

## Chapter 3

# ADMINISTRATION OF THE COURT

During the year, the administration of the Court was managed in accordance with the Court's objectives.

### 3.1 WORKPLACE DIVERSITY

The Court is committed to creating and maintaining a work environment where different skills, approaches and cultural perspectives are encouraged and respected. Major achievements during 1998-99 were as follows.

- The implementation of a Workplace Diversity Plan, which provides policies, procedures and structures within the workplace to amalgamate all aspects of Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S) and anti-discriminatory behaviour. The plan, in conjunction with the Federal Court of Australia Certified Agreement 1998-2000, provides ways in which staff are able to balance work and family responsibilities.
- A program of reviewing and updating human resource policies and procedures was commenced to ensure that these policies are both current and relevant to Court staff. It is envisaged that all policies, procedures and guidelines will be available to staff via the Court's information technology network during the 1999-2000 year.

The Court continues to perform well in respect of key EEO objectives. As in the previous reporting year, the Court has a high proportion of women occupying Senior Executive and professional positions, 55.9 per cent at the end of the reporting period. Women comprise 60.1 per cent of the Court's staff as at 30 June 1999.

### 3.2 WORKPLACE RELATIONS

The principal area of workplace relations activity within the Court was the development of its initial certified agreement under the Workplace Relations Act. Developed in a manner consistent with the Government's freedom of association policy, the Court now operates in an environment which recognises and directly involves staff in workplace relations matters.

This was evidenced by the establishment of a joint staff and union bargaining team for the development of the Court's certified agreement; the establishment of a joint management, union and staff forum for communicating and consulting on major workplace issues; and the development of agreed procedures for managing disputes cooperatively and within the Court.

### 3.3 OCCUPATIONAL HEALTH AND SAFETY

During the reporting period the Court continued its commitment to effective management of the occupational health and safety of its staff. Some achievements during the year were as follows.

- A new health and safety agreement was developed. This project included reviewing incident reports, compensation claims as well as policies and procedures. This Agreement will be implemented early in the 1999-2000 year.
- No provisional improvement notices were issued under s 29 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (the OH & S Act). A provisional improvement notice may be issued where a health and safety representative believes, on reasonable grounds, that a person is or is likely to contravene a provision of the Act or related regulations.

- No directions or notices under s 46 of the OH & S Act were served on the Court during the year prohibiting an activity or procedure, or prohibiting the use of any workplace, plant or substance.
- There were no notifications under s 68 of the OH & S Act of any dangerous occurrence or accident as defined in the Act.
- A total of 75.2 weeks were lost due to work-related injuries compared with 44.7 weeks lost during 1997-98. The increase can be attributed to one staff member being absent for the entire reporting period. This matter is currently undergoing an assessment by Health Services Australia. Were it not for this case the total lost weeks for the period would be significantly less than for the previous year. The Court has strategies in place to ensure early rehabilitation intervention where appropriate, to ensure a quick and safe return to work by injured staff.
- The Court's Comcare premium, which was already below the Commonwealth average, reduced a further 17.5 per cent in 1998-99.
- The Court continued to support staff by providing access to WorkCare Australia, the Court's employee assistance scheme.

### **3.4 WORKPLACE BARGAINING**

The Federal Court of Australia Certified Agreement 1998-2000 came into effect on 20 October 1998 following certification by the Australian Industrial Relations Commission. Developed under the provisions of the Workplace Relations Act, the Agreement was the product of a formal consultative process involving Court management, elected staff representatives and the Community and Public Sector Union.

The Agreement, which received an 87.4 per cent 'yes' vote, from staff who voted, provided non-Senior Executive staff of the Court with pay increases of four per cent from 1 July 1998, a further one per cent from 1 February 1999 and a \$1,000 lump sum payment to staff who began their employment at the Court before 17 July 1997.

The Agreement includes a range of initiatives designed to improve the efficiency and flexibility of workplace practices and provides improved conditions for staff. A principal feature of the agreement was the introduction of new performance management arrangements with a direct link to remuneration. The agreement provides for a performance linked annual bonus, with salary advancement also directly linked to performance.

Australian Workplace Agreements were negotiated for each of the Court's Senior Executives during the year.

### **3.5 TRAINING AND DEVELOPMENT**

Training and development is an integral part of the Court's commitment to a productive workplace. Training activities are now closely aligned with the Court's strategic direction and business plans. The Court's training strategies include:

- on-the-job training;
- national court-run training programs;
- external training programs; and
- support for tertiary education.

The Court maintained a strong commitment to the training and development of its staff, spending over \$200,000 externally, during the reporting period. In order to ensure the maximum value from the limited funds available, internal and external training was carefully targeted towards the core needs of the Court

and the essential skill and development needs of staff. Major areas of external training on which these funds were expended include; computer training, legal training and professional and technical training. The Court also conducted a significant number of in-house programs throughout the year, directed at the introduction of accrual budgeting and the Court's new financial management information system.

### **3.6 STAFFING OVERVIEW**

At 30 June 1999 the Court employed 335 employees under the Public Service Act; 177 were permanent full-time officers, 15 permanent part-time officers and 143 temporary employees. The number of temporary staff is due to the nature of employment of judges' associates (typically of 12 months duration) and casual court officers employed by the Court. The Court had an average staffing level of 308.0 during the reporting period.

Table 3a on page 57 contains an overview of the Court's staffing by location at 30 June 1999. Table 3b on page 58 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 59 contains details of the Court's staff who are members of the Senior Executive Service.

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

**Table 3a**  
**Staffing Overview by Location**  
 (actual occupancy as at 30 June 1999 – includes full and part time staff)

Level	PR	NSW	VIC	QLD	SA	WA	TAS	ACT	Total
SES1	2	3	1	1	1	1	-	-	9
FCL2	-	3	4	2	-	1	1	-	11
FCL1	1	2	1	1	1	1	-	1	8
FCM2	8	2	2	1	1	1	-	-	15
FCM1	8	1	3	2	1	2	-	2	19
FCS5	9	2	5	0	1	1	1	-	19
FCS4	12	51	39	13	6	9	1	3	134
FCS3	4	14	10	8	3	6	1	-	46
FCS2	-	25	20	10	2	7	3	1	68
FCS1	-	5	1	-	-	-	-	-	6
<b>Total</b>	44	108	86	38	16	29	7	7	335

Note: The Registrar and one Deputy Registrar, who are holders of public office, are not included in this table.

Key: PR - Principal Registry  
 SES - Senior Executive Service officer  
 FCS - Federal Court Staff  
 FCM - Federal Court Manager  
 FCL - Federal Court Legal

**Table 3b**  
**Judges and Court staff**  
**(as at 30 June 1999)**

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	<b>Judges and Judicial Registrars</b>	<b>Staff</b>
<b>Principal Registry</b>		1 Registrar 3 Deputy Registrars 42 Staff
<b>New South Wales</b>	18 Judges 1 full-time Judicial Registrar	1 District Registrar 107 Staff
<b>Victoria</b>	Chief Justice 13 Judges 1 full-time Judicial Registrar	1 District Registrar 85 Staff
<b>Queensland</b>	5 Judges 1 part-time Judicial Registrar	1 District Registrar 37 staff
<b>South Australia</b>	3 Judges 1 part-time Judicial Registrar	1 District Registrar 15 Staff
<b>Western Australia</b>	4 Judges 1 part-time Judicial Registrar	1 District Registrar 28 Staff
<b>Australian Capital Territory</b>	1 Judge	1 District Registrar * 7 Staff
<b>Tasmania</b>	No Resident Judge	1 District Registrar 6 Staff

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Notes: \* Mr John Mathieson is District Registrar of New South Wales and the Australian Capital Territory.

- (1) Only judges whose main work is as a judge of the Federal Court are included in this table.  
(2) The Court has no staff in the Northern Territory. Registry services for the Court for the Northern Territory are provided on a fee for service basis by the Family Court of Australia.

**Table 3c**  
**Senior Executive Service**  
**(as at 30 June 1999)**

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<b>Principal Registry</b>		<b>Senior Executive Service 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 Part-Time	Senior Executive Band 1 (Specialist)
<b>Victoria District Registry</b>		
District Registrar	Peter Seccombe	Senior Executive Band 1
<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

The negotiation of the certified agreement provided the Court with the opportunity to develop a simpler and more streamlined system of performance management for its staff. The principal feature of the system is the development of a comprehensive job description for all staff focussed on objectives and measurable performance outcomes. This, along with any specific objectives from local business plans, serves as the basis for assessment of individual performance at the end of each annual cycle.

The Court is using the system to enhance communication between staff and their supervisors concerning the requirements of individual jobs and the performance of staff within those jobs.

Consistent with the Government's policy parameters on agreement making, the system directly links performance with remuneration by providing for the payment of bonuses and salary advancement on individual performance.

## Performance pay

Performance pay for Senior Executive Officers and staff in equivalent positions was paid this financial year for the appraisal period ending 30 June 1999.

Nine Senior Executive Officers were eligible for performance pay, and a total of \$63,500 was paid to these officers.

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

**Table 3d**  
**Performance Pay to Senior Executive Officers**  
**For appraisal period ending 30 June 1999**

Classification	Rating	No of staff	Male	Female
Senior Executive Officers	4	9	7	2

## 3.7 INTERNAL AND EXTERNAL SCRUTINY

### Audit and fraud control

Activities and achievements during the year included:

- a two-yearly risk assessment was completed by the Court's Internal Auditors;
- a three year Internal Audit Plan was developed and approved by the Court's Audit Committee;
- the Court's Fraud Action Plan was reviewed and a new Plan approved by the Audit Committee; and
- implementation of a new Financial Management Information System within the Court's internal control framework.

## **Internal and external audit**

On completion of the risk assessment by the Court's Internal Auditors a new three year audit plan was developed covering both compliance and performance audits of key operational functions. Key areas audited during 1998-99 were court reporting; debt management; care and custody of moneys held in trust; travel management; IT asset management and IT system security.

The audits continued to confirm that the Court has effective control systems in place. The auditors identified no significant deficiencies in internal processes.

Considerable staff resources were invested in 1998-99 in developing a debt management policy to facilitate efficient management of the Court's outstanding fees and fines.

Staff of the Australian National Audit Office performed an inspection and audit of the Court's 1997-98 financial statements and provided an unqualified audit certificate noting that the Court continued the high standard of financial reporting set in past years.

## **3.8 PROPERTY MANAGEMENT**

The major outcomes during the year were:

- completion of the new Commonwealth Law Courts building in Melbourne;
- completion of new courtroom, office and library accommodation in Canberra;
- completion of the installation of hearing aid loops in Sydney; and
- substantial progress on the construction of a new courtroom in Perth.

The completion of the Melbourne building provides modern facilities for the Court in a new purpose designed building. The accommodation includes courtrooms, hearing rooms, registry facilities and the ability to utilise computer technology in courtrooms. The design includes special features to assist people with disabilities and all courtrooms are equipped with hearing aid loops. The building is shared with the High Court of Australia and the Family Court of Australia and is equipped with a security system. The Court is working with the project manager and builder to resolve a number of shortcomings in the quality of finishes and some aspects of the interior design.

The Canberra building, which was originally constructed as a Magistrates' court, has now been refurbished. The final stage of the project provided new chambers and court facilities.

In Sydney, hearing aid loops are now installed in all courtrooms, hearing rooms and at Registry counters. These devices assist people with hearing impairment to hear conversations within the room or area. The loop installation program is to be continued at other locations in 1999-2000.

The new courtroom in Perth provides modern video conferencing technology and is fully cabled to allow the utilisation of computer technology in court cases.

Across Australia, the Court occupies special purpose buildings, which are shared with other jurisdictions. The Sydney Law Courts Building is managed by Law Courts Limited, a private company jointly owned by the Commonwealth and New South Wales Governments. All other buildings are managed through a series of local Law Courts Building Management Committees. A national committee assesses priorities, sets budgets and maintains overall control. Court representatives participate on these committees. Day to day building management is provided by Knight Frank Price Waterhouse Pty Ltd.

During the year, the National Law Courts Building Management Committee initiated a number of special projects. These included:

- Further works in a national program to improve disabled access and reduce public risk in all court buildings.
- A comprehensive audit of all buildings and a works program to rectify Year 2000 deficiencies in all buildings. Works have been progressively completed throughout the year.

### **3.9 TECHNOLOGY SERVICES**

#### **Development of a new case management system**

During the year the Court called tenders for the provision of a new case management system for the Court. Six tenders were received but, following an extensive evaluation process, it was determined that none of the tenders met all the selection criteria. The tender process was terminated and alternative options considered.

In June 1999, the Court decided to acquire a case management system being developed in a state jurisdiction within Australia. It is proposed to redevelop that system to meet the Federal Court's specific requirements.

It is expected that the development of the new system will be substantially completed in the financial year 1999-2000.

The new system will facilitate a more effective management of the Court's cases, provide easier and more timely access to case information to the public and organisations and assist judges in the management of their caseload by providing new features including:

- printing of orders in the court room;
- electronic diaries;
- workload statistics;
- case status reports;
- automatic reminders, if requested;
- case-flow information; and
- an interface to the Internet.

#### **The Court's computer network**

To ensure a more robust and flexible communication infrastructure that also meets Year 2000 requirements, the Court's 18 Fileservers were upgraded from the "Novell" network operating environment version 4.1 to 4.11. The Court also upgraded its internal "GroupWise" electronic mail system, and implemented the industry communication standard protocol "TCP/IP".

#### **Computer security "Firewall" implementation**

For some time the Court has been examining how it might securely provide the benefits of the Internet to the Judges and staff, for both legal research and communication purposes.

The Court has now established direct access to the Internet through a security firewall which has been accredited to Government security standards. Direct access may now be made by judges and associates to the Court's extensive list of legal research sites available at <http://www.fedcourt.gov.au>.

## **Remote Access**

The Court effectively centralised its Library CDs and Library information databases while still providing real time access to the information nationally from any chambers within the Court. This service has, and will continue to, reduce ongoing costs of accessing these databases. In the future, the Remote Access service will also provide a means by which judges and registry staff will be able to perform work outside the Court's network environment.

## **Computer room upgrade**

As part of risk management and contingency business planning for the Court's national network, the centralised computer facility has been upgraded by, among other things, rewiring to include an uninterrupted power supply, and improving air-conditioning and monitoring equipment. The upgrade also included the installation of new Fileserver cabinets and the direct wiring of mains power from the street to the computer room.

## **32Bit (Windows 95)**

Following the successful implementation of Windows 95 during the 1997-98 financial year, the system operating environment has been upgraded to provide judges and staff with greater stability on the desktop and on laptops.

## **Year 2000 Project**

The Court has been heavily involved during the year in preparing to meet its Year 2000 requirements. The major activity has been to ensure that the Court's case management system is Year 2000 compliant. To this end, the system has undergone extensive Year 2000 upgrading and is currently undergoing final testing in a Year 2000 test laboratory. Other areas covered in meeting its Year 2000 requirements involve testing of all the Court's information technology hardware, software and communication infrastructure and building/facilities management. In addition, the Court has developed a detailed Year 2000 Contingency Plan, which is currently being implemented in each of the Court's Registries.

### **3.10 VIDEO-CONFERENCING**

During the reporting year the Court undertook a major upgrade of its video-conferencing equipment to bring it up to a modern standard. Concurrently, the Court installed additional video-conferencing communication services in all registries for the purpose of enabling video-conferencing equipment to take advantage of the higher bandwidth now available. The combined effect of this activity is that the Court can now provide much higher quality video-conferencing services.

The Court also acquired a number of portable video-conferencing units enabling provision of video-conferencing services to almost any location in Australia. This is particularly useful for such situations as Native Title hearings held in remote locations.

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

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

Key achievements in 1998-99 are set out below.

### **Medium neutral citation**

Medium neutral citation and paragraph numbering in the judgments of the Court was adopted for all decisions handed down after 1 January 1999. The introduction of paragraph numbering means that judgments obtained from electronic sources and those from printed sources can be used interchangeably.

### **Melbourne Library**

Following the completion of the new Commonwealth Law Courts building in Melbourne, the library moved into new accommodation that provides the opportunity to enhance both access to the collection and library services. Additional material has been acquired to meet the expanding research needs of the judges.

### **Internet home page**

The home page has been in operation since December 1996. During the year the home page was improved by the addition of the decisions of Commonwealth Tribunals (such as the Australian Competition Tribunal) administered by the Federal Court, a site index to improve searching, media releases both current and archive, Native Title forms and updated information relating to the individual docket system.

### **CD-ROM network**

MetaFrame technology has been introduced to improve the speed of access to CD-ROMs on the Wide Area Network (WAN). Forty-one titles, including legal reference, legislation and case law, are now available throughout the Court.

### **Library databases**

Judgments from the beginning of the Court in 1977 to 1985 which were only in hard copy format have been scanned onto CD-ROM disk and will be made available as images on the WAN to improve cost effectiveness and efficiency of access. Search access to the judgments is via the Judgments Index.

Two new databases have been set up for internal use. A biographical file and a photographs archives index.

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

To assist law libraries in the South Pacific the Court has a program in place that is assisted by a five-year AusAid grant. The Court donates library materials in the form of textbooks and bound law reports to law libraries in Vanuatu, Kiribati, Western Samoa and Tonga.

The Court has developed a policy of providing shipments every six months in order to keep the sets as up to date as possible.

## **Judgment distribution and storage**

A new service has been offered to subscribers to the Judgments Bulletin Board as this was not Year 2000 compliant. Judgments are now e-mailed to subscribers as they are indexed in the library rather than subscribers having to log in once a day to retrieve judgments.

## **Records management**

A Records Management Taskforce has been established to examine what records should be put on the Court file and what should be permanently retained in archives as a record of the Court.

## **Library collections valuation**

A revaluation of the library collections and chambers holdings was completed. A partial stocktake of library collections was also undertaken during the reporting year.

## **Integrated Library Management System**

Funding was provided to upgrade to a fully integrated computer system for the management of library materials. The first phase of the project the finalisation of specifications and preparation of a short-list of vendors has been completed. Implementation will be in the 1999-2000 financial year.

## **Intranet**

Library staff have been involved in preparation for the introduction of an Intranet within the Court. User requirements were surveyed and a scoping study completed.

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

Payments totalling \$37,922 for recruitment advertising, including the cost of newspaper advertisements, were made to the following agencies:

- TMP Worldwide Pty Ltd \$10,219
- AIS Media Pty Ltd \$27,703

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 1998-99.

**Table 3e**  
**Consultants engaged during 1998-99**

<b>CONSULTANT</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
Alectus Personnel	\$ 18,054	Recruitment services
Beryl Consulting	\$ 1,034	Case Management System Tender assistance
BSR Pacific Consulting	\$ 108,546	Assistance with Case Management System Tender

		and contract negotiation, and with system development and implementation
Com Tech Communications	\$ 118,690	Specialist advice on Internet, Groupwise, metaframe and network security
CP Recruitment Services	\$ 891	Recruitment Services
Cullen Egan Dell	\$ 62,696	Develop performance management system, review strategic business planning and remuneration strategies
Daniel Stepniak	\$ 12,500	Report into Televising of Court Proceedings
Davis Computer Consulting	\$ 5,100	Programming
Elections Australia	\$ 1,300	Conduct of the certified agreement ballot
Harvey Hemsworth	\$ 4,777	Case Management System Tender
Latcom Pty Ltd	\$ 3,600	IT Programming
London Economics Pty Ltd	\$ 15,900	Outputs and Outcomes Project
Louise Whitby & Associates	\$ 3,000	Workplace Ergonomic Assessments
Oracle	\$ 9,650	Costing for new Case Management System
PriceWaterhouseCoopers	\$ 5,000	Finance Benchmarking Project
Quadriga Consulting	\$ 38,830	Security Review Policy and Plan, and Year 2000 Contingency planning
Wizard Information Services	\$ 35,116	Implementation of new Financial Management System

### 3.14 FINANCIAL MANAGEMENT SERVICES

The Court has been proactive in ensuring that it is in a position to meet the requirements of the Federal Government's Accrual Budgeting and Outcome/Output Framework.

During the reporting period:

- the Court specified its outcome and output structure which has been endorsed by the Attorney-General;
- performance measures in respect to the quality, quantity and cost of the Court's outputs were identified;
- the Court implemented an accrual compliant financial management information system and provided training on the use of the system to 62 staff members;
- the Court's Chart of Accounts was re-engineered in order to capture costs associated with the Court's output groups and to provide information required under the new framework; and
- accrual accounting/budgeting training sessions were provided to over 70 staff members.

#### Financial management systems

In order to meet the requirements of the new outcome/output framework the Court implemented a new financial management system on 1 April 1999. The implementation of the new financial management system provided the Court with the opportunity to review its existing business and reporting practices. The benefits of the new financial management information system include:

- the ability to generate accrual financial reports;
- the ability to cost the Court's outputs;

- the ability to export financial reports directly into spreadsheets or e-mail to another officer; and
- more flexibility with enquiries, including the ability to enquire across all document types and all registries.

### 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 68 to 69.

**Table 3f**  
**Financial and staffing resources summary (all programs)**  
**\$(‘000) and actual staff years**

	Actual (1997-98)	Budget (a) (1998-99)	Actual (1998-99)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	24	597	561
Running costs	50,634	58,294	53,710
Total Appropriations	50,658	58,891	54,271
Less adjustments	784	1,169	769
<b>Total Outlays</b>	49,874	57,722	53,502
Revenue	8,160	11,140	8,483
<b>STAFFING</b>			
Staff years (actual)	285.7	290.2	308

(a) includes additional estimates appropriations.

**Table 3g**  
**Financial and staffing resources summary (4.1 Federal Court)**  
**\$(‘000) and actual staff years**

	Actual (1997-98)	Budget (a) (1998-99)	Actual (1998-99)
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	24	597	561

Running costs	50,466	57,894	53,299
Total Appropriations	50,490	58,491	53,860
Less adjustments	784	1,169	769
<b>Total Outlays</b>	49,706	57,322	53,091
Revenue	8,160	11,140	8,483
<b>STAFFING</b>			
Staff years (actual)	284.2	288.7	306.5

(a) includes additional estimates appropriations.

**Table 3h**  
**Financial and staffing resources summary (4.5 Tribunals)**  
**\$(‘000) and actual staff years**

	<b>Actual (1997-98)</b>	<b>Budget (a) (1998-99)</b>	<b>Actual (1998-99)</b>
<b>BUDGETARY (CASH) BASIS</b>			
<u>Components of Appropriations</u>			
Program costs (excl running costs)	NIL	NIL	NIL
Running costs	169	400	411
Total Appropriations	169	400	411
Less adjustments	NIL	NIL	NIL
<b>Total Outlays</b>	169	400	411
Revenue	NIL	NIL	NIL
<b>STAFFING</b>			
Staff years (actual)	1.5	1.5	1.5

(a) includes additional estimates appropriations.

**Table 3i**  
**Summary table of resources**  
**Reconciliation of programs and appropriation elements for 1998-99**

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	57,843	NIL	NIL	648	58,491	1,169	57,322
4.5	400	NIL	NIL	NIL	400	NIL	400
<b>Total</b>	58,243	NIL	NIL	648	58,891	1,169	57,722

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