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# A Management and accountability

**This appendix provides information on the management and accountability of the Commission, as well as additional information in accordance with parliamentary requirements for departmental annual reports.**

## Overview

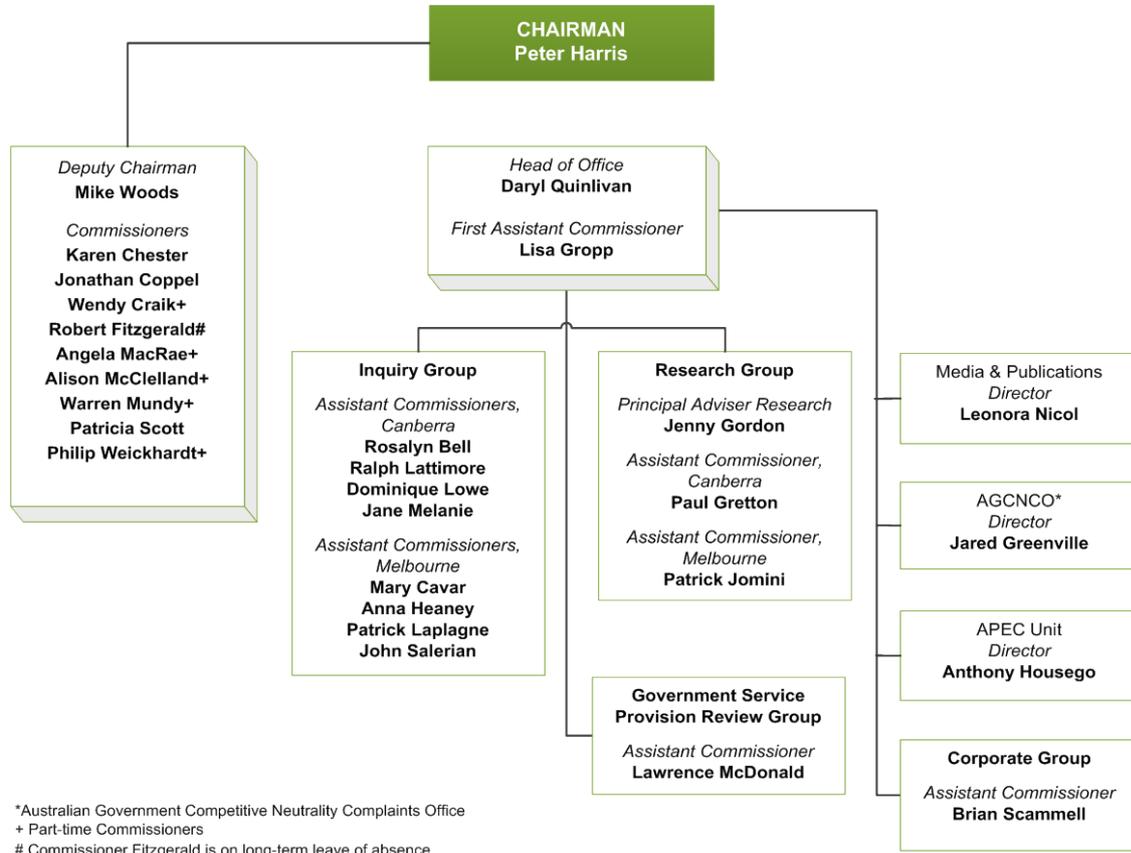
### Role and structure

The Commission — established under the *Productivity Commission Act 1998* — is the Australian Government’s independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Information about the Commission’s objectives is contained in the overview to chapter 2. Further information on the Commission’s role is available on its website and in its first annual report (PC 1998a, pp. 25–36).

The Commission comprises its Chairman and between four and 11 other Commissioners, appointed by the Governor-General for periods of up to five years. Associate Commissioners can be appointed by the Treasurer for terms of up to five years or for the duration of specific inquiries. The work of the Commission is assisted by employees who are employed under the *Public Service Act 1999*.

The Commission’s structure and senior staff at 30 June 2014 are shown in figure A.1.

**Figure A.1 Productivity Commission structure and senior staff, 30 June 2014**



## Commissioners

At 30 June 2014 there were eleven members of the Commission, including the Chairman. Five Commissioners held part-time appointments. One Commissioner was on long-term leave of absence to undertake another senior appointment.

Ms Karen Chester was appointed as a full-time Commissioner on 12 December 2013 for a period of five years. Prior to her appointment, Ms Chester was a Partner in Mercer's Investments business and Global Head of Infrastructure. Before joining Mercer, she was a Partner at Access Capital Advisers (and CEO of its predecessor, Access Economics) and held directorships on several Australian infrastructure company boards. Before her move to the private sector, Ms Chester held senior roles in key economic policy areas of the Commonwealth Treasury and the Department of Prime Minister and Cabinet. Ms Chester has a first class honours degree in economics from the University of Queensland and is a graduate of the Australian Institute of Company Directors.

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Mr Philip Weickhardt was re-appointed as a part-time Commissioner for a period of one year from 12 December 2013.

Mr Robert Fitzgerald AM was re-appointed as a full-time Commissioner for a period of five years from 26 January 2014. He is currently on leave from the Commission, pending the completion of his appointment as a Commissioner on the Royal Commission into Institutional Responses to Child Sexual Abuse.

Ms Wendy Craik AM was re-appointed as a part-time Commissioner from 4 June 2014 to 31 December 2014.

Biographical information on all Commissioners is available on the Commission's website and their terms of appointment are listed in table A1.1 of Attachment A1.

## **Associate Commissioners**

At 30 June 2014, there were no current Associate Commissioner appointments.

During 2013-14, Mr Paul Lindwall was appointed as an Associate Commissioner on a full-time basis for the duration of the inquiry into public infrastructure. Mr Lindwall had previously served as a senior official with the Australian Treasury, the Department of Finance and the Productivity Commission, with his work focussing on macroeconomic policy, financial markets and social policy. He has represented Australia at the Organisation for Economic Co-operation and Development (OECD) and the European Union and worked as a senior adviser to then Treasurer and Leader of the Opposition. Most recently he has been a consultant at the OECD in Paris. At the Productivity Commission, Mr Lindwall worked on the *Caring for Older Australians* inquiry and the *Contribution of the Not-for-Profit Sector* study.

Other Associate Commissioner appointments completed during 2013-14 are listed in table A1.3 of Attachment A1.

## **Staff**

The average staffing level during 2013-14 was 185 compared to 199 in 2012-13.

The Commission recruited 11 staff during the year, including seven through its graduate recruitment program. Staff turnover was approximately 18 per cent.

Statistical information on staffing is provided in tables A1.3 to A1.5 of Attachment A1.

## Outcome objective and resources

The financial and staffing resources devoted to the achievement of the Government's desired outcome objective for the Commission — outlined on page 44 — are summarised in table A.1. An agency resource statement for 2013-14 is included at Attachment A2. Performance information in respect of this outcome is provided in appendix B.

**Table A.1 Financial and staffing resources summary**

	<i>Budget * 2013-14</i>	<i>Actual 2013-14</i>	<i>Variation</i>
	\$'000	\$'000	\$'000
<b>Outcome 1: Well-informed policy decision-making and public understanding on matters relating to Australia's productivity and living standards, based on independent and transparent analysis from a community-wide perspective</b>	(a)	(b)	(a-b)
<b>Program 1.1</b>			
Departmental Expenses			
Ordinary annual services (Appropriation Bill No. 1)	36 359	35 293	1 066
Revenues from independent sources (Section 31)	885	885	–
Expenses not requiring appropriation in the Budget year	1 121	1 121	–
<b>Total for Outcome 1</b>	<b>38 365</b>	<b>37 299</b>	<b>1 066</b>
	2012-13	2013-14	
Average Staffing Level (number)	199	185	

\* Full-year budget, including any subsequent adjustment made to the 2013-14 Budget..

## Governance

The Commission's governance arrangements are designed to achieve efficient, effective and ethical use of resources in the delivery of the Commission's mandated outcome objective. The arrangements are also designed to ensure compliance with legislative and other external requirements in regard to administrative and financial management practices.

In keeping with good governance principles, the Commission's governance arrangements encompass:

- establishing clear responsibilities for decision-making and the undertaking of mandated activities
- ensuring accountability through the monitoring of progress, and compliance with legislative and other requirements, of mandated activities

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- underpinning these arrangements through the promotion of a risk management and ethical behaviour culture.

## **Key responsibilities**

The Commission's Chairman is responsible for the overall management and governance of the Commission.

He is assisted in these tasks by the Head of Office and a Management Committee which addresses matters of strategic direction, organisational development, policies and practices, monitoring of performance and resource allocation. Management Committee comprises the Chairman (as chair), Deputy Chairman, the Head of Office, the First Assistant Commissioner/s and the Assistant Commissioner, Corporate Services. It meets monthly, or more frequently as necessary.

The Research Committee is responsible for approving research proposals and ensuring that these are consistent with the Commission's objectives and current research themes. More generally, it also promotes the effectiveness and efficiency of the Commission's research program. It meets monthly and comprises the Chairman (as chair), the Deputy Chairman, the Head of Office, the Principal Adviser Research, the First Assistant Commissioner/s and two Assistant Commissioners.

Commissioners have a role in strategic coordination and are responsible for the conduct of the individual inquiries, studies or other activities to which they are assigned by the Chairman. Responsibility extends to the quality and timeliness aspects of the assigned project or activity.

## **Accountability**

Management Committee's monitoring of the Commission is aided through the provision of regular reports covering staffing, expenditure, staff development and other operational matters.

Monthly Commission meetings — also attended by senior staff — are used to discuss and monitor progress across the Commission's four mandated outputs. Specifically:

- presiding Commissioners on government-commissioned projects report monthly on significant issues and progress against key milestones
- the Research Committee reports on a quarterly basis on the status and future directions of the research program
- the activities of the Steering Committee for the Review of Government Service Provision, chaired by the Chairman of the Commission, are reported on a quarterly basis

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- a Commissioner designated with responsibility for competitive neutrality issues reports to the Commission on a quarterly basis
  - the Head of Office provides Commissioners with a monthly update on key management issues.

The Audit Committee is a further source of accountability through its periodic review of particular aspects of the Commission's operations. Its membership comprises a chairperson (currently a Commissioner), two senior members of staff and an external member. The Commission's contracted internal auditors generally attend meetings, as does a representative of the Australian National Audit Office on an 'as required' basis. The Audit Committee meets at least four times a year.

## **Risk management and fraud control**

Risk assessments are undertaken within a formal risk management model specified in the Commission's risk management plan. The plan is reviewed annually by senior management and the Audit Committee.

The Commission has prepared a fraud risk assessment and fraud control plan and has in place appropriate fraud prevention, detection, investigation reporting and data collection procedures and processes that meet the specific needs of the Commission and comply with the Commonwealth Fraud Control Guidelines. The Chair's certification in respect of fraud control is at Attachment A3.

Information about the Commission's risk management procedures is available to all employees. It is brought to the attention of new employees on commencement, and awareness raising for existing employees is undertaken periodically.

## **Ethical standards**

The Commission has adopted a range of measures to promote ethical standards.

- It has embraced the Australian Public Service (APS) Values and Code of Conduct. The Commission's various employment agreements contain a commitment from employees to at all times conduct themselves in a manner consistent with the Values and Code.
- All employees have been provided with a copy of the Values and Code, while new employees receive a copy as part of their induction.
- Senior managers in particular are encouraged to set an example through the ethical and prudent use of Commonwealth resources.

The Commission has developed a number of specific policies relating to ethical standards which have regard to its own operational context. These deal with matters such as email and internet use, harassment and bullying, discrimination, fraud, disclosure of information,

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and managing conflicts of interest. The policies are readily available to all employees. Staff awareness and training sessions are offered periodically on these topics.

## **External and internal scrutiny**

The Commission's processes, which provide for transparency and community participation in its work, are a key means of promoting external scrutiny. These processes are outlined in some detail in the corporate chapters of the Commission's annual reports.

External scrutiny is also promoted through the Commission's extensive reporting, in various publications, of different aspects of its work. This annual report is an example and, in particular, appendix B provides an account of the Commission's performance.

Both the Commission and the Australian Government Competitive Neutrality Complaints Office (which has separate functions although located within the Commission) have service charters.

Performance against the charters is monitored on an exceptions basis — that is, by complaints to designated senior managers. No complaints were received during 2013-14 in respect of either charter.

The Auditor-General issued an unqualified independent audit report on the Commission's 2013-14 financial statements.

References to particular reports of the Commission made by federal parliamentary committees during the year are detailed in appendix B. Details of the Commission's appearances at Senate Estimates hearings in 2013-14 are included in appendix B.

Internal scrutiny occurs through an ongoing review program of policies, procedures and activities for effectiveness, efficiency and public accountability. Particular matters addressed during the year included the following.

*Website and publications:* The Commission's website continues to provide a valuable source of information about the current work of the Commission, its publications and other activities. During 2013-14 the Commission undertook a review of its website structure, presentation and accessibility of content. A redeveloped website resulting from that work will be available in the first half of 2014-15.

*Information technology:* Maintenance, review and upgrade of Commission ICT infrastructure has continued. In 2013-14, this included commencement of a phased rollout of electronic records management software; upgrade of the virtual hardware environment and storage area network; and ongoing work on disaster recovery preparedness.

*Human Resources:* During 2013-14, the Commission continued a system of performance appraisal for staff and senior executives, intended to enhance individual development and

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improve organisational performance. The program of internal seminars on a range of topical economic, social and environmental issues continued, as did a mentoring program for Executive Level staff.

*Shared services:* During 2013-14, the Commission provided ICT infrastructure and support, and payroll system and services, to another small co-located Commonwealth agency in Melbourne, the Tertiary Education Quality and Standards Agency, on a cost recovery basis.

*Internal Audit:* The Commission engages an accounting firm to undertake a program of internal audit reviews. Internal audit reviews conducted in 2013-14 focused on payroll and fraud risk assessment. No control or compliance deficiencies involving unacceptable risk were identified.

*Audit Committee:* The Audit Committee also plays an important internal scrutiny role. The Committee's efforts during the year related mainly to:

- oversight of the Commission's internal audit program
- consideration of the annual financial statements and associated issues
- scrutiny of the Commission's risk management, fraud control and business continuity plans
- reviews of relevant ANAO reports.

## **Management of human resources**

The Commission's human resources management operates within the context of relevant legislation, government policy and Commission-developed policy. Day-to-day management is devolved to senior managers within a broad framework agreed by Management Committee. The Committee routinely monitors the performance of people management functions through a range of feedback mechanisms, including through standing reports to its monthly meetings.

### **Workforce planning**

Management Committee plays the key role for ensuring alignment between the Commission's resources and its future capability requirements. During 2013-14, the Commission undertook an organisational restructure to adjust to a lower funding base in 2014-15 and subsequent years.

The Commission regularly considers a range of workforce planning issues associated with the attraction, retention and development of staff. The Commission also reviews its graduate recruitment process annually with a view to increasing the awareness of graduating university students of the Commission as a potential employer. Seven new

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employees were engaged during 2013-14 through the Commission's graduate recruitment program.

An important input to workforce planning is the information obtained from departing employees through exit questionnaires and, in many cases, personal interviews on exit. Such information is considered regularly by Management Committee and applied to a variety of initiatives including conditions of service, developing employment agreements, and employee retention strategies.

## **Remuneration and employment conditions**

Remuneration for the Chairman and Commissioners is set directly by the Remuneration Tribunal in determinations that are publicly available on the Tribunal's website.

The Commission's 15 Senior Executive Service (SES) employees are employed under individual determinations under the *Public Service Act 1999*. SES remuneration is set in the context of public and private sector benchmarks, including those contained in the APS Remuneration Report published by the Australian Public Service Commission.

Information on Commissioners and SES employees total remuneration is set out in Note 12 to the Financial Statements (appendix G).

APS salary ranges for non-SES staff which correspond to the Commission's broadbanded classifications are shown in the enterprise agreement which is available on the Commission's website.

Table A1.6 provides details of salary ranges at 30 June 2014.

The Commission's non-SES employees are covered by an enterprise agreement. The levels of remuneration and terms and conditions of employment of approximately 145 employees are covered by this agreement. Six individual flexibility agreements are in place, mainly addressing allowances and working hour arrangements.

The enterprise agreement provides for improvements in remuneration and other conditions, while also providing a basis for productivity improvements. The agreement includes a number of provisions aimed at providing work/life balance and a satisfying and rewarding environment for employees.

The enterprise agreement has a nominal expiry date of 30 June 2014 and bargaining has commenced for a replacement agreement.

## **Performance management and pay**

All employees participate in the Commission's performance management scheme. The scheme seeks to:

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- clarify the understanding by individual employees of their work tasks, their responsibilities and the performance standards expected (through performance agreements)
  - provide feedback on performance and improve communication between supervisors and their staff (through performance appraisals)
  - provide a basis for determining salary advancement
  - identify learning and development needs
  - assist in identifying and managing underperformance.

Ahead of each appraisal round — which occurs at six-monthly intervals — training is conducted for new employees and new managers to ensure employee readiness for the appraisal round.

Under the Commission's enterprise agreement, all salary increases are conditional upon employees being rated fully effective in their performance appraisal. Performance bonuses are no longer a feature of remuneration for Commission employees.

## **Consultative arrangements**

The key employee consultative mechanism is the Productivity Commission Consultative Committee (PCCC). The PCCC comprises five elected employee representatives, a CPSU representative, and four management representatives. The PCCC met on several occasions during the year to discuss a range of workplace issues.

In addition, direct consultation between management and employees occurs on a regular basis, including through regular team and branch meetings.

## **Learning and development**

The Commission encourages employees to undertake learning and development in an appropriate mix of four core competencies:

- management and leadership
- conceptual and analytical skills
- time and work management
- oral and written communication.

The need for learning and development can be employee identified (including through individual development plans settled with supervisors as part of performance appraisals), be supervisor-encouraged or directed, or reflect organisation-wide initiatives.

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Recorded expenditure on learning and development in 2013-14 was 1 per cent of the annual salary budget. This expenditure related to:

- 81 employees who undertook a total of 224 days of specific training and development
- 13 employees who received studies assistance in the form of paid leave and assistance with fees in the pursuit of tertiary qualifications.

The above activities are in addition to one-on-one coaching to address particular development needs and extensive on-the-job training within the Commission. A program of internal seminars on a range of topical economic, social and environmental issues also contributes to staff development.

### **Workplace health & safety**

A Workplace Health and Safety (WHS) Committee oversees the Commission's workplace health and safety program. Committee membership includes health and safety representatives and staff observers from both offices. The Committee met three times during 2013-14.

No formal WHS investigations were conducted during the year and there were no notifiable incidents. No notices under Part 10 of the *Work Health Safety Act 2011* were given to the Commission during 2013-14.

Training is provided for employees who have specific WHS related responsibilities.

WHS activities during the year included:

- Commission-funded flu vaccinations (take up rate in 2013-14 was around 58 per cent)
- ergonomic work station assessments (42 were completed, including 15 as part of the induction program).
- regular workplace hazard inspections conducted by members of the WHS Committee
- the opportunity for employees to complete working hours questionnaires
- workplace health-related promotions.

An indicator of the effectiveness of the Commission's WHS programs is Comcare's workers' compensation rate. The Commission's rate for 2013-14 was 0.08 per cent of payroll. The premium rate was the second lowest of all Commonwealth agencies. There was one claim for injury in 2013-14.

### **Employee Assistance Program**

The Commission offers its employees independent, confidential and professional counselling, consultation and training assistance for work-related or personal issues. Sixteen employees or their families utilised the service in 2013-14.

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## Workplace diversity

The Commission continues to foster a culture that is supportive of employees achieving their potential and which values employee diversity. This is facilitated through the commitment — in the Commission’s enterprise agreement, equity and diversity plan and related policies — to promote workplace diversity.

## National Disability Strategy

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007-08, reporting on the employer role was transferred to the Australian Public Service Commission’s *State of the Service Report* and the *APS Statistical Bulletin*. These reports are available at [www.apsc.gov.au](http://www.apsc.gov.au). From 2010-11, departments and agencies have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010-2020, which sets out a ten year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high level two-yearly report will track progress against each of the six outcome areas of the Strategy and present a picture of how people with disability are faring. The first of these reports will be available in late 2014, and can be found at [www.dss.gov.au](http://www.dss.gov.au).

## Financial performance

The Productivity Commission is a prescribed agency under the *Financial Management and Accountability Act 1997*.

Revenue from government decreased in 2013-14 to \$36.4 million (\$37.4 million in 2012-13). Revenue from other sources decreased in 2013-14 to \$0.9 million (\$1.1 million in 2012-13).

Operating expenses decreased in 2013-14 to \$37.3 million (\$37.4 million in 2012-13). The major expenses in 2013-14 were \$29.5 million in respect of employee expenses, \$6.7 million relating to supplier payments, and \$1.1 million in asset depreciation, amortisation and related expenses.

Under the Australian Government’s net cash appropriation arrangements, individual agencies are not funded for depreciation or amortisation expenses through appropriation revenue. The operating result for 2013-14 was a \$1.1 million surplus, after excluding those depreciation and amortisation expenses (or broadly ‘break-even’ if those expenses were included).

Table A.1 provides a summary of financial and staffing resources. The agency resource statement is provided at Attachment A2. The audited financial statements for 2013-14 are shown in appendix G.

## Purchasing

The Commission applies the Commonwealth Procurement Rules. The Commission's purchases of goods and services during 2013-14 were consistent with the 'value-for-money' principle underpinning those rules.

The Commission did not enter into any contracts or standing offers that were exempt from being published on AusTender. Contracts of \$100 000 or more (inclusive of GST) let during 2013-14 included a provision for the ANAO to have access to the contractor's premises if required.

## Consultancies

The Commission continued to utilise the services of a range of consultants during the year where it was cost-effective to do so. Many of the consultancies are for the purpose of refereeing particular pieces of work and are generally of relatively low cost.

During 2013-14, eleven new consultancy contracts were entered into involving total actual expenditure of \$28 575. There were no ongoing consultancy contracts active during the 2013-14 year.

Table A.2 provides information on expenditure on consultants in the five years to 2013-14.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website [www.tenders.gov.au](http://www.tenders.gov.au).

	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>
	\$'000	\$'000	\$'000	\$'000	\$'000
Expenditure	49	36	153	40	29

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## Legal services

Total expenditure on legal services in 2013-14 was \$3 167 (GST exclusive). Further details are published on the Commission's website, in accordance with *Legal Services Directions 2005* issued by the Attorney-General.

## Ecologically sustainable development (ESD)

Under the *Environment Protection and Biodiversity Conservation Act 1999*, agencies are required — through their annual reports — to report on ESD and environmental matters. This requirement is part of the Government's program to improve progress in implementing ESD.

The Commission operates under statutory guidelines, one of which is to have regard to the need 'to ensure that industry develops in a way that is ecologically sustainable' (section 8(1)(i) of the *Productivity Commission Act 1998*). This legislation also prescribes that at least one member of the Commission 'must have extensive skills and experience in matters relating to the principles of ecologically sustainable development and environmental conservation' (section 26(3)).

There are five aspects against which agencies are required to report.

The first relates to how an agency's actions during the reporting period accorded with the principles of ESD.

Reflecting its statutory guidelines, ESD principles are integral to the Commission's analytical frameworks, their weighting depending on the particular inquiry or research topic. Examples of Commission projects where different aspects of ESD have arisen have been provided in past annual reports. Recent Commission reports on *Barriers to effective climate change adaptation* and *Mineral and energy resource exploration* are further examples of work undertaken requiring integration of complex economic, social and environmental considerations.

The second reporting requirement asks how the Government's outcome for the Commission contributes to ESD. As stated elsewhere in this report, the outcome nominated for the Commission is:

Well-informed policy decision making and public understanding on matters relating to Australia's productivity and living standards, based on independent and transparent analysis from a community-wide perspective.

In pursuing this outcome, the Commission is required to take into account impacts on the community as a whole — these may be economic, social and/or environmental. The transparency of its processes provides the opportunity for anyone with an interest in an inquiry to make their views known and to have these considered. Consequently, a broad range of views and circumstances are taken into account, in keeping with the ESD

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principle that ‘decision-making processes should effectively integrate both long-term and short-term economic, environmental, social and equity considerations’.

The third to fifth reporting requirements relate to the impact of the Commission’s internal operations on the environment. The Commission is a relatively small, largely office-based, organisation in rented accommodation, and the actions able to be taken are somewhat limited. However, the Commission adopts measures aimed at the efficient management of waste and minimising energy consumption.

In order to manage its impacts on the environment in a systematic and ongoing way, the Commission maintains an Environmental Management System. The Environmental Management System contains the Commission’s environmental policy, an environmental management program to address identified impacts, and provision for monitoring and reporting on performance.

During 2013-14, the Commission recorded energy usage of 8 103 MJ/person/annum (2012-13: 7 237 MJ/person/annum) against the Government’s energy target of 7 500 MJ/person/annum for tenant light and power usage in office buildings.

The Commission did not enter into any new lease agreements for office accommodation during 2013-14. The building in which the Commission has its Melbourne office has a 5 star NABERS Energy rating. In Canberra, the Commission’s lease contains a Green Lease Schedule targeting a 4.5 star NABERS Energy tenancy rating.

The Commission provides a small number of vehicles under the Executive Vehicle Scheme. The average Green Vehicle Guide rating for these vehicles is 12.5.

## **Publications and submissions**

Appendix F lists all the Commission’s publications in 2013-14.

## **Freedom of information**

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

## **Advertising and market research**

The Commission does not undertake ‘advertising campaigns’. However, the Commission publicises its government-commissioned inquiries and studies so that any individual, firm or organisation with an interest has an opportunity to present their views. Publicity takes the form of newspaper advertisements, regular distribution of *PC Update*, press releases, a

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Twitter and email alert service, notification on the Commission's website and distribution of Commission circulars.

A total of \$55 389 was paid for advertising (including recruitment advertising) in 2013-14 to Adcorp Australia Ltd.

## **Annual reporting requirements and aids to access**

Information contained in this annual report is provided in accordance with Schedule 2 Part 4 of the *Work Health and Safety Act 2001*, section 49 of the *Financial Management and Accountability Act 1997* and Part II of the *Freedom of Information Act 1982*.

The entire report is provided in accordance with section 10 of the *Productivity Commission Act 1998*.

The annual report has also been prepared in accordance with parliamentary requirements for departmental annual reports issued by the Department of the Prime Minister and Cabinet. A compliance index is provided in Attachment A4.

The contact officer for inquiries or comments concerning this report is:

Assistant Commissioner  
Corporate Services Branch  
Productivity Commission  
Locked Bag 2  
Collins Street East Post Office  
MELBOURNE VIC 8003  
Telephone: (03) 9653 2251  
Facsimile: (03) 9653 2304

The Commission's internet home page is at <http://www.pc.gov.au>

This annual report can be found at the above internet address. Inquiries about any Commission publication can be made to:

Director  
Media and Publications  
Productivity Commission  
GPO Box 1428  
CANBERRA CITY ACT 2601  
Telephone: (02) 6240 3239  
Facsimile: (02) 6240 3300

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# Attachment A1

## Commissioner and employee statistics

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Table A1.1 **Chair and Commissioners, 30 June 2014**

	<i>Current period of appointment</i>	
	<i>From</i>	<i>To</i>
Mr P Harris AO (Chairman) (M)	11 Mar 2013	10 Mar 2018
Mr M C Woods (Deputy Chairman) (C)	17 Apr 2011	16 Apr 2016
Ms K Chester (S)	12 Dec 2013	11 Dec 2018
Mr J Coppel (M)	28 Jul 2011	27 Jul 2016
Dr W Craik AM (C) (p/t)	4 Jun 2014	31 Dec 2014
Mr R Fitzgerald AM (C)	27 Jan 2014	26 Jan 2019
Ms A McClelland (M) (p/t)	8 Dec 2010	7 Dec 2015
Ms A MacRae (M) (p/t)	8 Dec 2010	7 Dec 2015
Dr W Mundy (C) (p/t)	8 Dec 2010	7 Dec 2015
Ms P Scott (C)	7 Sep 2009	6 Sep 2014
Mr P Weickhardt (M) (p/t)	12 Dec 2013	11 Dec 2014

(C) denotes Canberra based. (M) denotes Melbourne based and (p/t) denotes part-time.

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There were no part-time Associate Commissioner appointments as at 30 June 2014.

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Table A1.2 **Associate Commissioners completing appointments during 2013-14**

	<i>Inquiry/Study</i>	<i>Period of appointment</i>	
		<i>From</i>	<i>To</i>
Mr P Barratt AO (p/t)	Import of Processed Fruit and Tomato Products – Safeguards Inquiries	20 Jun 2013	20 Jan 2014
Mr P Lindwall	Public Infrastructure Inquiry	25 Nov 2013	13 May 2014

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**Table A1.3 Employees by location and gender, 30 June 2014**

	<i>Melbourne</i>			<i>Canberra</i>			<i>Total</i>		
	<i>Female</i>	<i>Male</i>	<i>Total</i>	<i>Female</i>	<i>Male</i>	<i>Total</i>	<i>Female</i>	<i>Male</i>	<i>Total</i>
SES Band 3	0	0	0	0	1	1	0	1	1
SES Band 2	1	0	1	1	1	2	2	1	3
SES Band 1	2	5	7	3	3	6	5	8	13
Staff Level 4	8	13	21	7	12	19	15	25	40
Staff Level 3	16	14	30	5	8	13	21	22	43
Staff Level 2	17	12	29	7	7	14	24	19	43
Staff Level 1	9	4	13	7	2	9	16	6	22
<b>Total<sup>b</sup></b>	<b>53</b>	<b>48</b>	<b>101</b>	<b>30</b>	<b>34</b>	<b>64</b>	<b>83</b>	<b>82</b>	<b>165</b>
Corresponding totals at 30 June 2013 <sup>a</sup>	59	59	118	29	39	68	88	98	186

<sup>a</sup> Totals exclude 9 inoperative employees at 30 June 2013. <sup>b</sup> Totals exclude 4 inoperative employees at 30 June 2013; 2014 totals include two acting Staff Level 4's, and one Staff Level 2.

**Table A1.4 Employees by employment status and gender, 30 June 2014**

	<i>Female</i>			<i>Male</i>			<i>Total</i>		
	<i>F/t</i>	<i>Pt</i>	<i>Total</i>	<i>F/t</i>	<i>Pt</i>	<i>Total</i>	<i>F/t</i>	<i>Pt</i>	<i>Total</i>
SES Band 3	0	0	0	1	0	1	1	0	1
SES Band 2	2	0	2	1	0	1	3	0	3
SES Band 1	5	0	5	8	0	8	13	0	13
Staff Level 4	12	3	15	23	2	25	35	5	40
Staff Level 3	15	6	21	22	0	22	37	6	43
Staff Level 2	18	6	24	19	0	19	37	6	43
Staff Level 1	10	6	16	6	0	6	16	6	22
<b>Total<sup>b</sup></b>	<b>62</b>	<b>21</b>	<b>83</b>	<b>80</b>	<b>2</b>	<b>82</b>	<b>142</b>	<b>23</b>	<b>165</b>
Corresponding totals at 30 June 2013 <sup>a</sup>	71	17	88	93	5	98	164	22	186

<sup>a</sup> Totals exclude 9 inoperative employees at 30 June 2013. <sup>b</sup> Totals exclude 4 inoperative employees at 30 June 2013; 2014 totals include two acting Staff Level 4's, and one Staff Level 2.

**Table A1.5 Salary ranges, 30 June 2014<sup>a</sup>**

<i>Level</i>	<i>Minimum (\$)</i>	<i>Maximum(\$)<sup>b</sup></i>
SES Band 2	203 496	264 222
SES Band 1	158 883	217 419
Staff Level 4 <sup>c</sup>	113 936	142 929
Staff Level 3	93 968	118 999
Staff Level 2	68 089	90 515
Staff Level 1	47 094	74 185

<sup>a</sup> The major non-salary benefits superannuation, which is not included in the table. During 2012-13 the Commission employed one SES Band 3 employee not included in this table. <sup>b</sup> The maximum shown above in respect of SES employees includes a vehicle allowance. The above salary ranges for SL1 to SL4 are those available under the Commission's current Enterprise Agreement. Due to 'grandfathering' of provisions from a previous agreement, some employees continue to receive a higher salary – the maximum salaries actually paid at each level are: SL1 \$74 185; SL2 \$98 807; SL3 \$125 413; SL4 \$167 085. <sup>c</sup> Under the Commission's Enterprise Agreement, progression to a maximum of \$150 648 is available at the SL4 level in limited circumstances (not through incremental advancement).

**Table A1.6 Employees by level and reason for separation, 2013-14**

<i>Level</i>	<i>Promotion</i>	<i>Transfer</i>	<i>Resignation</i>	<i>Invalidity Retirement</i>	<i>RP<sup>a</sup></i>	<i>Other</i>	<i>Total</i>
SES	0	0	1	0	3	0	4
Staff Level 4	0	0	1	0	7	0	8
Staff Level 3	0	0	1	0	10	0	11
Staff Level 2	0	0	1	0	9	0	10
Staff Level 1	0	0	1	0	1	0	2
<b>Total</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>35</b>
Corresponding totals at 30 June 2013	0	5	15	0	7	0	27

<sup>a</sup> Redundancy package.

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## Attachment A2

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### Agency Resource Statement — 2013-14

	<i>Actual Available Appropriation 2013-14</i>	<i>Payments Made 2013-14</i>	<i>Balance Remaining</i>
	\$'000	\$'000	\$'000
	(a)	(b)	(a-b)
<b>Ordinary Annual Services</b>			
<b>Departmental appropriation<sup>1</sup></b>			
Prior year Departmental appropriation	23 571		
Departmental appropriation 2013-14	36 638	35 748	
<b>S.31 Relevant agency receipts<sup>2</sup></b>	972	972	
<b>Total ordinary annual services</b>	61 181	36 720	24 461
<b>Total Resourcing and Payments</b>	<b>61 181</b>	<b>36 720</b>	<b>24 461</b>

<sup>1</sup> Appropriation Bill (No.1) 2013-14 and Appropriation Bill (No.3) 2013-14.

<sup>2</sup> Receipts received under section 31 of the *Financial Management and Accountability Act 1997*.

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## Attachment A3



Australian Government  
Productivity Commission

Locked Bag 2  
Collins Street East  
Melbourne VIC 8003  
Telephone 03 9653 2100  
Facsimile 03 9653 2199  
[www.pc.gov.au](http://www.pc.gov.au)

20 August 2014

*From the Chairman's Office*

### Annual Report 2013-14 – Fraud Control Certification

In accordance with the *Commonwealth Fraud Control Guidelines 2011* (the Guidelines), I hereby certify that I am satisfied that the Productivity Commission has:

- prepared fraud risk assessments and fraud control plans;
- in place appropriate fraud prevention, detection and investigation and reporting and data collection procedures and processes that meet the specific needs of the Commission and comply with the Guidelines; and
- taken all reasonable measures to minimise the incidence of fraud in the Commission and to investigate and recover the proceeds of fraud against the Commission.

A handwritten signature in black ink, appearing to read 'Peter Harris'.

Peter Harris AO

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# Attachment A4

## Compliance index

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**Compliance with the Productivity Commission Act**

The annual report is also prepared in accordance with the general provisions of s.10 of the Productivity Commission Act, as well as the following specific requirements:

s.10(1) Commission operations	chapter 1 and appendix B
s.10(2) matters referred to the Commission	appendix D
s.10(4) competitive neutrality complaints	appendix C

In association with this annual report, the Commission is preparing two companion publications:

- *Productivity Update 2015*
- *Trade & Assistance Review 2013-14*