

Appendixes

Summary

Appendix 1 – Staffing Statistics

- Table 1 Staff distribution at 30 June 2001
- Table 2 Staff employed by classification, gender and location at 30 June 2001
- Table 3 Non-ongoing staff employed by classification, gender and location at 30 June 2001

Appendix 2 – Freedom of Information

- FOI procedures and initial contact points
- Categories of documents held by the department
- Access to archival records

Appendix 3 – Advertising and Market Research

Appendix 4 – Consultancy Services and Competitive Tendering and Contracting

- Consultancy contracts let during 2000–01 to the value of \$10,000 or more
- Competitive tendering and contracting contracts let during 2000–01 in excess of \$100,000

Appendix 1 – Staffing Statistics

This appendix contains summary information on the department's staffing performance during 2000–01.

Table 1 – Staff distribution at 30 June 2001

<i>Division Number</i>	
Executive	7
Economic Division	28
Industry, Infrastructure and Environment Division	32
Social Policy Division	34
Office of the Status of Women	40
International Division	24
Commonwealth Heads of Government 2001 Task Force	40
Cabinet Secretariat	14
Government Division	44
Government Communications Division	48
Corporate Support	31 ^a
Ceremonial and Hospitality	13
Support Services	8 ^b
Total	363

(a) Includes three Official Establishments Unit staff.

(b) Comprises four support staff for former Governors-General and four divisional liaison staff in ministerial offices relating to the portfolio and to Cabinet.

Staff listed are all employed under the *Public Service Act 1999* and include 47 non-ongoing staff, 16 part-time staff and nine paid inoperative staff. Unpaid inoperative staff are not included.

Table 2 – Staff employed by classification, gender and location at 30 June 2001

<i>Location and Classification</i>	<i>Female</i>		<i>Male</i>		<i>Total</i>
	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	
Australian Capital Territory					
Secretary			1		1
Senior Executive Service					
Band 3		1	1		2
Band 2		3	4		7
Band 1		10	16		26
Executive Level					
2 (PMC Band 4)	3	28	30		61
1 (PMC Band 3)	2	46	37		85
Australian Public Service					
6 (PMC Band 2)	2	25	17		44
5 (PMC Band 2)		19	16		35
4 (PMC Band 2)	1	24	7		32
3 (PMC Band 1)	5	19	1	5	30
2 (PMC Band 1)		4		7	11
1 (PMC Band 1)					
Graduate Australian Public Service		6		2	8
New South Wales					
Australian Public Service					
3 (PMC Band 1)	1				1
Victoria					
Australian Public Service					
6 (PMC Band 2)		2			2
Queensland^a					
Executive Level					
2 (PMC Band 4)		1			1
1 (PMC Band 3)		2	3		5
Australian Public Service					
6 (PMC Band 2)	1	2	2		5
5 (PMC Band 2)		5			5
3 (PMC Band 1)		1	1		2
Departmental total	15	198	1	149	363^b

(a) Queensland based staff were attached to the CHOGM Task Force with the exception of one staff member working as personal assistant to the former Governor-General, Mr Hayden.

(b) Includes 47 non-ongoing staff and nine paid inoperative staff.

Table 3 – Non-ongoing staff employed by classification, gender and location at 30 June 2001

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory					
Executive Level					
2 (PMC Band 4)				2	2
1 (PMC Band 3)		6		2	8
Australian Public Service					
6 (PMC Band 2)		2		3	5
5 (PMC Band 2)		2		1	3
4 (PMC Band 2)		4			4
3 (PMC Band 1)		4		2	6
2 (PMC Band 1)		1		2	3
1 (PMC Band 1)					
Queensland^a					
Executive Level					
2 (PMC Band 4)		1			1
1 (PMC Band 3)		2		3	5
Australian Public Service					
6 (PMC Band 2)	1	1		2	4
5 (PMC Band 2)		4			4
4 (PMC Band 2)					
3 (PMC Band 1)		1		1	2
2 (PMC Band 1)					
1 (PMC Band 1)					
Departmental total	1	28		18	47

(a) Queensland based staff were attached to the CHOGM Task Force with the exception of one staff member working as personal assistant to the former Governor-General, Mr Hayden.

Appendix 2 – Freedom of Information

In accordance with section 8 of the *Freedom of Information Act 1982* (the FOI Act), this appendix contains information about FOI procedures and access to departmental documents. Information is provided also about access to documents of an archival nature, in accordance with the *Archives Act 1983*, the Archives Regulations and the *Royal Commissions Act 1902*.

FOI procedures and initial contact points

Applicants seeking access under the FOI Act to documents in the possession of the department should forward a \$30 application fee and apply in writing to:

The Secretary
Department of the Prime Minister and Cabinet
3–5 National Circuit
Barton ACT 2600

Attention: FOI Coordinator
 Legal and Culture Branch
 Government Division

Alternatively, FOI applications may be lodged by email to FOIrequest@pmc.gov.au.

The FOI Coordinator is available between 9.00 am and 5.00 pm Monday to Friday and can be contacted by telephone on (02) 6271 5849 or by fax on (02) 6271 5776. Information about lodging requests is also available from the department's website at www.dpmc.gov.au.

If applicants are dissatisfied with a decision made under the FOI Act, they may apply to the Secretary of the department seeking an internal review, which is subject to a \$40 application fee. Once the application fee is received, an officer of the department who is at least one level above that of the initial decision maker will conduct the review.

The department, if it approves access, will provide copies of documents after it has received payment of any charges which apply. Alternatively, applicants may arrange to inspect documents at the department's Barton office if the documents lend themselves to this form of access.

Categories of documents held by the department

Category	Description
<i>Cabinet documents</i>	<p>These documents relate to the business of the Cabinet and include:</p> <ul style="list-style-type: none">• documents that have been submitted to the Cabinet; and• official records of the Cabinet.
<i>Executive Council documents</i>	<p>These documents relate to the business of the Executive Council and include:</p> <ul style="list-style-type: none">• documents that have been submitted to the Executive Council; and• official records of the Executive Council.
<i>Documents of royal commissions and major inquiries</i>	<p>The department is official custodian for the records of completed royal commissions and a number of major government inquiries.</p>
<i>Representations to the Prime Minister</i>	<p>The Prime Minister receives a large number of written representations each year. They concern every aspect of government policy and administration.</p>
<i>Working files</i>	<p>The department holds files dealing with policy and administration in all areas in which the Commonwealth Government is involved. The documents in these files include correspondence, analysis and policy advice by departmental staff, comments on Cabinet submissions and drafts of these and other documents.</p>
<i>Documents on internal departmental administration</i>	<p>These documents include personnel records, organisation and staffing records, financial and expenditure records, and internal operating documentation such as office procedures, instructions and indexes.</p>
<i>Programme documents</i>	<p>The department holds documents relating to grants which it provides to various organisations and individuals under the programmes it administers.</p>
<i>Documents open to public access subject to a fee or charge</i>	<p>The department holds no documents in this category.</p>
<i>Documents available for access or purchase subject to a fee or other charge</i>	<p>The department's annual report is available for purchase from Commonwealth Government Info Shops. Other documents, including research documents, working group reports, information bulletins and policy statements, may also be obtained from Government Info Shops or the department.</p>

Documents customarily available free of charge upon request

The department holds and makes available on request (free of charge) a range of documents including:

- research documents;
- policy statements;
- executive summaries;
- Council of Australian Governments communiqués; and
- the department's information technology strategic plan.

The department's annual report and selected other documents relating to the department are available through the Internet at www.dpmc.gov.au.

Access to archival records

Public access to archival records

Under section 40 of the *Archives Act 1983*, members of the public may apply to the National Archives of Australia (NAA) for access to records in the current open period, that is, records which are more than 30 years old. Generally, departmental documents in the custody of the NAA are not subject to the FOI Act. People seeking access to the archival records of this department should make their requests directly to the NAA.

Special access provisions of the Archives Act

Subsection 56(2) of the *Archives Act 1983* and Archives Regulation 9 provide that Commonwealth records, not otherwise available for public access under the Archives Act, may be made available to a person in accordance with arrangements approved by the Prime Minister.

Under the arrangements, approved in December 1988, special access may be available to:

- former Governors-General, former Ministers and former senior officials who wish to 'refresh their memories' of records which they personally dealt with while in office;
- authorised biographers of those above;
- people connected with the Government of the Commonwealth who have deposited their personal records in the custody of the NAA; and
- people preparing for publication major works that are considered to be of national importance.

People seeking special access to the records of this department should contact the department at the address given above for the FOI Coordinator.

Royal commission records

Because of the Prime Minister's responsibility for the *Royal Commissions Act 1902*, the department exercises administrative control of the records of most completed royal commissions. It therefore handles requests by other Commonwealth agencies,

state government bodies and members of the public for access to closed period and exempt records. People seeking access to such records should contact the department at the address given above for the FOI Coordinator. Requests for access to royal commission records more than 30 years old should be directed to the NAA.

Archival Cabinet documents

On 1 January 2001, the department released Cabinet records from 1970 to the public through the NAA.

An amendment in 1994 to the *Archives Act 1983* made Cabinet notebooks eligible for public release 50 years after their creation. Prior to the amendment, Cabinet notebooks were outside the scope of the Act and therefore not available for public release. The earliest Cabinet notebooks held by the department were released through the NAA on 1 January 2001. The release comprised nine notebooks from the fourth Menzies Ministry, created in 1950. Digital images of the notebook pages and transcripts prepared by the NAA can be viewed on its website at www.naa.gov.au.

Appendix 3 – Advertising and Market Research

This appendix contains details of payments made to advertising and market research organisations during 2000–01, as required to be reported under the *Commonwealth Electoral Act 1918*. Payments of less than \$1,500 have not been included. All amounts include goods and services tax.

Payee	Amount	Purpose
Category: Market research organisations		
<i>Government Communications (Output Group 4)</i>		
Colmar Brunton Social Research	\$54,218 ^a	Client satisfaction survey for clients of the master media placement agencies
<i>Commonwealth Heads of Government Meeting 2001 Task Force (Output Group 4)</i>		
Market and Communications Research Pty Ltd	\$22,000 ^a	Market research for CHOGM 2001
Category: Direct mailing organisations		
<i>Office of the Status of Women (Output Group 2)</i>		
DAS Distribution	\$48,783	Distribution of publications July 2000 – June 2001
Category: Media advertising organisations		
<i>Office of the Status of Women (Output Group 2)</i>		
AIS Media	\$16,600	Advertising, National Indigenous Violence
<i>Government Division (Output Group 4)</i>		
<i>Awards and National Symbols</i>		
Morris Walker PR Works	\$66,561 ^a	Public relations and media support, including strategies and media material for the <i>Honouring Local Heroes</i> media campaigns in regional Australia and the travelling exhibition <i>It's an Honour, Australia</i> (\$34,480), and the Centenary Medal campaign (\$32,081)
Mitchell and Partners Australia Pty Ltd	\$13,738	Media placement of a series of advertorials for regional media campaigns in south-east Queensland, Illawarra, Shoalhaven and Tasmania
Kay and Kay and Associates	\$2,984	Public relations and media arrangements for Tasmanian regional media campaign

Payee	Amount	Purpose
<i>Ceremonial and Hospitality Unit (Output Group 4)</i>		
AIS Media	\$2,390	Advertisement for a part-time Visits Officer, Cairns
National and local newspapers	\$6,128	State funeral notice for Mrs V Statham (nee Bullwinkel)
National and local newspapers	\$5,213	State funeral notice for Dr Charles Perkins
National and local newspapers	\$2,090	Memorial service notice for the Hon. John McLeay
National and local newspapers	\$16,360	Memorial service for Sir Donald Bradman
National and local newspapers	\$4,234	Memorial service for Sir Arthur Tange

- (a) As these services fall into the Consultancy Services category, they have also been included in Appendix 4 of this report in the table containing details of consultancy contracts.

Appendix 4 – Consultancy Services and Competitive Tendering and Contracting

Consultancy contracts let during 2000–01 to the value of \$10,000 or more

Consultant	Nature and purpose of consultancy	Contract price	Publicly advertised	Reason for engaging consultancy services
POLICY ADVICE AND COORDINATION AND SUPPORT SERVICES FOR GOVERNMENT OPERATIONS				
OUTPUT GROUP 1: Economic, Industry and Resources Policy Group				
Economic policy advice and coordination				
Blackburne Consultancy Pty Ltd	To review and recommend the most effective strategy and operational arrangements for the Commonwealth to deliver inward investment promotion and attraction activities	\$35,000	No	(a)
OUTPUT GROUP 2: Social Policy Group				
Women's Policy				
Conference Coordinators	To organise the Partnerships Against Domestic Violence Men and Relationships: Partnerships in Progress National Forum	Up to \$20,000	No	(a)
Mioche and Associates	To provide consultancy services in relation to the evaluation of the Executive Search Pilot Programme and Early Warning System	\$23,900	No	(a)
Gavin Jones Communications and Cultural Partners Australia	To develop and implement community awareness activities in relation to family violence in Indigenous communities	\$300,000	Yes	(a)
Elliott and Shanahan Research	To provide developmental research to inform the development of a national community awareness campaign on domestic violence	\$250,000	Yes	(a)
One Stop Conference Shop	To provide consultancy services in relation to organising the Partnerships Against Domestic Violence National Indigenous Family Violence Forum	\$55 per delegate, with 350 delegates expected to attend	No	(a)
Urbis Keys Young Pty Ltd	To conduct national research into good-practice models to facilitate access to the civil and criminal justice system by people experiencing domestic and family violence	\$109,846	Yes	(a)
KPMG Consulting	To provide training in the use of products to assist people experiencing domestic violence or to assist women with disabilities	\$39,160	No	(a)
Sudler and Hennessey Mosaica Multicultural Communications	To develop and implement community awareness activities in relation to domestic violence in non-English speaking background communities	\$500,000	No	(a)

Consultant	Nature and purpose of consultancy	Contract price	Publicly advertised	Reason for engaging consultancy services
Vintrix International	To produce a video and streaming video for the Internet from the national forum on children, young people and domestic violence	\$15,500	No	(a)
Dr Lesley Laing (Australian Domestic and Family Violence Clearinghouse)	To provide a literature review on perpetrators of domestic violence	\$32,109	No	(a)
Dr Vincent Martin (Edith Cowan University)	To research and analyse data on women living in regional, rural and remote areas and prepare a paper for Women in Australia 2000	\$10,494 + expenses	No	(a)
Quay Connections (Mary Dickie Management T/a)	To conduct public relations activities for Partnerships Against Domestic Violence	\$124,370	No	(a)
Cultural Perspectives	To evaluate community awareness activities in Indigenous and non-English speaking background communities	\$160,000	No	(a)
Paul Memmott and Associates	To provide a mentoring consultancy to the National Indigenous Family Violence Grants Programme	\$110,000	No	(a)
OUTPUT GROUP 4: Government and Corporate Group				
4.2 Machinery of Government				
Morris Walker PR Works	To provide public relations and media support including strategies and media material for the <i>Honouring Local Heroes</i> media campaigns in regional Australia and the travelling exhibition, <i>It's an Honour, Australia</i> (\$34,480) and the Centenary Medal centenary campaign (\$32,081)	\$66,561	No	(a)
Spincreative	To design and develop aspects of the Honours travelling exhibition, <i>It's an Honour, Australia</i>	\$27,692	No	(a)
Studio Furniture	To construct modules for the Honours travelling exhibition, <i>It's an Honour, Australia</i>	\$39,204	No	(a)
Morison and Wall	To develop audio-visual and interactive touch-screen components of the Honours travelling exhibition, <i>It's an Honour Australia</i>	\$75,612	No	(a)
Interim Technology Solutions Pty Ltd	To develop and implement a database to manage the Centenary Medal (Stage 2)	\$37,499	No	(a)
4.3 Government communications				
Razor IT Systems	To redevelop the AUSPIC diary system	\$16,019	No	(a)
P3 Pty Ltd	To develop benchmarks and implement a process for achieving television production efficiencies for the Commonwealth	\$43,706	No	(a)
P3 Pty Ltd	To provide training on evaluating television advertisement production proposals	\$21,586	No	(a)

Consultant	Nature and purpose of consultancy	Contract price	Publicly advertised	Reason for engaging consultancy services
Swell Design Group Pty Ltd	To prepare and design a booklet on the use of research and evaluation in government communications campaigns To design a new badging concept developed for pamphlets, booklets, brochures and the website	\$15,030	No	(a)
Colmar Brunton Social Research	To conduct a client satisfaction survey for clients of the master media placement agencies	\$47,532	No	(a)
4.6 Ceremonial and Hospitality				
The Ambidji Group	To assist in the tender process for an air transport services broker for the Guest of Government programme	\$18,045	No	(a)
4.7 Commonwealth Heads Of Government Meeting Task Force				
Market and Communications Research Pty Ltd	To undertake market research for CHOGM 2001	\$22,000	No	(a)
Brisbane Convention and Entertainment Centre	To provide the venue for CHOGM 2001	\$924,827	No	(a)
Hyatt Regency Coolum	To provide the venue for retreat for CHOGM 2001	\$479,000	No	(a)
QX Pty Ltd	To design and build the Brisbane Convention and Entertainment Centre	\$2,000,000	No	(a)
Tour Hosts Pty Ltd	To provide the accommodation and registration secretariat	\$502,000	No	(a)
LKS Pty Ltd	To design the CHOGM 2001 logo	\$37,000	No	(a)
wwicked Pty Ltd	To design and maintain the CHOGM 2001 website	\$25,000	No	(a)
Sound Images Pty Ltd	To produce a CHOGM 2001 information video	\$15,000	No	(a)
Volunteers Queensland	To develop a volunteers recruitment programme	\$30,000	No	(a)
Chris Conybeare	To conduct the CHOGM 2001 security audit	\$12,000	No	(a)
Arthur Andersen	To provide probity audit services	\$50,000	No	(a)
PSI Pty Ltd	To review the contracts process	\$80,000	No	(a)
CORPORATE SERVICES				
Corporate Support Branch				
Arthur Andersen	To prepare a business case for e-procurement services	\$70,000	No	(a) & (b)

- (a) Specialist knowledge and/or resources essential and not available within the department.
(b) Selected from Department of Finance and Administration endorsed panel of competitive tendering and contracting consultants.

Competitive tendering and contracting contracts let during 2000–01 in excess of \$100,000

Contractor	Nature of the activity	Total value of contract	Period of contract
Corporate Support Branch			
Rose Cleaning	Departmental cleaning	\$122,597	1 April 2001 – 31 March 2002