
APPENDIXES

2001–02

Appendix 1 – Staffing Statistics

This appendix contains summary information on the department's staffing at 30 June 2002.

Table 12 Staff distribution as at 30 June 2002

<i>Division/Branch</i>	<i>Number</i>
Executive	7
Economic Division	26
Industry, Infrastructure and Environment Division	32
Social Policy Division	33
Office of the Status of Women	51
International Division	22
Cabinet Secretariat	13
Government Division	45
Government Communications Division	54
Corporate Support Branch	36(a)
Ceremonial and Hospitality Branch	18
Support Services	8(b)
Total	345

(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 36 non-ongoing staff, 15 part-time staff and four paid inoperative staff. Unpaid inoperative staff are not included.

Table 13 Staff employed, by classification, gender and location, as at 30 June 2002

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory					
Secretary				1	1
Senior Executive Service					
Band 3				2	2
Band 2		4		3	7
Band 1		8		15	23
Executive Level					
2 (PMC Band 4)	3	29	1	26	59
1 (PMC Band 3)	4	48		34	86
Australian Public Service					
6 (PMC Band 2)	2	41		19	62
5 (PMC Band 2)	1	15		13	29
4 (PMC Band 2)	2	28		4	34
3 (PMC Band 1)	1	18	1	5	25
2 (PMC Band 1)		2		3	5
Graduate Australian Public Service		6		3	9
Victoria					
Australian Public Service					
6 (PMC Band 2)		2			2
Queensland					
Australian Public Service					
6 (PMC Band 2)		1			1
Departmental Total	13	202	2	128	345(a)

(a) Includes 36 non-ongoing staff and four paid inoperative staff.

Table 14 Non-ongoing staff employed, by classification, gender and location, as at 30 June 2002

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory					
Senior Executive Service					
Band 2		1			1
Executive Level					
2 (PMC Band 4)		2			2
1 (PMC Band 3)	2	6		2	10
Australian Public Service					
6 (PMC Band 2)		4			4
5 (PMC Band 2)	1	2		1	4
4 (PMC Band 2)	1	5			6
3 (PMC Band 1)		6		3	9
Departmental Total	4	26	–	6	36

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 Act), 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 inquiries may be sent 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.

Table 15 Categories of documents held by the department

<i>Category</i>	<i>Description</i>
Cabinet documents	These documents relate to the business of the Cabinet and include: <ul style="list-style-type: none"> • documents that have been submitted to the Cabinet • official records of the Cabinet.
Executive Council documents	These documents relate to the business of the Executive Council and include: <ul style="list-style-type: none"> • documents that have been submitted to the Executive Council • official records of the Executive Council.
Documents of royal commissions and major inquiries	The department is official custodian for the records of completed royal commissions and a number of major government inquiries.
Representations to the Prime Minister	The Prime Minister receives a large number of written representations each year. They concern every aspect of government policy and administration.
Working files	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.
Documents on internal departmental administration	These documents include personnel records, organisation and staffing records, financial and expenditure records, and internal operating documentation such as office procedures, instructions and indexes.
Programme documents	The department holds documents relating to grants which it provides to various organisations and individuals under the programmes it administers.
Documents open to public access subject to a fee or charge	The department holds no documents in this category.
Documents available for access or purchase subject to a fee or other charge	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.
Documents customarily available free of charge upon request	The department holds and makes available on request (free of charge) a range of documents including: <ul style="list-style-type: none"> • research documents • policy statements • executive summaries • Council of Australian Governments communiqués • 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.dpmmc.gov.au >.

Access to archival records

Public access to archival records

Under section 40 of the Archives Act, 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 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
- 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

In January 2002 the department released Cabinet records from 1971 and Cabinet notebooks from 1951 to the public through the NAA. 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

All Commonwealth Government departments and agencies subject to the *Financial Management and Accountability Act 1997* are required to place their advertising through the Central Advertising System (CAS). The Commonwealth Government operates the CAS to consolidate government advertising expenditure and secure optimal media discounts and value-added benefits and to ensure that Commonwealth departments and agencies do not compete against each other for media time and space. For further information go to <www.ads.gov.au>.

The cost of the outputs of the department's Government Communications Unit, which coordinates government communications and manages the CAS, is noted earlier in this report under Output 4.3.

Table 16 covers payments (of \$1,500 and above) to external consultants engaged by the Department of the Prime Minister and Cabinet to provide advertising and market research services not provided by CAS.

The department spent \$185,400 on recruitment advertising through CAS.

In table 16, the symbols PT and ST stand for public tender and selective tender respectively.

Table 16 Payments for advertising and market research

Payee	Purpose	Amount	Remarks
OUTPUT GROUP 4: Government and Corporate Group			
Output 4.3 Government Communications (a)			
Colmar Brunton Social Research	To conduct customer satisfaction research for placement of campaign and non-campaign advertising	\$51,972(b)	ST
Output 4.6 Ceremonial and Hospitality			
Starcom	To advertise for expressions of interest in providing government gifts for official presentations	\$16,340	PT

(a) The printed version of the 2000–01 contained an error. In appendix 3 the amount of \$54,218 shown as paid to Colmar Brunton Social Research was incorrect and should have been \$47,532.

(b) 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 to Support Policy and Programme Delivery

Consultancy contracts let during 2001–02 to the value of \$10,000 or more

Government purchasing policy requires that agencies publish open business opportunities, and gazette all contracts and standing offers with a value of \$2,000 or more in the Commonwealth Purchasing and Disposals Gazette. Details can be accessed at <www.contracts.gov.au>.

The following table lists only those consultancies engaged for \$10,000 or more.

In this table, unless otherwise indicated, the reason for engaging the consultancy service was a requirement for specialist expertise not available within the department.

In column four, the symbols PT, ST and DE stand for public tender, selective tender or direct engagement respectively.

AMR means a consultancy whose details also appear in appendix 3 – Advertising and Market Research.

Table 17 Policy advice and coordination and support services for government operations

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
OUTPUT GROUP 1: Economic, Industry and Resources Policy Group			
Economic Policy Advice and Coordination			
Blackburne Consulting Pty Ltd	To head the review of the Commonwealth's investment, promotion and attraction efforts	\$18,182	DE – recognised and prominent expertise in this area
OUTPUT GROUP 2: Social Policy Group			
Women's Policy			
Spherion Technology	To maintain the APPOINT database and provide training	\$13,190	DE – Spherion Technology created the database and had the required expertise for the maintenance
Southern Family Life	To research and report on the benefits to business of involvement in the domestic violence initiative To develop a framework to expand business involvement	\$16,500	DE – recognised and prominent expertise in this area
Ita Buttrose Pty Ltd	To provide public relations services to support direct linkages between the domestic violence work of Office of the Status of Women (OSW) and related work in the United States: 'Corporate Alliance to End Partner Violence'	\$30,800	DE – recognised and prominent expertise in this area
Streetwize Communications	To produce a comic for young women on the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)	\$12,182	DE – recognised and prominent expertise in this area

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
Success Works Pty Ltd	To develop a project framework for the selection and management of projects to be funded under Partnerships Against Domestic Violence (PADV)	\$58,300	DE – recognised and prominent expertise in this area
Morgan Disney and Associates	To develop a project framework for the selection and management of projects to be funded under PADV	\$55,000	DE – recognised and prominent expertise in this area
Informed Sources	To catalogue the items in OSW's resource centre	\$22,000	DE – recognised and prominent expertise in this area
Kirsner Consulting Pty Ltd	To provide writing and editorial services for PADV publications	\$50,000	DE – recognised and prominent expertise in this area
Yan Su Pty Ltd	To evaluate the management of the 'Australian Women Speak' conference and produce a handbook setting out procedures for future conferences	\$30,000	DE – recognised and prominent expertise in this area
Reamont Pty Ltd (Noise)	To develop a multimedia campaign aimed at involving young people in talking about domestic violence and participating in activities relating to domestic violence issues	\$715,000	DE – sole provider and overall manager of the national NOISE festival at which PADV funded a domestic violence component called 'Making Noise'
Spherion Technology Solutions	To upgrade and enhance the APPOINT database	\$10,692	DE – recognised and prominent expertise in this area
Success Works Pty Ltd	To conduct a series of capacity building workshops for women in regional Australia aimed at building organisational capacity and skills for working with government	\$13,310	DE – created the database and had the required expertise for the upgrade
SMEC	To conduct a series of capacity building workshops for women in regional Australia aimed at building organisational capacity and skills for working with government	\$13,722	DE – recognised and prominent expertise in this area
Strategic Partners Pty Ltd	To provide advice to the PADV Task Force and its working groups about the evaluation of PADV1 projects and the promotion of PADV2	\$265,100	DE – sole provider, with recognised and prominent expertise in this area
ComTech Integration Services Pty Ltd	To provide technical expertise on project management for the development of the women's portal	\$29,700	ST
Australian Local Government Women's Association	To develop a framework for local government organisations on encouraging greater participation of women in decision making	\$11,841	DE – recognised and prominent expertise in this area
Debretts Conference and Events	To coordinate and organise the PADV Perth Conference	\$17,400	ST
WA Government	To coordinate PADV forum in Perth: 'Across the Lifespan'	\$30,000	DE – sole provider
Write Communications Group (Ita Buttrose)	To provide public relations/media management support for the PADV: 'A Business Approach'	\$80,300	DE – recognised and prominent expertise in this area
The Reach Foundation	To evaluate and produce a report on the effectiveness of programmes for young people	\$20,000	DE – specialist knowledge and capacity based on expertise in this area

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
Centre for Gender Related Violence Studies School of Social Work University of NSW	To establish and implement a clearinghouse for storage and distribution of Australian domestic and family violence publications	\$546,700	DE – recognised and prominent expertise in this area
Space-Time Research Pty Ltd	To provide software and services to build and support the women's data warehouse: 'Windows on Women'	\$481,332	PT
Success Works	To develop and conduct an intensive 'train the trainer' workshop to provide skills for trainers to deliver capacity building workshops to women in regional areas	\$11,550	DE – recognised and prominent expertise in this area
Spherion Technology Solutions	To further upgrade the APPOINT database to Access 2000 and 2002 standard	\$12,000	DE – Spherion Technology created the database and had the required expertise for the upgrade
Future Leaders	To provide mentoring services to encourage young women, especially indigenous women and women from disadvantaged backgrounds, to participate in national leadership programmes	\$16,500	DE – specialist knowledge and capacity based on expertise in this area
The Communication Co (Zoo)	To manage production of a publication and postcard called <i>Action Women – Volunteers Shaping the Person, Shaping Australia</i>	\$26,435	ST
Southern Family Life Association Inc.	To develop a community strategy to assist business combat domestic violence – this includes mentoring for individual businesses and provision of support materials	\$15,000	DE – recognised expertise in this area
Boardroom Partners	To identify suitably qualified women for government board vacancies: 'Executive Search'	\$10,000	ST
Fast Track Software Professionals	To develop a customised database for <i>AppointWomen</i> , an executive search service for Commonwealth Government boards and committees	\$99,220	ST
Paul Memmott and Associates	To provide mentoring services to indigenous communities which have received grants under the Indigenous Family Violence Grants Programme	\$243,925	ST
Aurelius Director	To advise on names of women with specific skills for inclusion on the OSW <i>AppointWomen</i> Executive Search Service database	\$30,248	ST
Sharon McCallum and Associates Pty Ltd	To research and report on the most effective ways of working with offenders of family violence	\$275,000	PT
Thomas Gevers Pty Ltd ATF Thomas Gevers Trust T/A Leslie Gevers Community Management Services	To conduct a national audit of training programs available in Australia for specialists working with those who perpetrate domestic violence	\$110,000	PT

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
Thomas Gevers Pty Ltd ATF Thomas Gevers Trust T/A Leslie Gevers Community Management Services	To scope, map and document existing services, resources and interventions for children living with domestic violence	\$165,000	PT
St Luke's Anglicare, Bendigo Uniting Care Burnside Jannawi Family Centre Emergency Accommodation Service Enterprise, Bendigo	To develop a framework and related training for professionals whose primary role is to work with children living with domestic violence	\$429,000	PT
Relationships Australia (SA) Inc	To develop best practice guidelines and strategies for services which come into contact with children living with domestic violence	\$328,540	PT
Health Outcomes International Pty Ltd	To research and report on existing and recommended strategies and good practice models for assisting women and children victims of domestic violence to remain in their homes	\$110,000	PT
Centre for Research in Education, Equity and Work, University of SA	To provide expert advice on the development of competency standards and training for people working with perpetrators of domestic violence	\$275,000	PT
Informed Sources Pty Ltd	To manage meta-data and content discovery for the women's portal	\$57,750	ST
Research and Education Unit on Gender Violence University of SA	To conduct a comparative assessment and development of good practice guidelines for programmes for perpetrators of domestic violence	\$495,000	PT
Australian Institute of Criminology	To collect and analyse qualitative and quantitative information on the under reporting of sexual assault and to promote and implement research on sexual assault against women	\$152,380	DE – recognised expertise in this area
Australian Institute of Criminology	To develop and conduct surveys, data analysis and comparative studies for the Australian component of the <i>International Violence Against Women Survey</i>	\$295,000	DE – recognised expertise in this area
Australian Bureau of Statistics	To develop an information development plan to analyse existing data and identify areas where data collection is required in relation to sexual assault	\$125,000	DE – recognised expertise in this area
Qualitative and Quantitative Social Research	To provide mentoring and support services to assist women's non-government organisations in applying for funding under the Women's Development Programme	\$13,350	ST
Australian Housing and Urban Research Institute	To undertake a literature review in relation to women, housing and transitions out of homelessness, namely on how access to housing and support services affects women's housing situation	\$56,050	DE – recognised expertise in this area

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
Colmar Brunton Social Research	To clarify issues raised in the departmental staff survey and to develop strategies to address the issues	\$23,000	DE – previously undertook closely related work for the department
Australian Domestic and Family Violence Clearinghouse, University of SA	To conduct a national audit and review of the implementation and operation of integrated approaches to intervention of domestic violence and related programmes	\$330,000	PT
SMEC Australia	To conduct capacity building workshops: 'Getting Your Message Heard', in Kempsey, Coffs Harbour, Broken Hill, Rockhampton and Toowoomba	\$25,245	DE – recognised expertise in this area
The National Capital Authority	To manage the process of commissioning and placement of an artwork to celebrate the Centenary of Women's Suffrage	\$600,000	DE – recognised expertise in this area
YWCA of Australia	To provide leadership skills to young disadvantaged and marginalised women in Australia, particularly those living in regional, rural and remote areas	\$33,000	DE – recognised expertise in this area
The Communication Co (Zoo)	To provide design and merchandising services for the Centenary of Women's Suffrage, including product branding, publications and other products	\$19,763	ST
Morgan Disney and Associates	To provide administrative support and specialist advice in respect to projects to be funded under PADV on the priority theme of 'Women's Services'	\$88,000	PT
Australian Institute of Family Studies	To collect, collate and analyse data relating to fertility research	\$275,000	DE – recognised expertise in this area
Australian Bureau of Statistics	Purchase of ABS data to support the women's data warehouse, including annual licensing fees for secondary provision of ABS data	\$1,320,000	DE – recognised expertise in this area
Equal Opportunity for Women in the Workplace Agency	To undertake a census of, and produce a report on, the number of women on private sector boards across Australia	\$24,200	DE – recognised expertise in this area
Kate Tully	To research and develop an updated version of the publication <i>Every Women's Guide to Getting into Politics</i>	\$57,862	DE – Kate Tully produced the original version of the publication and had expertise in the area
Lifeline Australia	To conduct a survey of Lifeline Australia volunteers who perform the role of telephone counselling – the aim being to ascertain what part training and working as a telephone counsellor play in women's educational and employment pathways	\$17,760	DE – Specialist knowledge and expertise in this area
OUTPUT GROUP 4: Government and Corporate Group			
Machinery of Government			
Office Productivity Centre (OPC) Safety Web	To scope for the review and development of the Australian Honours List Database Stage I	\$16,445	DE – The company successfully completed similar work in 2000–01

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
OPC Safety Web	To upgrade and develop the Australian Honours List Database Stage II	\$37,675	DE – The company successfully completed similar work in 2000–01
Spherion Technology Solutions Pty Ltd (consultancy 1)	To develop and implement enhancements to the Centenary Medal database	\$14,294	DE – The company successfully completed similar work in 2000–01
Spherion Technology Solutions Pty Ltd (consultancy 2)	To develop and implement enhancements to the Centenary Medal database	\$32,940	DE – The company successfully completed similar work in 2000–01
OPC Safety Web	To upgrade the Prime Minister's Congratulatory Message database	\$12,100	DE – The company successfully completed similar work in 2000–01
Government Communications			
Firm Decisions Pty Ltd	To provide consultancy services to develop a new model fee structure for creative agencies contracted to the Commonwealth	\$27,513	DE – At the time, Firm Decisions was the only known company providing this specialist expertise
Colmar Brunton Social Research	See details in appendix 3 – Advertising and Market Research	\$51,972	ST AMR
Conference Coordinators Pty Ltd	To provide services relating to the organisation of seminars/forums	\$11,068	ST
David Jess and Associates Pty Ltd	To provide procurement consultancy re tender process to select master media placement agencies	\$74,800	ST
Ceremonial and Hospitality			
Naidu Consulting Services	To develop tender documentation for the provision of government gifts for official presentation, and provision of evaluation support	\$17,700	DE – Previously undertook closely related work for the department

Table 18 Support services to the department

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
Corporate Services			
Colmar Brunton Social Research	To conduct a staff survey covering organisational health and clients' perceptions of the quality of the department's corporate support and information services	\$22,000	ST
Information Services			
Information Management Solutions	To provide advice on the implementation of the record keeping appraisal project – DIRKS	\$30,987	ST

Table 19 Commonwealth Heads of Government Meeting (CHOGM) Task Force

<i>Consultant</i>	<i>Nature and purpose of consultancy</i>	<i>Contract price</i>	<i>Selection process and remarks</i>
CHOGM Task Force			
Market and Communications Research Pty Ltd	To investigate and report on community attitudes to, and understanding of, the planned CHOGM	\$23,815	ST
Jacki Huggins	To assist with indigenous liaison	\$7,000	DE – recognised and pre-eminent expert in this specialised field

Note: In addition to the above consultants, the CHOGM Task Force engaged a large number of contractors for physical and organisational work. See the special article on CHOGM for additional information.