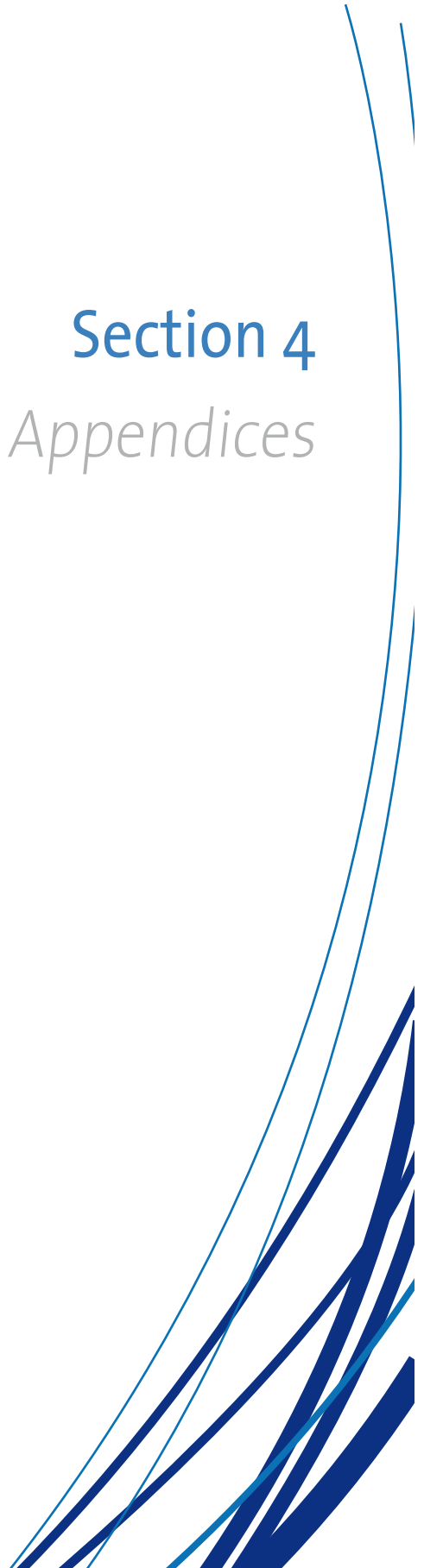


Section 4

Appendices



Appendix A: Main schemes administered

Section 2A contains some basic information and statistical data about the schemes we administer.

Table A1: Main schemes summary

Scheme	Description	Coverage
Commonwealth Superannuation Scheme CSS	<ul style="list-style-type: none"> Partly funded hybrid scheme Established 1 July 1976 Closed to new members on 1 July 1990 	<ul style="list-style-type: none"> From 1 July 2008, the members basic contribution rate is 0% or 5% of salary Membership was compulsory for most APS employees permanently appointed before 1 July 1990 Full-time temporary and contract employees and full-time statutory office-holders could also join before that date Productivity benefit accruing on behalf of all members since 1 January 1988
Public Sector Superannuation Scheme PSS	<ul style="list-style-type: none"> Partly funded defined benefit scheme Established 1 July 1990 Closed to new members on 1 July 2005 	<ul style="list-style-type: none"> From 1 July 2008, the member contribution rate is 0% or any amount between 2% to 10% of salary The notional employer contribution rate varies according to the member contribution rate Membership was compulsory for all permanent full-time or permanent part-time employees appointed from 1 July 1990, and optional for temporary and casual employees Productivity benefit accruing on behalf of all members since establishment
Public Sector Superannuation accumulation plan PSSap	<ul style="list-style-type: none"> Fully-funded accumulation scheme Established 1 July 2005 	<ul style="list-style-type: none"> The basic employer contribution rate is 15.4% of salary Allows for voluntary member contributions (after tax), salary sacrifice contributions (before tax) and spouse contributions Compulsory for all new ongoing APS employees from 1 July 2005 until 30 June 2006 From 1 July 2006, PSSap became the default fund for APS agencies, however members have choice of fund
Defence Force Retirement and Death Benefits Scheme DFRDB	<ul style="list-style-type: none"> Fully unfunded defined benefit scheme Established 1 October 1972 Closed to new members on 1 October 1991 	<ul style="list-style-type: none"> Member contribution rate is 5.5% of the highest incremental salary for rank plus allowances Membership was compulsory for members of the ADF who enlisted before 1 October 1991 Productivity benefit accruing on behalf of all ADF members since 1 January 1988
Military Superannuation and Benefits Scheme MilitarySuper	<ul style="list-style-type: none"> Partly funded hybrid scheme Established 1 October 1991 	<ul style="list-style-type: none"> The member contribution rate is between 5% and 10% of salary Compulsory for all new entrants to the ADF on and from 1 October 1991 Productivity benefit accruing on behalf of all ADF members since establishment

Table A2: Scheme membership and transactions*

Membership numbers as at 30 June 2011		Annual transactions	
CSS (incl 1922 and PNG)			\$m
Contributors	15,916	Contributions	131
Deferred	9110	<i>Benefits paid</i>	
Pensioners	114,999	Lump sum	516
Total	140,025	Pensions	3486
PSS			
Contributors	113,224	Contributions	810
Preserved	103,092	<i>Benefits paid</i>	
Pensioners	23,921	Lump sum	392
Total	240,237	Pensions	515
PSSap			
		Contributions	719
Contributors	76,694	<i>Benefits paid</i>	
Preserved	33,247	Rollovers received	149
Total	109,941	Lump sum	86
DFRDB (incl DFRB)			
Contributors	3743	Contributions	21
Preserved	6	<i>Benefits paid</i>	
Pensioners	57,016	Lump sum	102
Total	60,765	Pensions	1375
MilitarySuper			
Contributors	56,892	Contributions	687
Preserved	78,605	<i>Benefits paid</i>	
Pensioners	8166	Lump sum:	116
Total	143,663	Pensions:	209
Summary			
		Contributions	2368
Contributors	266,469	<i>Benefits paid</i>	
Preserved/Deferred	224,060	Rollovers received:	149
Pensioners	204,102	Lump sum:	1212
Grand Total	694,631	Pensions:	5598

*At the time of publication, these figures had not been audited. More information on the closed 1922, PNG and DFRB schemes can be found in Appendix C.

Appendix B: Additional scheme information

Detailed information about the administration of the CSS, PSS, PSSap, DFRDB and MilitarySuper schemes, including investment information, can be found in the separate reports of the Trustee Boards who are directly responsible for those schemes. These reports are tabled before Parliament.

Trustee reports and information about the schemes are available from the individual scheme websites:

- www.css.gov.au
- www.pss.gov.au
- www.pssap.gov.au
- www.dfrdb.gov.au
- www.militarysuper.gov.au

Links to all scheme websites are also provided from the home page of ComSuper's website: www.comsuper.gov.au.

Additional information about ComSuper, including past reports of the Commissioner for Superannuation, can be found on our website.

Appendix C: Other schemes administered

The 1922 Act

Legislation

Until 30 June 2011, the Commissioner for Superannuation was responsible for the general administration and operation of the *Superannuation Act 1922* (the 1922 Act). Contributors under this Act were compulsorily transferred to the CSS on 1 July 1976. However, the 1922 Act still provides for the payment of pensions that were in force at 1 July 1976, deferred benefit entitlements and any reversionary pensions that become payable.

Beneficiaries

The 1922 scheme is a closed scheme and there are no contributing members.

Pensions paid under the 1922 Act are administered by ComSuper. Details of ComSuper’s services to pensioners can be found in Section 2A. The table below shows the number and type of pensions payable under the scheme.

Table A3: 1922 Pensions

	At 30 June 2010	Commenced 2010-11	Ceased 2010-11	At 30 June 2011
Retirement/Redundancy	151	0	35	116
Invalidity	1049	0	103	946
Reversionary	4243	50	439	3854
Total	5443	50	577	4916

The total annual payments for 1922 pensions amounted to \$143.68 million (compared with \$148.77 million in 2009-10).

Reconsideration of decisions

Up to 30 June 2011, people who were dissatisfied with decisions made under the 1922 Act could have the matter reconsidered by the Commissioner for Superannuation, under section 154 of the *Superannuation Act 1976*. From 1 July 2011, decisions made by delegates under the 1922 Act are reviewable by the Commonwealth Superannuation Commission.

One request for reconsideration under the 1922 Act was received during 2010-11. This request lapsed prior to 30 June 2011.

External review

The Administrative Appeals Tribunal (AAT) is the forum for the external review of decisions made under the 1922 Act. No matters were referred to the AAT for review in 2010-11.

Ombudsman enquiries and representations by members of parliament

No Ombudsman enquiries or representations from members of parliament were received in relation to this scheme.

The PNG schemes

Legislation

Until 30 June 2011, the Commissioner for Superannuation was also responsible for the payment of pensions under the *Superannuation Ordinance 1917* of the Territory of Papua and the *Superannuation Ordinance 1928* of the Territory of New Guinea. The funds that were established under these ordinances have not existed for many years and the full cost of these pensions is met from the Consolidated Revenue Fund.

The Superannuation (Papua New Guinea) Ordinance 1951 provided retirement benefits for employees of the administration of the Territory of Papua and New Guinea through the establishment of the Papua and New Guinea Superannuation Fund. The Superannuation Board, which was constituted under the 1951 Ordinance, was also empowered to administer the funds established under the *Superannuation Ordinance 1917* of the Territory of Papua and the *Superannuation Ordinance 1928* of the Territory of New Guinea. Since 1 July 1976, the Papua New Guinea Superannuation Scheme has been administered by the Commissioner for Superannuation in accordance with section 20 of the *Papua New Guinea (Staffing Assistance) Act 1973* (the PNG Act).

The *Papua New Guinea (Staffing Assistance) (Superannuation) Regulations 1973* made under section 65 of the Act came into operation on 1 December 1973. These regulations provided retirement benefits of the same nature and at the same levels as the 1951 Ordinance and provided for continuity with respect to the payment of benefits approved in accordance with the 1917 and 1928 Ordinances. The regulations also contain detailed provisions for this scheme.

Beneficiaries

The PNG scheme is a closed scheme and there are no contributing members.

The table below shows the number and type of pensions payable under the scheme.

Table A4: PNG Pensions

	At 30 June 2010	Commenced 2010-11	Ceased 2010-11	At 30 June 2011
Retirement/ Redundancy	58	0	8	47
Invalidity	5	0	2	13
Reversionary	177	6	16	167
Total	247	6	26	227

The total annual payments for PNG pensions during 2010-11 amounted to \$10.57 million (\$10.79 million in 2009-10).

Reconsideration of decisions

Until 30 June 2011, people who were dissatisfied with decisions made under the PNG Act or the *Papua New Guinea (Staffing Assistance) (Superannuation) Regulations 1973* could have the matter reconsidered by the Commissioner for Superannuation, under section 54 of that Act or regulation 8B of those regulations, as appropriate. From 1 July 2011, these decisions are reviewable by the Commonwealth Superannuation Corporation.

No requests for reconsideration were received during 2010-11.

External review

The Administrative Appeals Tribunal (AAT) is the forum for the external review of decisions made under the PNG Act. No matters were referred to the AAT for review in 2010-11.

Ombudsman enquiries and representations by members of parliament

No Ombudsman enquiries or representations from members of parliament were received in relation to these schemes.

The Defence Forces Retirement Benefits (DFRB) scheme

Legislation

The Defence Forces Retirement Benefits Scheme (DFRB), established in 1948 by the *Defence Forces Retirement Benefits Act 1948* (the DFRB Act), was closed to new contributors from 30 September 1972. It continues to provide for the benefit entitlements of those members who ceased to be contributors before 1 October 1972 and for reversionary benefits to their eligible spouses and children. Members who were contributors to the DFRB scheme on 30 September 1972 were compulsorily transferred to the DFRDB scheme on 1 October 1972.

Beneficiaries

The DFRB scheme is a closed scheme and there are no contributing members.

Pensions paid under the DFRB Act are administered by ComSuper. The table below shows the number and type of pensions payable under the scheme.

Table A5: DFRB Pensions

	At 30 June 2010	Commenced 2010-11	Ceased 2010-11	At 30 June 2011
Retirement/ Redundancy	962	0	98	862
Invalidity	704	5	35	676
Reversionary	2312	76	163	2225
Total	3978	81	296	3763

The total annual payments for DFRB pensions amounted to \$64.93 million (compared with \$64.18 million in 2009-10).

Reconsideration of decisions

A person affected by a decision of the DFRDB Authority or its delegates, may request that the decision be reconsidered. Almost any action taken in the administration of the DFRB and DFRDB Acts can be reconsidered.

The reconsideration process normally involves gathering additional information not available to the primary decision-maker.

The DFRDB Authority may affirm or vary the primary decision. ComSuper provides the applicant with a copy of the DFRDB Authority's decision and details of the evidence considered. From 1 July 2011, these decisions are reviewable by the Commonwealth Superannuation Corporation.

For statistics refer to Section 2A under 'Reconsideration of decisions'.

External review

The Administrative Appeals Tribunal (AAT) is the forum for the external review of decisions made by the DFRDB Authority. For statistics on external review please see the *External appeals* section in this report.

Ombudsman enquiries and representations by members of parliament

No Ombudsman enquiries or representations from members of parliament were received in relation to this scheme.

Appendix D: Freedom of Information and privacy

From 1 May 2011, 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 replaces the former requirement to publish a section 8 statement in an annual report. ComSuper's agency plan showing information published in accordance with the IPS requirements is accessible from www.comsuper.gov.au.

The following information addresses various statement requirements under section 8, prior to its amendment, in respect of ComSuper functions, consultative processes, document categories and information access arrangements for the period 1 July 2010 to 31 April 2011.

Functions and decision-making powers of ComSuper

Up to 30 June 2011, ComSuper's CEO was also the Commissioner for Superannuation and held decision-making powers for ComSuper's internal administration.

In 1994, the Commissioner's decision-making powers were transferred to what was then the Commonwealth Superannuation Board of Trustees (later merged with the PSS Board of Trustees to form ARIA). This change took effect from July 1994. However, the Commissioner retains powers for all decisions taken before 1 July 1994 relating to the Commonwealth Superannuation Scheme.

Sections 17 and 17A of the *Superannuation Act 1976* (1976 Act) contain the Commissioner's decision-making powers. Section 25 of the 1976 Act contains the Commissioner's authority to delegate their powers. ARIA's decision-making powers are set out in sections 27C and 27D of the 1976 Act. The authority for ARIA to delegate its powers and functions for the CSS is set out in section 27Q of that Act.

ARIA's decision-making powers with regards to the PSS and the PSSap are set out in clause 3 of the

PSS and PSSap Trust Deeds. The authority for ARIA to delegate its powers and functions is set out in section 15. ARIA retains full responsibility for fund investment.

The decision-making powers of the MSB Board are set out in clause 3 of the MSB Trust Deed. The authority for the MSB Board to delegate its powers and functions is contained in clause 12 of the MBS Trust Deed.

The DFRDB Authority's power to administer the provisions of the *Defence Forces Retirement Benefits Act 1948* and the *Defence Force Retirement and Death Benefits Act 1973* is set out in section 8 of the DFRDB Act. The power of the Authority to delegate its powers and functions is set out in section 15 of that Act. The general application of those powers is summarised in this report, while the details are published in the 2010–11 DFRDB Authority Annual Report to Parliament.

From 1 July 2011, the *Governance of Australian Government Superannuation Schemes Act 2011* established the Commonwealth Superannuation Corporation (CSC) as the new single trustee body for the main Commonwealth civilian and military superannuation schemes through the merger of ARIA, the MSB Board and the DFRDB Authority. The office of Commissioner for Superannuation was also replaced by the new statutory office of Chief Executive Officer of ComSuper as part of the broader legislative package.

Categories of documents

ComSuper maintains hard copy and electronic file records about scheme members, beneficiaries and their associates. We record aggregate member details on various databases. We do not store any documents on a register that we charge the public a fee to access. The FOI Act regulates access fees in these cases.

We provide annual reports, fact sheets, and other publications describing the schemes, both in print and online. These are available to the public free of charge on request through scheme websites. The public can also access statistical tables relating to each of the schemes administered, scheme information books, product disclosure statements and forms for members and employers.

Facilities for access

Facilities for viewing member or corporate documents are provided at our office in Canberra.

Copies can be obtained by sending us a written request. We may decide to charge a fee for this service. Information about facilities for access by people with a disability can be obtained by contacting the FOI Unit at the address and telephone numbers shown below.

We also have arrangements in place to refer representations about policy matters to the appropriate body. Requests for consultation and representations relating to policy aspects of the CSS, PSS, and PSSap schemes and their underlying legislation are referred to the Superannuation Branch of the Department of Finance and Deregulation. This branch advises the Minister for Finance and Deregulation on these matters.

Policy matters relating to the MilitarySuper and DFRDB schemes are referred to the Directorate of Superannuation at the Department of Defence, which advises the Minister for Defence Personnel on these matters.

FOI access procedures and initial contact for enquiries

ComSuper has a dedicated FOI unit to deal with all requests for member documents. When we receive a valid FOI request, we verify compliance with the application fee provisions of the FOI Act and register and acknowledge the request. Members are not charged a fee for access to their personal documentation. Decisions to grant access, levy charges, or refuse access are made by a delegated officer. Requests for internal review of FOI decisions are forwarded to the appropriate section where they are investigated before being submitted to the Commissioner for Superannuation to be decided under section 54 of the FOI Act. All decisions on internal reviews are made by either the Commissioner for Superannuation or the Trustee Boards.

Requests for documentation concerning the internal administration of ComSuper are directed to the Corporate FOI Officer for consideration. Decisions on internal review are made by the Commissioner for Superannuation or the Chief Governance Officer.

Enquiries concerning access to documents or other matters relating to FOI should be directed to the FOI Unit as follows:

FOI Unit
ComSuper
PO Box 22
BELCONNEN ACT 2616

Telephone: (02) 6272 9080
Email: foi@comsuper.gov.au
Facsimile: (02) 6272 9804
TTY: (02) 6272 9827

Performance of the FOI Unit

A total of 198 requests for access to documents were received during the year. Of these, 181 requests were granted in full and six were partially granted. Eight requests were refused, no requests were transferred to other agencies, and three requests were withdrawn.

Reforms to the FOI Act were introduced during 2010-11 and fundamentally changed the way information held by government agencies is managed and accessed by members of the public. The object of the reform is to promote disclosure of information held by a government agency, the reforms commenced on 1 November 2010.

ComSuper implemented arrangements to accord with these reforms and has followed the *Freedom of Information Amendment (Reform) Act 2010* and guidelines provided by the Office of the Australian Information Commissioner.

In the time since the introduction of the reforms, ComSuper had not seen an increase in requests under FOI.

Release of information under the Privacy Act

ComSuper ensures that the personal information we collect and store is correct and secure. We have two privacy officers, one who focuses on APS and military scheme matters and the other deals with matters falling outside the schemes. Both areas work closely together to ensure that members' privacy is respected and that information security is not compromised.

Disclosure

All requests for disclosure of personal information outside of the FOI Act's provisions are dealt with under the Information Privacy Principles (IPPs) set out in section 14 of the *Privacy Act 1988* (Privacy Act).

The Privacy Act permits disclosure of personal information to third parties in certain circumstances. During 2010–11, we made permitted disclosures of biannual CPI-adjusted pension entitlements for all scheme members to the Department of Veterans' Affairs and Centrelink. These disclosures were part of our standard operating processes.

There were 31 requests for information relating to scheme matters which needed more detailed consideration. In 16 cases, we released information in accordance with IPP11 (1)(b) where the individual concerned consented to the disclosure. In 13 cases, we released the information in accordance with IPP 11(1)(d), as the disclosure was required or authorised by or under law. In two other cases, information was released in accordance with IPP (11)(1)(e) on the ground of enforcement of criminal law or the protection of public revenue.

There were no requests for information relating to non-scheme matters.

Breaches

There were 83 privacy incidents recorded during 2010–11. Of these incidents, 53 involved APS schemes and 30 involved military schemes.

The majority of privacy incidents related to misdirected correspondence or insufficient points of identification being obtained before information or advice was released to the person. However, in the majority of these incidents we ascertained that the information was not accessed by a third party.

Developing good privacy practice

We constantly review our information collection practices, storage and access arrangements to ensure compliance with the Privacy Act. Internal forms used to collect information are also reviewed to ensure that they comply with the Privacy Act.

Training

In 2010–11 we provided mandatory privacy awareness training to all staff, which included an explanation of the Privacy Act. As part of ComSuper's induction training program, new staff receive information on privacy matters, while other subject specific courses include privacy modules where required. Information on the Privacy Act is available to ComSuper staff via our Intranet.

Appendix E: Social inclusion

As a Commonwealth employer, ComSuper builds on the principles for social inclusion while ensuring that legislative requirements are met.

Changes to disability reporting in annual reports are set out below.

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. From 2010–11, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by a new National Disability Strategy which sets out a ten year national policy framework for improving life for Australians with disability, their families and carers. A high level report to track progress for people with disability at a national level will be produced by the Standing Council on Community, Housing and Disability Services to the Council of Australian Governments and will be available at www.fahcsia.gov.au.

The Social Inclusion Measurement and Reporting Strategy agreed by the government in December 2009 will also include some reporting on disability matters in its regular How Australia is Faring report and, if appropriate, in strategic change indicators in agency Annual Reports. More detail on social inclusion matters can be found at www.socialinclusion.gov.au.

Appendix F: Consultancies

ComSuper’s policies for procuring consultancy services are in accordance with the core principles set out in the *Commonwealth Procurement Guidelines* (December 2008):

- value for money
- accountability and transparency
- efficient, effective and ethical use of resources
- encouraging competition.

Our procurement also complies with the Department of Finance and Deregulation’s *Financial Management Guidance no 15: Guidance on Procurement Publishing Obligations* (July 2007).

During 2010-11, 17 new consultancy contracts were entered into involving total actual expenditure of \$0.8 million including GST. In addition, four ongoing consultancy contracts were active during the year, involving total actual expenditure of \$0.17 million including GST.

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.

Table A6: Expenditure on new consultancies services

Financial year	Total actual expenditure
2008-09	\$1.7 million
2009-10	\$1.1 million
2010-11	\$0.8 million

Table A7 summarises the consultancies let where the contract value is \$10,000 or more (including GST) and the total contract value.

Auditor-General access and exempt contracts

During 2010-11, all contracts over \$100,000 (inclusive of GST) allowed for the Auditor-General to have access to the contractor’s premises.

No contracts over \$10,000 (inclusive of GST) were exempt from being published on AusTender for freedom of information purposes.

Table A7: Consultancy contracts let during 2010-11 of \$10,000 or more

Consultant name	Description of services	Contract price (\$)	Selection process ¹	Justification ²
Australian Government Solicitor	Legal services	11,000	Open	B
Bill Ross and Associates Pty Ltd	Consultancy services for proposed office refurbishment	50,000	Select	C; A
Blue Visions Management Pty Ltd	Business mapping	24,992	Direct	A
HBA Consulting	Human Resource management policy review	14,850	Direct	A
HBA Consulting	Human Resource management policy review	19,525	Direct	B
Hewlett-Packard Australia Pty Ltd	Consultancy services for eDMRS optimisation	24,640	Open	C
Key Group Enterprise Pty Limited	Strategic direction consultancy	66,000	Direct	B; A
KPMG	Development of outline business case	220,000	Open	B
Oakton Services Pty Ltd	Internal audit services	18,562	Open	C
Oakton Services Pty Ltd	Internal audit services	12,375	Open	C
Oakton Services Pty Ltd	Internal audit services	127,957	Open	C
Oakton Services Pty Ltd	Internal audit services	18,562	Open	C
Oakton Services Pty Ltd	Internal audit services	24,750	Open	C
Oakton Services Pty Ltd	Death detection processes	12,375	Open	C
SMI Group Pty Ltd trading as SMI Project Services	Fit out of Unit 4 Cameron Offices	114,673	Direct	B
Stratsec Pty Ltd	Consultancy for system access review	46,200	Direct	C
Synergy Group Australia Limited	Impairment testing of intangible assets (software)	16,800	Open	B
Total		823,263		

Notes:**1 Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (December 2008):**

Open Tender: A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the Australian Government AusTender internet site.

Select Tender: A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders (this includes tenders submitted through Multi Use Lists). This procurement process may only be used under certain defined circumstances.

Direct Sourcing: A form of restricted tendering, available only under certain defined circumstances, with a single

potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Panel: An arrangement under which a number of suppliers, initially selected through an open tender process, may each supply property or services to an agency as specified in the panel arrangements. Quotes are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the supply of goods and services may be provided for a pre-determined length of time, usually at a pre-arranged price.

2 Justification for decision to use consultancy:

- A:** skills currently unavailable within agency
- B:** need for specialised or professional skills
- C:** need for independent research or assessment.

Appendix G: Advertising and market research

During 2010-11, ComSuper did not conduct any advertising campaigns. The following table outlines the amounts we paid to market research, direct mail and media advertising organisations.

Table A8: Market research, direct mail and media advertising for 2010-11

Market research organisations	Service provided	Total (\$)
ORIMA Research Pty Ltd	Member Survey	86,535
Total		86,535

Direct mail organisations		Total (\$)
CanPrint Communications Pty Ltd	Storage and distribution services of scheme publications	294,617
CardServ	Printing and mailing services in relation to the PSSap membership card and welcome letter	26,605
Total		321,223

Media advertising organisations		Total (\$)
ADCORP	Placement of non-campaign advertising	5,585
Total		5,585

Appendix H: Ecologically Sustainable Development

Administration

The following information is provided in accordance with section 516A of the *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act). It details how ComSuper contributes to ecologically sustainable development (ESD).

Although our outcome and governing legislation does not directly impact ESD, we have an Environmental Management System (EMS) strategy to monitor and manage the impacts our activities have on the environment. This strategy includes the ESD principles and how we contribute to them.

Environmental impact

ComSuper is committed to reducing our impact on the environment and as such it is included as a key results area in our strategic plan.

Our main impact on the environment results from energy consumption for the accommodation we lease at Cameron Offices in Belconnen, ACT. This includes electricity for lighting, temperature control and power for office equipment.

Environmental performance

In 2010–11, a range of measures were taken to minimise our impact and improve our sustainability.

Energy efficiency

The energy usage for lighting and power in our offices reduced by 207,778 kilowatt hours (11%) and 351 tonnes (19%) for greenhouse gas emissions. The initiatives to improve our energy efficiency included:

- Installation of energy efficient desktops and monitors
- Shutting down desktops and monitors overnight
- Using energy saving modes where available
- Setting time zones for air-conditioning and lighting.

We maintain a small vehicle fleet and encourage the use of ethanol-blend biofuel (E10) to minimise their environmental impact.

Waste

We recycle paper, cardboard, toner cartridges, glass, plastic and organic materials. Recycling stations installed on each floor of our office have proven effective in 2010–11 with 77.88 tonnes being recycled (55% of total waste collected), compared to 57.27 tonnes in 2009–10. The increase of 20.61 tonnes is due to the bulk disposal of old publications in 2010–11, all of which were recycled.

Printers are set to black and white and double-sided printing as default to reduce paper and printer ink use. We encourage staff to only print where necessary, taking advantage of email and online records management systems.

To reduce the amount of printed member communications, we promote the online provision of annual member statements, forms and facts sheets, and other member information.

Water

Dual flush toilets and water saving showerheads are installed throughout our offices to reduce water usage. We also provide filtered tap water to discourage the use of bottled water.

Table Ag: Environmental performance indicators

Theme	Performance measure	Indicator(s)	2009-10	2010-11
Energy efficiency	Total consumption of energy – this includes all energy consumed when undertaking the functions of the agency, such as energy consumed for office buildings	Amount of electricity purchased/consumed (kWh)	1,929,253	1,721,475
	Total consumption of green energy – this includes the purchase of energy from sustainable sources	Amount of green energy purchased/ consumed (kWh) during the reporting period	192,925	172,147
	Greenhouse gas emissions	Amount of greenhouse gases produced (tonnes)	1896	1545
	Relative energy uses – this includes the green energy use relative to non-renewable energy use and energy use per employee	Amount of green energy purchased/consumed divided by the amount of electricity/ gas/other fuels purchased/ consumed (percent)	10	10
		Amount of total energy purchased/consumed (kWh) per employee	3555	3362
Waste	Total waste production – this includes all waste (i.e. unwanted by-products) produced when undertaking the functions of the agency	Amount of waste going to landfills (tonnes)	127.17	140.76
	Un-recyclable waste production – this includes all wastes that are not re-used or recycled	Amount of waste going to landfills (tonnes)	65.5	62.8
	Recyclable waste production (excluding office paper)	Amount of waste going to recycling facilities (tonnes)	8.97	10.02
	Paper waste production	Amount of waste paper going to recycling facilities (tonnes)	48.3	67.86
		Amount of paper sourced from recyclable sources (tonnes)	12.2	12.48
		Percentage of paper sourced from recyclable sources (percent)	100	100
	Relative waste production	Amount of the total waste (tonnes) per employee	0.23	0.27
Water	Total consumption of water – this includes all water consumed when undertaking the functions of agency	Amount of water purchased/consumed (kL)	13,387	10,563

Appendix I: Grant programs

ComSuper does not administer any grant programs.

Appendix J: Agency resource statement

Table A10: Agency Resource Statement 2010-11

		Actual available appropriation for 2010-11 \$'000	Payments made 2010-11 \$'000	Balance remaining 2010-11 \$'000
		(a)	(b)	(a) - (b)
Ordinary Annual Services ¹				
Departmental appropriation ²		776	776	-
Recoverable GST (FMA section 30A)		1,768	1,768	-
Total		2,544	2,544	-
Total ordinary annual services	A	2,544	2,544	
Other services ³				
Departmental non-operating				
Equity injections		-	-	
Previous years' outputs		-	-	
Total		-	-	
Total other services	B			
Total Available Annual Appropriations and payments		2,544	2,544	
Special Accounts ⁴				
Opening balance		21,331		
Appropriation receipts ⁵		2,544		
Non-appropriation receipts to Special Accounts		79,502		
Payments made			82,035	
Total Special Account	C	103,377	82,035	
Total resourcing				
A+B+C		105,921	84,579	
Less appropriations drawn from annual or special appropriations above and credited to special accounts and/or CAC Act bodies through annual appropriations		2,544	-	
Total net resourcing for ComSuper		103,377	84,579	

1 Appropriation Bill (No.1) 2010-11 and Appropriation Bill (No.3) 2010-11.

2 Includes an amount of \$0.776m in 2010-11 for the Departmental Capital Budget.

3 Appropriation Bill (No.2) 2010-11 and Appropriation Bill (No.4) 2010-11.

4 Does not include 'Special Public Money' held in accounts like Other Trust Monies accounts (OTM), Services for other Government and Non-agency Bodies accounts (SOG), or Services for Other Entities and Trust Monies Special accounts (SOETM).

5 Appropriation receipts from ComSuper annual and special appropriations for 2010-11 included above.

Table A11: Expenses and Resources for Outcome 1

Outcome 1: Access to Australian Government superannuation benefits and information, through developing members' understanding of the schemes, processing contributions, supporting investment processes, paying benefits and managing member details, for Australian Public Servants and Defence Force members, on behalf of Trustee Boards

	Budget* 2010-11 \$'000	Actual Expenses 2010-11 \$'000	Variation 2010-11 \$'000
	(a)	(b)	(a) - (b)
Program 1.1: Superannuation Administration Services			
Administered expenses			
Refunds (Section 28)	-	-	-
Departmental expenses			
Ordinary annual services (Appropriation Bill No. 1)	776	776	-
Special Accounts	80,497	84,210	(3,713)
Expenses not requiring appropriation in the Budget year	-	-	-
Total for Program 1.1	81,273	84,986	(3,713)
Total expenses for Outcome 1	81,273	84,986	(3,713)
	2009-10	2010-11	
Average Staffing Level (number)	545	520	

* Full year budget, including any subsequent adjustment made to the 2010-11 Budget.

Appendix K: Corrections to the 2009–10 Annual Report

The following errors appeared in our 2009-10 Annual Report.

**Table 5: Summary of Superannuation
Complaints Tribunal reviews (page 28)**

The number of SCT reviews for military schemes on hand at 30 June 2010 was 8, not 6.

**Legal claims and claims under
the CDDA scheme (page 28)**

There were 34 legal claims accepted, not 10 and there were 15 legal claims outstanding, not 73.

**Appendix J: Agency resource statements –
Expenses and resources for Outcome 1 (page 133)**

The Average Staffing Level number for 2009-10 was 545, not 546.