIMATES OF EXPENDITURE
BY COMPONENT**

Appendix 14

The following table shows the total operating expenses for the ABS program with an estimated dissection by program component. The table does not contain information from prior years. The ABS adopted the accrual basis of accounting in 1993-94 and it is considered that comparison with prior years (cash accounting based) would not be appropriate or meaningful.

The ABS introduced a new costing system during 1993-94 which allowed greater detail to be provided for this table, and which attributes costs, to the extent practicable, according to actual usage.

For each component, an estimate of the 'direct' expenditure is shown, to which is added the cost of services received from other components, and then the costs of services provided to other components are subtracted. The result is an estimated full cost of the 'statistical' components.

The cost allocations have been compiled on the following basis:

- Direct expenditure is all expenditure directly attributable to each component (such as salaries, overtime, travel, and information technology etc.) on the basis of actual payments, plus an estimated distribution of major corporate service costs (such as accommodation, telephones etc.).
- Full Cost for each statistical component, is direct expenditure for the component plus an allocation of the direct expenditure for 'service' components according to estimated usage of the services less any services attributed to other statistical components.

**ESTIMATES OF EXPENDITURE BY COMPONENT, 1993-94
(\$'000)**

<i>Components</i>	<i>Direct Costs</i>	<i>Cost of Services + Received</i>	<i>Cost of Services - Provided</i>	<i>Statistical</i>	<i>Per cent</i>
				<i>Components FULL = COSTS</i>	
STATISTICAL OPERATIONS					
Client Services	9,336	3,025	(10,445)	1,917	0.8
Library	2,460	429	(2,890)
Publishing & electronic dissemination	7,009	1,395	(8,351)	54	..
Marketing & public relations	4,859	886	(5,745)
National accounts	3,551	4,768	..	8,319	3.7
International accounts	4,511	3,953	..	8,464	3.7
Foreign trade	3,753	4,565	..	8,318	3.7

... continued

ESTIMATES OF EXPENDITURE BY COMPONENT, 1993-94 — continued
(*\$'000*)

<i>Components</i>	<i>Direct Costs</i>	<i>Cost of Services + Received</i>	<i>Cost of Services - Provided</i>	<i>Statistical Compon- ents F.U.I. = COSTS</i>	<i>Per cent</i>
Prices	6,647	5,238	..	11,884	5.3
Financial accounts	2,171	1,834	..	4,005	1.8
Public sector accounts	5,014	3,499	..	8,513	3.8
Agriculture	7,306	7,185	(812)	13,678	6.1
Mining	634	524	..	1,158	0.5
Energy	55	47	..	103	..
Manufacturing	4,611	4,978	(1,057)	8,531	3.8
Distribution industries	4,696	4,770	..	9,467	4.2
Construction	4,936	4,634	..	9,570	4.2
Transport	2,888	3,041	..	5,929	2.6
Tourism	1,435	1,021	..	2,457	1.1
Service industries & small business	3,629	3,302	..	6,931	3.1
Economy wide statistics	1,412	3,872	..	5,284	2.3
Business surveys	3,614	6,273	..	9,887	4.4
Science & technology	1,288	1,062	..	2,351	1.0
Environment	588	712	..	1,301	0.6
Classification & geography	1,766	1,133	(1,677)	1,223	0.5
Integration & large business unit	2,260	848	(3,107)
Business register	8,861	4,362	(12,229)	993	0.4
Economic statistics systems	581	481	(1,063)
Population census	11,259	13,617	(7,917)	16,959	(a)
Demography	3,547	3,338	..	6,885	3.0
Health & welfare	5,261	6,562	..	11,822	5.2
Labour	12,473	34,333	(458)	46,348	20.5
Social analysis & standards	10,056	8,755	(4,602)	14,209	6.3
Population surveys	24,633	8,852	(28,669)	4,816	2.1
Data Management	1,109	524	(1,632)
Econometric & time series analyses	1,442	998	(988)	1,452	0.6
Mathematical statistics	4,021	1,376	(4,057)	1,340	0.6
Statistical services & user liaison	5,203	3,607	..	8,811	3.9
Information Technology Bureau	5,367	2,621	(7,988)
Technology Applications	15,860	4,226	(20,086)
Technology Research	1,087	348	(1,435)
Economic Accounts Division support	474	41	(515)
Industry Division support	2,516	472	(2,988)
Social & Labour Division support	544	807	(1,350)
Statistical & Information Division					
Business Office	709	356	(1,065)
Computer Services Division support	602	52	(654)
Sub Program Total	206,034	168,722	(131,780)	242,976	—
Excluding Population Census	194,775	155,105	(123,863)	226,017	100.0

... continued

ESTIMATES OF EXPENDITURE BY COMPONENT, 1993-94 — continued
 (\$'000)

<i>Components</i>	<i>Direct Costs</i>	<i>+ Cost of Services Received</i>	<i>- Cost of Services Provided</i>	<i>Statistical Components FULL COSTS</i>	<i>Per cent</i>
CORPORATE SERVICES					
Executive	8,333	744	(9,077)
Personnel management	8,441	2,181	(10,622)
Training & development	6,719	1,270	(7,989)
Resource management	4,177	1,134	(5,311)
Office support	7,024	1,223	(8,247)
Secretariat	735	158	(893)
International relations unit	113	18	(131)
Internal audit	447	103	(550)
Coordination & Management Division support	953	94	(1,047)
Sub Program Total	36,942	6,924	(43,866)		
PROGRAM TOTAL	242,976	175,646	(175,646)	242,976	..

(a) The cost of the Population Census component varies so widely over the 5 yearly census cycle that it distorts the percentages applying to other statistical components. Accordingly, the full cost of the Population Census has been excluded in the calculation of the share of costs attributable to other components.



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