

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE



ANNUAL REPORT 1999–2000

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DEPARTMENT OF
FOREIGN AFFAIRS AND TRADE

SECRETARY

3 October 2000

The Hon Alexander Downer MP
Minister for Foreign Affairs

The Hon Mark Vaile MP
Minister for Trade

Dear Ministers,

It is my pleasure to present to you the Annual Report of the Department of Foreign Affairs and Trade 1999-2000.

The report has been prepared in accordance with section 63(1) of the *Public Service Act 1999* which requires that, after the end of the financial year, the Secretary of a department must give a report to ministers on the department's activities for presentation to the Parliament. This is the department's first report under a full accrual budgeting framework.

This year the report has again been divided into two volumes; Volume 1 being the report of the Department of Foreign Affairs and Trade proper, and Volume 2 the report of the Australian Agency for International Development (AusAID). This division, made for the first time last year, reflects the distinctive nature of the work of the two organisations and has assisted readers to locate more easily the information they seek.

In presenting the Annual Report, I wish to acknowledge the highly professional and dedicated way in which my colleagues in DFAT and AusAID have sought to protect and advance Australia's interests internationally over the past year.

*Yours sincerely,
Ashton Calvert*

Ashton Calvert

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Note: Totals in some tables and figures have been rounded.

GUIDE TO THE REPORT

This is the Secretary's report to the Minister for Foreign Affairs and the Minister for Trade on the performance of the Department of Foreign Affairs and Trade (Volume 1) and the Australian Agency for International Development (AusAID) (Volume 2) during the financial year 1999–2000. It is prepared in accordance with the Department of the Prime Minister and Cabinet's *Requirements for Departmental Annual Reports* of May 2000, which draws on the legislative requirements set out in the *Public Service Act 1999*. Information and statistics cover the financial year 1999–2000, or relate to the situation as at 30 June 2000, unless otherwise specified. All dollars are Australian, unless otherwise specified.

GUIDE TO VOLUME 1 (See also glossary of terms, page 350)

The report of the Department of Foreign Affairs and Trade (Volume 1) uses the same outcome–output structure that was used to present the department's 1999–2000 portfolio budget statements, with some minor structural adjustments to the framework of our performance indicators. Details of these adjustments are on page 23, Implementation of Accrual Budgeting.

Section 1 contains:

- the Secretary's review for 1999–2000;
- the departmental overview, including:
 - role and functions;
 - organisational structure;
 - senior executive structure;
 - portfolio structure;
 - outcomes and outputs structure;
 - relationship between former program structure and new outcome structure; and
 - implementation of accrual budgeting.

Section 2 contains the department's outcome–output performance information reports. Performance is reported under the following headings:

- effectiveness (including administered items);
- quality and quantity measures for departmental outputs; and
- quality and quantity measures for administered items.

To enhance the flow of performance information in Section 2:

- Effectiveness indicators are grouped at the commencement of reporting for each output within outcomes with the exception of outputs 1.1 and 1.2 where indicators are grouped at sub-output level because of the large number of sub-outputs.
- Quality and quantity indicators and reporting under each outcome are treated similarly at the end of reporting on effectiveness of outputs.
- Administered items' indicators and reporting under each outcome are set out at the end of reporting on quality and quantity for the relevant output.
- All indicators have been reported against. Headings and sub-headings within the text generally conform to the order of indicators appearing at the beginning of performance reporting, but there have been variations in some instances.

Section 3 reports on enabling services that do not appear under the outcome structure. It includes reporting on corporate governance, external scrutiny and management of human and financial resources including the department's response to public sector reform.

Section 4 contains the audited Financial Statements for 1999–2000.

Section 5 includes appendixes containing useful additional information and reports required under specific legislation.

Section 6 contains glossaries of terms and acronyms and abbreviations, and an index.

Further information

Publications *Portfolio Budget Statements 1999–2000* and *2000–01*
Portfolio Additional Estimates Statements 1999–2000
Corporate Plan 2000–2002
Trade Outcomes and Objectives Statement 2000

Website <http://www.dfat.gov.au/>