

## **Chapter 3**

### **MANAGEMENT OF THE ADMINISTRATIVE AFFAIRS OF THE COURT**

During the year the administrative affairs of the Court were managed to achieve the Court's objectives.

#### **3.1 EQUAL EMPLOYMENT OPPORTUNITY**

The Court is committed to the creation of a working environment where different skills, approaches and cultural perspectives are respected. In 1996-97 the Court continued the implementation of a number of Equal Employment Opportunity (EEO) initiatives. Major achievements were:

- The Court's 1996-99 Equal Employment Opportunity Plan was finalised following consultation with staff and unions. This Plan identifies key action areas, objectives and strategies designed to increase organisational efficiency by providing all staff with opportunities.
- Work commenced on the development of a number of policies relating to home based work and family responsibilities.
- Work on an information package for permanent part-time staff was completed and has been distributed throughout the Court.

The Court continues to have a high proportion of women occupying Senior Executive Service positions (30% at the end of the reporting period). Women comprised 61.53% of the professional staff as at 30 June 1997 compared to 48.4% at 30 June 1996. These included Professional Officers, Senior Professional Officers and Legal Officers. Women comprised 58.71% of the Court's staff.

Detailed EEO Statistics are shown in Appendix 7 at page 117.

#### **3.2 INDUSTRIAL DEMOCRACY**

The Court is committed to a process of Industrial Democracy (ID) and its Industrial Democracy Plan has been in operation for 18 months. The primary objectives of the plan are to improve communications across the Court and to further promote participative work and management practices.

During 1996-97 the plan was promoted to staff through the maintenance of a network of local Industrial Democracy Committees overseen by the National ID Committee. The National Committee last met on 14 March 1997. Registries were required to incorporate in their Business Plans ID objectives which support the national plan.

The Court has also undertaken a program of change which included a national redundancy program and a restructure of the Court's operations. The local and national industrial democracy mechanisms were used extensively to provide an opportunity for the exchange of information and consultation between management, staff and union representatives.

The Court will continue to place importance on industrial democracy principles and will review the ID Plan in December 1997.

### **3.3 OCCUPATIONAL HEALTH AND SAFETY**

During the reporting period the Court continued its commitment to Occupational Health & Safety (OH&S) practices. Major achievements during the year were:

- External consultants were contracted to conduct health and safety audits of the Principal, New South Wales, Queensland and Victoria Registries. As a result of these audits an OH&S Action Plan was developed to ensure the ongoing health, safety and welfare of the Court's staff. The majority of the recommendations made in the Action Plan were implemented during the reporting period.
- A national training program is being developed which addresses OH&S issues. The Court's Orientation Portfolio for new staff includes information on harassment prevention and OH&S issues.
- A national Employee Assistance Program was implemented during the year to assist staff with work-related and personal problems. This included the establishment of links to specialist service providers.
- An investigation of the Queensland District Registry was undertaken by Comcare Australia which reported a satisfactory assessment.
- Issues addressed by the National OH&S Committee included the health and safety audits (noted above), and eyesight testing.
- No provisional improvement notices were issued under s 30 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. No directions under s 45 or notices under s 46 of the Act were served on the Court during the year. There was one notification under s 68 of the Act.

The Court closely monitors and manages its occupational health claims and lost time due to injuries and has strategies in place to facilitate an early return to work by injured staff.

Time off work due to injury declined for the third year in succession. A total of 45.4 weeks was lost during the year compared with 53.6 weeks during 1995-96.

Comcare premiums have been reduced, dropping from 1.57% of the Court's total salary and wage costs in 1995-96 to 1.12% in 1996-97. This is less than the average Comcare premium of 1.67% of salaries during the reporting period.

### **3.4 WORKPLACE BARGAINING**

The Federal Court of Australia Enterprise Agreement 1994-95 expired on 31 December 1995, but continues in force until replaced. Consideration of the issues associated with amendments to the *Workplace Relations Act* (formerly the *Industrial Relations Act 1988*) by the *Workplace Relations and Other Legislation Amendment Act* were undertaken during the latter part of the reporting period with a view towards development of an agreement during 1997-98.

### **3.5 TRAINING AND DEVELOPMENT**

The Court maintained a strong commitment to staff training and development throughout the reporting period. In order to ensure the maximum value from the available funding, internal and external training was carefully targeted towards core needs of the Court and essential skill and development needs of staff.

Training included attendances at the following programs:

- **General Management Development**  
Financial Information and Resource Management, Leading and Managing People, Team Effectiveness and Business Planning, Emergency Control Planning and Procurement Competencies, Performance Management, Policy Formulation and Advice
- **Technical and Professional Skills**  
Litigation Case Management, Discovery, Privilege and Confidentiality, Mediation and Negotiation, Federal Court Practice and Procedure, FEDCAMs
- **People Skills**  
Deafness Awareness, Gender Awareness, Team Effectiveness, Harassment Contact Officer Training, Health and Safety Training
- **Change Management**  
Managing Cultural and Organisational Change, Workplace Relations, Managing Multiple Priorities, Managing Towards 2000, Change and Renewal
- **Client Service**  
Providing Excellent Client Service
- **Computing**  
Microsoft Windows 3.11, Microsoft Word, Microsoft Excel, GroupWise

The focus was on ensuring that staff skills are competitive and maintained to a high standard, that the levels and types of skills available are relevant and that the service-delivery capability meets the needs of the community.

The Court spent \$267,000 on training and development of a corporate nature during the reporting period. Important skills-based training also took place in each registry to deal with the introduction of the Individual Docket System and the introduction of new Rules of Court for bankruptcy matters. During the year, the Court supported 24 staff in continuing tertiary education through the studybank program.

### **3.6 STAFFING OVERVIEW**

At 30 June 1997 the Court employed 327 employees under the *Public Service Act*: 192 permanent full-time officers, 11 permanent part-time officers and 124 temporary employees. There were significant changes in temporary staffing levels due to staff being employed as part-time court attendants to meet Court sitting requirements. The average staffing level during the reporting period was 283.6.

Table 3a on page 48 contains an overview of the full-time and part-time staff of the Court at 30 June 1997. Table 3b on page 49 contains details of the number of staff in each District Registry and the Principal Registry who assist the judges and judicial registrars of the Court. Table 3c on page 50 contains details of the Court's staff who are members of the Senior Executive Service.

During the year the Court continued to provide administrative support to the Industrial Relations Court of Australia and assistance to the National Native Title Tribunal.

During the reporting period there were no grievances lodged by staff of the Court.

**Table 3a**

**Staffing overview - full-time and part-time staff  
(Registry and Judges' personal staff - actual occupancy as at 30 June 1997)**

<b>Level</b>	<b>PR</b>	<b>NSW</b>	<b>VIC</b>	<b>QLD</b>	<b>SA</b>	<b>WA</b>	<b>TAS</b>	<b>ACT</b>	<b>Total</b>
<b>SES1</b>	2	3	2	1	1	1	-	-	10
<b>L2</b>	1	3	2	1	1	2	1	1	12
<b>L1</b>	-	1	1	1	-	1	-	-	4
<b>SPAO1</b>	-	-	1	-	-	-	-	-	1
<b>SOGA</b>	2	-	-	-	-	-	-	-	2
<b>SOGB</b>	4	1	1	1	1	1	-	-	9
<b>SOGC</b>	9	3	2	-	-	-	-	1	15
<b>SITOB</b>	1	-	-	-	-	-	-	-	1
<b>SITOC</b>	1	-	-	-	-	-	-	-	1
<b>ITO2</b>	3	-	-	-	-	-	-	-	3
<b>ITO1</b>	1	-	-	-	-	-	-	-	1
<b>SPOB</b>	1	-	-	-	-	-	-	-	1
<b>SPOC</b>	-	-	1	1	1	1	-	-	4
<b>PO2</b>	2	-	-	-	-	-	-	-	2
<b>PO1</b>	2	-	-	-	1	-	-	-	3
<b>ASO6</b>	3	4	2	1	1	1	1	-	13
<b>ASO4/5</b>	9	48	40	10	5	5	1	3	121
<b>ASO3</b>	3	13	10	9	2	6	2	-	45
<b>ASO2</b>	-	26	15	9	6	6	5	1	68
<b>ASO1</b>	1	6	1	1	-	1	-	-	10
<b>GSO3</b>	-	-	1	-	-	-	-	-	1
<b>Total</b>	45	108	79	35	19	25	10	6	327

Notes: (1) The Court has no staff in the Northern Territory. Registry services to the Court for the Northern Territory are provided on a fee for service basis by the Family Court of Australia.  
(2) The Registrar and one Deputy Registrar, who are holders of public office, are not included in this table.

**Table 3b**  
**Judges and Court staff**  
**as at 30 June 1997**

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	<b>Judges and Judicial Registrars</b>	<b>Staff</b>
<b>Principal Registry</b>		1 Registrar 3 Deputy Registrars 43 Staff
<b>New South Wales</b>	17 Judges 3 full-time Judicial Registrars 3 part-time Judicial Registrars	1 District Registrar 107 Staff
<b>Victoria</b>	Chief Justice 9 Judges 4 full-time Judicial Registrars	1 District Registrar 78 Staff
<b>Queensland</b>	4 Judges 1 part-time Judicial Registrar	1 District Registrar 34 staff
<b>South Australia</b>	3 Judges 1 part-time Judicial Registrar	1 District Registrar 18 Staff
<b>Western Australia</b>	3 Judges 1 full-time Judicial Registrar 2 part-time Judicial Registrars	1 District Registrar 24 Staff
<b>Australian Capital Territory</b>	1 Judge	1 District Registrar 5 Staff
<b>Tasmania</b>		1 District Registrar 9 Staff
<b>Northern Territory*</b>		

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Note: Only judges whose main work is as a judge of the Federal Court are included in this table.

\* During the reporting year, registry services for the Northern Territory including the staff of the Federal Court were transferred to the Family Court of Australia. The Family Court now provides these services under a Service Contract.

**Table 3c**  
**Senior Executive Service**  
**as at 30 June 1997**

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<b>Principal Registry</b>			<b>(SES Grading occupied)</b>
Senior Deputy Registrar	Alan Dawson		Senior Executive Band 1
Manager, Court Resources	Rod Tout		Senior Executive Band 1
<b>New South Wales District Registry</b>			
District Registrar	John Mathieson		Senior Executive Band 1
Deputy District Registrar	Margaret Quinn PSM		Senior Executive Band 1 (Specialist)
Deputy District Registrar	Jennifer Hedge		Senior Executive Band 1 (Specialist)
<b>Victoria District Registry</b>			
District Registrar	Peter Seccombe		Senior Executive Band 1
Deputy District Registrar	Susan Agnew		Senior Executive Band 1 (Specialist)
<b>Queensland District Registry</b>			
District Registrar	Graham Ramsey		Senior Executive Band 1
<b>South Australia District Registry</b>			
District Registrar	Peter Carey		Senior Executive Band 1
<b>Western Australia District Registry</b>			
District Registrar	Martin Jan PSM		Senior Executive Band 1

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### Performance management

A draft Performance Appraisal Program for Senior Executive Service Officers and Senior Officer and equivalent classifications was developed for use over the 12 month performance appraisal cycle which commenced on 1 July 1996. Revision of this draft through the latter part of the year resulted in the development of a new Performance Management Program for Senior Executive Service Officers and Senior Officer and equivalent classifications. The 1996-97 program provided for performance pay for Senior Executive Service Officers whose performance was rated as outstanding or highly satisfactory.

As provided for in the Court's 1994-95 Enterprise Agreement, work was undertaken to develop a performance management program for Administrative Service Officers (and equivalent classifications). This program will be introduced in September 1997.

### Performance pay

Performance pay for Senior Executive Service Officers and staff in equivalent positions was paid this financial year for the appraisal period ending 30 June 1996. The maximum for the different classifications were as follows:

Senior Executive Service Officers Band 1     \$10,000

Twelve Senior Executive Service Officers were eligible for performance pay, and a total of \$44,880 was paid to these 12 officers.

Details of payments made during the year are shown in Table 3d.

**Table 3d**

Classification	Rating	No of staff	Male	Female	Rating point
Senior Executive Service Officers	4	12	8	4	#
	3	Nil	Nil	Nil	N/A

Note: Some of the officers covered in this Table were on duty with the Court for only a portion of the Financial Year.

(# Amounts determined at Registrar's discretion)

### **3.7 INTERNAL AND EXTERNAL SCRUTINY**

#### **Audit and fraud control**

Activities and achievements during the year included:

- the Court finalised and implemented its 1997-99 Fraud Control Policy. This policy meets the requirements of the *Fraud Control Policy of the Commonwealth* and consists of information on the methodology for assessing the risk of fraud throughout the Court, the procedures for reporting instances of fraud and a Fraud Action Plan.
- the Court's Internal Audit Charter was implemented. This Charter confirms the Court's commitment to ensuring the integrity and efficiency of its accounting, financial and management systems and practices.

#### **Internal and external audit**

During the reporting period comprehensive audits covering aspects of personnel and financial management operations were conducted in all registries. The audits, conducted by private sector auditors, continue to confirm that the Court has effective control systems in place. No significant deficiencies were identified by the audits.

Staff of the Australian National Audit Office performed an inspection and audit of the Court's 1995-96 financial statements and provided an unqualified audit certificate.

### **3.8 PROPERTY MANAGEMENT**

The major outcomes during 1996-97 were:

- a security review of all Court premises;
- refurbishment of the courtrooms, library and public areas in the South Australia District Registry;
- relocation and refurbishment of the Australian Capital Territory District Registry; and
- refurbishment of the Court Resources Branch of the Principal Registry and the New South Wales District Registry, and removal of asbestos.

As a self-administering body, the Court is directly responsible for property and security matters relating to its registries and courts, except in the Northern Territory. Representatives of the Court participated in National and Local Law Courts Building Management Committees.

During the year, a security review of all Court premises was undertaken by the Protective Security Co-ordination Centre of the Attorney-General's Department. The threat assessment of Court premises and environs was confirmed as low and security for each registry at the time of the review was considered satisfactory. The review identified minor issues that required rectification and these were being addressed at the end of the reporting period.

The refurbishment project in the Court's South Australia registry was undertaken to improve facilities for judges, staff, litigants and the public. The project included the redesign and enlargement of courtrooms, provision of secure access between courtrooms and chambers, improved interview room facilities and public waiting areas and enhanced library facilities. Although commercial buildings are difficult and expensive to make suitable for courts, the refurbishment will provide enhanced facilities until a purpose-built Law Courts Building is constructed in Adelaide.

Following the relocation of the Australian Capital Territory Magistrates' Court to a new building, the Court undertook a refurbishment project to provide a new registry in the area vacated by the Magistrates' Court. The new facility now provides improved facilities for staff in line with the Court's OH&S responsibilities in addition to improved facilities for litigants and the public.

The asbestos removal and fit-out project for the Court Resources Branch of the Principal Registry enabled the Branch to relocate to improved facilities in line with the Court's OH&S responsibilities. This project also enabled the New South Wales District Registry to expand into the area vacated by the Court Resources Branch thus providing improved public and operating facilities.

Planning and design work along with the signing of the tender documents for construction of a purpose-built court building in Melbourne was completed. The Court anticipates that it will take up occupation of the building early in 1999.

### **3.9 INFORMATION TECHNOLOGY DEVELOPMENTS**

#### **Information technology strategy**

The Technology Services Section focused on two key strategies in the Information Technology (IT) Strategic Plan during the reporting period. Both involved the Windows and Network Project.

The first strategy involved the upgrading of the PC equipment from DOS to Microsoft Windows. This has allowed the Court to take full advantage of modern software applications and facilitate cost-effective and timely services.

The second strategy involved the Court establishing internal communications networks (Local Area Networks or LANs) linking judges and staff. Each District Registry LAN is being connected to form a Wide Area communications Network (WAN). These connections facilitate faster communications within the Court, provide for the transmission of documents electronically and reduce administrative costs.

These strategies also position the Court to take better advantage of developments in Internet technologies and software applications.

### **Computer equipment**

The Court has selected the Pentium P-166 PC and Pentium Laptop for its personal computer equipment. At the end of the reporting period 60% of all judges and staff were using this equipment. As a result of the vesting of the jurisdiction of the Industrial Relations Court of Australia to the Court, economies were achieved in establishing the LAN structure following the integration of the Industrial Relations Court's computer assets within the Court.

### **Windows and network project**

Implementation of the Windows and Network Project has been the main initiative during this year. At the end of the reporting period the project was under budget and ahead of schedule. Approximately 260 staff now have GroupWise e-Mail access via the WAN.

### **Client service**

A full-time Help Desk and Technology Support service was established during the year to support the Court during the introduction of the new technology. The move to a Windows environment involved an extensive training program for most people within the Court and it was essential that an effective and timely support service was established to deal with questions arising following implementation and training.

Problems are logged and a target of resolving 75% of all help requests within 16 working hours has been set. The target was consistently achieved during the reporting period.

## **3.10 VIDEO-CONFERENCING**

The Court's video-conferencing network was introduced during the 1993-94 year. In the first full year of operation (1994-95) the facility was used on 200 occasions by the Federal Court and other courts and tribunals.

The video-conferencing facility was utilised on more than 300 occasions during 1996-97, involving nearly 550 individual links to Federal Court video-conferencing sites. For court-related matters, video-conferencing was used on 275 occasions during 1996-97, including use by other courts. The remaining use was to assist the internal administration of the Court. A number of multi-site video-conferences were conducted involving the linking of all registries as a means of conveying information and discussing matters of significance.

The number of international video links conducted for court purposes, both for the Court and for a number of State Supreme Courts, increased from 15 in 1995-96 to 30 in the reporting year. Links were made to a wide range of countries: France, Germany, Hong Kong, New Zealand, Switzerland, United Kingdom (London and Glasgow) and the United States of America (10 States).

A major benefit from the use of video-conferencing in the Court is the savings to the parties of the costs that would normally otherwise be incurred when interstate or overseas travel to the Court is required. Although costs savings are difficult to determine accurately, it is possible to estimate some of the savings. For example, the potential saving from a one-hour video link within Australia is likely to be between \$500 and \$750 for a Sydney - Melbourne link (including airfare, ground transport, accommodation etc) and to be between \$1,500 and \$2,000 for a link between Melbourne and Perth. These figures should, of course, be multiplied if travel is saved for more than one person. The savings increase dramatically when there is an overseas link.

It is also interesting to note that the use of the video-conferencing facility by other courts increased by almost 50% during 1996-97. The Court is able make the video facility available to other courts however, that ability is limited by the increased use by the Court. It is expected that increased use of video-conferencing will coincide with the introduction of the Individual Docket System. In future judges sitting away from their home State or Territory will use the video-conference facility to manage their dockets by conducting directions hearings and interlocutory hearings.

The Court expects to be in a position to upgrade its video-conferencing facility during the 1997-98 year. The upgrade will improve the quality and effectiveness of the facility.

### **3.11 LIBRARY AND INFORMATION SERVICES**

The Court manages access to a national library network which provides a comprehensive library service to all judges and staff of the Court. In Brisbane, Perth and Sydney library access is also available to the legal profession and litigants in person.

Highlights of Federal Court Library achievements in 1996-1997 included:

#### **Internet Home Page**

A World Wide Web Internet Home Page commenced operation on 16 December 1996. The address is <http://www.austlii.edu.au/au/other/fca/>.

The Home Page contains brief judicial biographical information, information about the Court, its objectives and the Acts which confer jurisdiction on the Court. Practice directions and links to the Court forms including an index, the Acts and the Rules are also available to make access to the Court's services easier. The Court believes this will improve both access to justice and wider community knowledge about the justice system.

At 30 June 1997 over 4,500 people had accessed the Court's Home Page.

#### **CD-ROM network**

A new CD-ROM stacker has been connected to the Court's computer network with 20 titles available for searching. Information includes High Court, Federal Court and other Commonwealth Court and Tribunal decisions; Commonwealth and State Statutes and Regulations for New South Wales, Victoria, Queensland and Western Australia; New South Wales, Victoria, Queensland and Western Australia State Supreme Court decisions; the Commonwealth Attorney-General's

Information Service (Austlaw) and taxation and company law services. Access to the CDs will also be extended as the network is hooked up nationally. Library staff have prepared brief search guides which are distributed to the judges and staff as they gain access to the network. It is planned to add other suitable titles to the network as they become available.

### **Judgment template**

A word-processing template has been developed to standardise the format of judgments. Advantage was taken of the change from WordPerfect to Microsoft Word to introduce the template which is to be trialed over the next few months. The use of a template will improve the ease with which judgments can be made available from the Internet.

### **Library databases**

During the year database software was upgraded to the Windows version. Previously, databases could only be updated in batch mode which delayed both the indexing of judgments and their availability for searching. Both functions can now be performed quickly and the data is available for searching on the same day.

### **Library collections**

During the year Judges, assisted by court staff, reviewed the needs of chambers and floor libraries which has allowed rationalisation of separate facilities and greater use of shared libraries. Estimated cost savings to the Court are \$190,000 per annum.

### **Records management**

Major record management initiatives commenced during the year included projects to upgrade to a Windows record management system and to develop a thorough archival policy for the protection of valuable and historical records of the Court.

### **Library assistance to the South Pacific**

To assist law libraries in the South Pacific the Court has a program to donate library materials in the form of text books and bound law reports to law libraries in Vanuatu, Kiribati, Western Samoa and Tonga. The program is assisted by an AusAid grant for a five-year period.

In order to keep the material as up to date as possible, the Court has developed a policy of providing shipments every six months.

### **Judgment distribution and storage**

During the 1996-97 year the Library received 1,266 judgments for indexing and distribution. This was 3% more than the previous year. The statistics show a gradual but continual increase. As an example, the number of judgments received for indexing in 1990 was 823, compared with 1,187 in 1996.

Judgments are now available electronically on the Internet, many within hours of being handed down. One of the benefits of this has been a substantial reduction in the provision of hard copy judgments. 93.6% of paper used for this purpose is no longer required with an estimated annual cost saving to the Court of \$100,000. Judgments are also available on a Bulletin Board which provides publishers and Federal Court libraries across Australia with electronic access to the Court's judgments. Approximately 70% of public enquiries received by Principal Registry Library staff relate to judgments.

### **Library subscriptions**

Library subscriptions have risen continuously in previous years but quite significantly in 1996-97. Although the cost of subscriptions rose between 15% and 29% compared to 1995-96 expenditure, the Court, through careful management of its subscription requirements, has reduced the increase in the cost of subscriptions to 7.5% of the previous year's expenditure.

## **3.12 ADVERTISING AND MARKET SURVEY SERVICES**

Payments of \$26,082 for recruitment advertising, including the actual cost of newspaper advertisements, were made to the following agencies during the reporting year:

- TMP Worldwide           \$11,833
- Alectus Personnel       \$12,638
- Neville Jeffress         \$1,358
- Riverine Herald         \$252

The Court does not use market research organisations, polling organisations, direct mail organisations or media advertising agencies.

### 3.13 CONSULTANCY SERVICES

The Registrar may engage consultants under s 18R of the *Federal Court of Australia Act*. When consultants are engaged, the Court follows Commonwealth Procurement Guideline No 13: *Contracting for Consultancy Services*. Table 3e shows the consultants engaged during 1996-97.

**Table 3e**

<b>Consultant</b>	<b>Amount</b>	<b>Purpose</b>
Coopers & Lybrand	\$ 9,960	Organisational Review
Nagel Consulting	\$ 9,531	Business Management/ Team Management Training
Workplace Solutions	\$ 429	Ergonomic assessment
Susan Tarua	\$ 570	Editorial work on Annual Report
Workcover New South Wales	\$ 14,183	OH&S Assessment
Communication Networks International	\$ 48,750	National Implementation of LAN/WAN
Price Waterhouse Urwick	\$ 6,000	IT Consultancy Advice
Davis Computer Consultants	\$ 2,000	Programming
Latcom Pty Ltd	\$ 2,000	Programming
Department of Finance	\$ 22,000	Strategic Plan Cost/Benefit Analysis
Maureen Solomon Court Management Consultant	\$ 1,200	Assistance in simplification of the Court's Rules and procedures
Attorney-General's Department	\$ 10,000	National security review of Federal Court premises
AG Lifestyle Management Pty Ltd	\$ 4,800	Presentation and training program
RR & MG Collins & Associates P/L	\$ 10,700	Presentation and training program

### 3.14 FINANCIAL MANAGEMENT SERVICES

Financial management was a key focus of the Court during the year. Improved financial reporting including:

- monthly analysis of expenditure trends by responsible managers;
- a focus on fiscal management strategies by all managers; and
- the development of new financial management initiatives,

all contributed to the Court meeting its budget limit.

The budget outcome was particularly pleasing for the Court given the number of significant changes that occurred during the year including:

- a decreased Budget allocation;
- the requirement to integrate the Industrial Relations Court of Australia;
- the transfer of bankruptcy functions to Insolvency and Trustee Service, Australia;
- the consequential structural changes arising from the integration and transfer mentioned above; and
- the implementation of the Individual Docket System.

### **Financial management systems**

The 1996-97 financial year was the second year of operation for the Court's financial management information system known as FINEST. The users became increasingly familiar with the benefits of the system. During the year, additional software releases were periodically received that provided system modifications and enhancements, including an accrual accounting version.

A FINEST help desk was established to resolve problems, to ensure that the delivery of financial management services to Court staff was maintained at a high standard and to monitor compliance and appropriateness of procedures.

### **Program budgeting**

The Federal Court of Australia is a sub-program of the Attorney-General's portfolio program entitled "Administration of Justice". Sub-program financial and staffing resources outcome information is set out in Tables 3f to 3i on pages 60 to 62.

**Table 3f**

**Financial and staffing resources summary (all programs)  
\$(‘000) and actual staff years**

	<b>Actual (1995-96)</b>	<b>Budget (a) 1996-97</b>	<b>Actual (1996-97)</b>
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	476	379	358
Running costs	38,327	42,855	40,669
Total Appropriations	38,803	43,234	41,027
Less adjustments	946	1,091	904
<b>Total Outlays</b>	<b>37,857</b>	<b>42,143</b>	<b>40,123</b>
Revenue	9,957	20,294	10,127
<b>STAFFING</b>			
Staff years (actual)	321.2		320.3

Note: For comparative purposes 1995-96 accommodation expenses have been transferred to running costs.

(a) includes additional estimates appropriations.

**Table 3g**

**Financial and staffing resources summary (4.1 Federal Court)  
\$('000) and actual staff years**

	<b>Actual (1995-96)</b>	<b>Budget (a) 1996-97</b>	<b>Actual (1996-97)</b>
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	476	379	358
Running costs	38,163	42,601	40,432
<b>Total Appropriations</b>	<b>38,639</b>	<b>42,980</b>	<b>40,790</b>
Less adjustments	946	1,091	904
<b>Total Outlays</b>	<b>37,693</b>	<b>41,889</b>	<b>39,886</b>
Revenue	9,957	20,294	10,127
<b>STAFFING</b>			
Staff years (actual)	320.2		318.8

Note: For comparative purposes 1995-96 accommodation expenses have been transferred to running costs.

(a) includes additional estimates appropriations.

**Table 3h**

**Financial and staffing resources summary (4.6 Tribunals)  
\$('000) and actual staff years**

	<b>Actual (1995-96)</b>	<b>Budget (a) 1996-97</b>	<b>Actual (1996-97)</b>
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	NIL	NIL	NIL
Running costs	164	254	238
<b>Total Appropriations</b>	164	254	238
Less adjustments	NIL	NIL	NIL
<b>Total Outlays</b>	164	254	238
Revenue	NIL	NIL	NIL
<b>STAFFING</b>			
Staff years (actual)	1		1.5

Note: For comparative purposes 1995-96 accommodation expenses have been transferred to running costs.

(a) includes additional estimates appropriations.

**Table 3i**

**Summary table of resources  
Reconciliation of programs and appropriation elements for 1996-97**

Sub-program Number	Approp Bills + Nos 1 and 3	Approp Bills + Nos 2 and 4	Special + Approps	Annotated = Approps *	Program - Approps	Adjustments= (1)	Program Outlays
4.1	42,070	NIL	NIL	910	42,980	1,091	41,889
4.6	254	NIL	NIL	NIL	254	NIL	254
<b>Total</b>	42,324	NIL	NIL	910	43,234	1,091	42,143

