

Appendix 1—Staffing Statistics

This appendix contains summary information on the department's actual staffing at 30 June 2004.

Table 10 Staff distribution, as at 30 June 2004

Division	Number
Executive	9
Economic Division	29
Industry, Infrastructure and Environment Division	38
Energy Taskforce Secretariat	4
Social Policy Division	33
Office of the Status of Women	45
International Division	35
National Security Division	28
Cabinet Division	23
Government Division	44
People, Resources and Communications Division	84 ^a
Support Services	10 ^b
Total	382^c

a Includes four Official Establishments Unit Staff.

b Comprises five support staff for former Governors-General and five departmental liaison staff in ministerial offices.

c Staff listed are all employed under the *Public Service Act 1999* and include 25 non-ongoing staff, 21 part-time staff and 11 paid staff on long-term leave. Unpaid staff on long-term leave are not included.

Table 11 Staff employed, by classification, gender and location, as at 30 June 2004

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
<i>Australian Capital Territory</i>					
Secretary				1	1
Senior Executive Service					
Band 3		2		2	4
Band 2		5		5	10
Band 1		16	1	12	29
Executive Level					
2 (PMC Band 4)	2	32	1	33	68
1 (PMC Band 3)	5	46	1	36	88
Australian Public Service Level					
6 (PMC Band 2)	4	33	1	28	66
5 (PMC Band 2)	1	27		7	35
4 (PMC Band 2)	3	31		2	36
3 (PMC Band 1)	1	13		6	20
2 (PMC Band 1)	1			5	6
1 (PMC Band 1)		1			1
Graduate Australian Public Service		10		4	14
<i>Victoria</i>					
Australian Public Service Level					
6 (PMC Band 2)		3			3
<i>Queensland</i>					
Australian Public Service Level					
6 (PMC Band 2)		1			1
Departmental total	17	220	4	141	382^a

a Includes 25 non-ongoing staff and 11 paid staff on long-term leave.

Table 12 Non-ongoing staff employed, by classification, gender and location, as at 30 June 2004

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
<i>Australian Capital Territory</i>					
Executive Level					
2 (PMC Band 4)	1			2	3
1 (PMC Band 3)	1				1
Australian Public Service Level					
6 (PMC Band 2)	1	1	1	1	4
5 (PMC Band 2)		2			2
4 (PMC Band 2)	1	5			6
3 (PMC Band 1)		5		1	6
2 (PMC Band 1)				1	1
1 (PMC Band 1)		1			1
<i>Victoria</i>					
Australian Public Service Level					
6 (PMC Band 2)		1			1
Departmental total	4	15	1	5	25

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 FOI Coordinator
Department of the Prime Minister and Cabinet
3–5 National Circuit
Barton ACT 2600

Requests may also be lodged via 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.pmc.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 13 Categories of documents held by the department

Category	Description
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 Australian 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 holds no documents in this category.
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 <p>The department's annual report and selected other documents relating to the department are available through the internet at www.pmc.gov.au.</p>

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 of 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 Australian Government 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 2004 the department released Cabinet records from 1973 and Cabinet notebooks from 1953 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 Australian 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 Australian Government operates the CAS to consolidate government advertising expenditure and secure optimal media discounts and value-added benefits and to ensure that Australian Government departments and agencies do not compete against each other for media time and space. More information can be accessed at 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 4.4.

Table 14 covers payments (of \$1,500 and above) to external consultants engaged by the department to provide advertising and market research services and for the placement of advertising by hma Blaze and Universal McCann, the CAS master media placement agencies.

The department spent a total of \$190,734 on the placement of recruitment and tender advertising through the CAS master media placement agencies and on payments (of less than \$1,500) to external consultants engaged by the department to provide advertising and market research services.

Table 14 Payments for advertising and market research

Payee	Purpose	Amount	Remarks
OUTPUT GROUP 2: Output 2.2 Women's policy			
hma Blaze	To advertise the Women's Development Programme.	\$4,362	PT
Universal McCann	To advertise the National Campaign for the Elimination of Violence Against Women.	\$7,152,335	PT
OUTPUT GROUP 4: Output 4.3 Machinery of government			
hma Blaze	To advertise the Australian honours regional visits programme.	\$16,479	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$1,536	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$11,536	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$4,233	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$4,354	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$4,309	PT
hma Blaze	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$4,122	PT
Morrison Croxford Chambers and Associates Pty Ltd	To advertise the public consultation process on proposed changes to section 57 of the Constitution.	\$4,565 ^a	ST
OUTPUT GROUP 4: Output 4.4 Government communications			
Corporate Diagnostics	To conduct customer satisfaction research in relation to master media agencies.	\$77,000 ^b	ST

PT = public tender; ST = select tender.

- a As this service falls into the Consultancy Services category, it has also been included in the total expenditure for 'Policy advice and government support services' in Table 9 in the Management and Accountability chapter.
- b As this service falls into the Consultancy Services category, it has also been included in Table 15 of Appendix 4 of this report and in Table 9 in the Management and Accountability chapter.

Appendix 4—Consultancy Services

Consultancy contracts let during 2003–04 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 tables list only those consultancies engaged for \$10,000 or more.

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

Table 15 Policy advice and coordination and support services for government operations

Consultant	Purpose of consultancy	Contract price	Remarks
OUTPUT GROUP 1: Economic policy advice and coordination			
Stuart Ellis, Leading By Example	To conduct an inquiry on behalf of the Council of Australian Governments (COAG) in relation to bushfire mitigation and management.	\$175,000	DE—nomination agreed by COAG members.
Robert Whelan, University of Wollongong	To conduct an inquiry on behalf of COAG in relation to bushfire mitigation and management.	\$55,574	DE—nomination agreed by COAG members.
Peter Kanowski, Australian National University	To conduct an inquiry on behalf of COAG in relation to bushfire mitigation and management.	\$59,847	DE—nomination agreed by COAG members.
OUTPUT GROUP 2: Social policy advice and coordination			
Output 2.2 Women's policy			
Centre for Gender Related Violence Studies, School of Social Work, University of New South Wales	To provide Australian Domestic and Family Violence Clearinghouse services for 2003–04.	\$330,000	DE—extension of existing contract.

Consultant	Purpose of consultancy	Contract price	Remarks
Centre for Gender Related Violence Studies, School of Social Work, University of New South Wales	To provide Australian Domestic and Family Violence Clearinghouse services for 2004–05.	\$385,000	DE—relevant expertise and extension of existing contract.
Elliott and Shanahan Research	To provide research activities relating to the National Campaign for the Elimination of Violence Against Women.	\$495,000	ST
Lifeline Australia	To provide a helpline counselling and referral service for the National Campaign for the Elimination of Violence Against Women.	\$1,925,000	ST
Cultural Partners Australia Pty Ltd	To provide the non-English speaking background communications component of the National Campaign for the Elimination of Violence Against Women.	\$667,315	ST
Haystac Public Affairs Pty Ltd	To provide the public relations services for the National Campaign for the Elimination of Violence Against Women.	\$796,455	ST
Gavin Jones Communications Pty Ltd	To provide the indigenous communications component for the National Campaign for the Elimination of Violence Against Women.	\$330,000	ST
Smart Love Pty Ltd	To provide the youth communication component of the National Campaign for the Elimination of Violence Against Women.	\$3,465,000	ST
Grey Worldwide Pty Ltd	To provide the advertising component of the National Campaign for the Elimination of Violence Against Women.	\$990,000	ST
National Information Library Service	To produce and distribute the National Campaign for the Elimination of Violence Against Women booklet in formats appropriate to people with a print disability (braille/audio).	\$59,060	ST

Consultant	Purpose of consultancy	Contract price	Remarks
Research and Education Unit of Gender Violence, University of South Australia	To provide examples of best practice of integrated approaches to supporting women affected by domestic violence.	\$125,048	PT
Giraffe Visual Communication Management	To design services for various Partnerships Against Domestic Violence (PADV) reports.	\$31,062	ST
Australian Bureau of Statistics	To produce the Sexual Assault Statistical Overview.	\$200,848	DE—sole provider of the statistical data.
Department of Health and Ageing	To undertake the Australian Longitudinal Study on Women's Health.	\$1,430,000	DE—sole provider of longitudinal women's health data.
Department of Family and Community Services	To undertake the Family Income Management Project.	\$935,000	DE—sole provider.
Urbis Keys Young	To develop the National Framework for Sexual Assault Prevention.	\$220,000	ST
Relationships Australia (SA)	To trial response strategies and training resources for front-line workers in contact with children living with domestic violence.	\$275,000	DE—relevant expertise and previous work undertaken.
Paul Memmott and Associates	To revise and maintain the indigenous family violence website.	\$21,906	DE—previously engaged consultant with relevant expertise.
Domestic Violence Service, Gold Coast	To develop a workplace training manual and handbook on the issue of domestic violence.	\$19,250	DE—relevant expertise and previous work undertaken.
Australian Bureau of Statistics	To conduct a survey on violence against women: the women's component of the 2005 Personal Safety Survey.	\$3,694,900	DE—sole provider.
Access Economics Pty Ltd	To conduct a study to estimate the costs of domestic violence to the Australian economy.	\$141,432	PT
Haystac Public Affairs Pty Ltd	To provide production services for a digital video on women in science.	\$197,890	ST

Consultant	Purpose of consultancy	Contract price	Remarks
Dogen Pty Ltd	To produce a video on domestic violence and the workplace.	\$41,373	DE—relevant expertise.
Jocelyn Craig, University of New South Wales	To undertake a research fellowship in time use studies.	\$55,000	PT
Patricia Hill, University of New South Wales	To undertake a research fellowship in time use studies.	\$55,000	PT
Bearcage Productions	To develop a non-government organisation resource kit on video production.	\$18,408	DE—relevant expertise.
Dr Michael Bittman, University of New South Wales	To conduct research into the changes in responsibilities for market and non-market work.	\$38,500	PT
Mary Dickie Issues Management T/A The Quay Connection	To undertake a review of the Office of the Status of Women's communication activities.	\$95,433	ST
Sinclair Knight and Merz Pty Ltd	To evaluate the women's internet portal.	\$45,695	ST
Kandream Digital Studios	To provide design services relating to resources for Partnerships Against Domestic Violence—A Business Approach (PADV-ABA)	\$22,160	PT
AH Revelations	To provide a speaker at events for PADV-ABA.	\$11,550	DE—relevant expertise.
Swell Design Group	To design and print the PADV meta-evaluation report and <i>Effective Integrated Approaches in the Delivery of Services and Responses for Women Experiencing Domestic Violence</i> .	\$26,699	ST
Dogen Pty Ltd	To present a drama-based learning programme at events for PADV-ABA.	\$13,684	DE—relevant expertise.
Swell Design Group	To provide design services for OSW branding.	\$42,884	PT

Consultant	Purpose of consultancy	Contract price	Remarks
Southern Edge Training Pty Ltd	To provide support for victims of people trafficking.	\$982,320	PT
OUTPUT GROUP 3: International, and national security, policy advice and coordination			
Output Group 3.2 National security policy			
Zoo Communications	To provide design, printing and related services for a publication on national security.	\$32,635	ST
OUTPUT GROUP 4: Government and Corporate Group			
Output Group 4.2 Cabinet Implementation Unit			
CPM Group	To develop a program plan and guidance principles for the unit.	\$24,145	ST
Output 4.3 Machinery of government			
One Planet Solutions	To conduct the technical development of a media management system.	\$27,390.00	ST
Meta Marketing	To provide graphic design services for promotional activities.	\$31,872	DE—the department has an ongoing relationship with the consultant based on quotations per project.
National Capital Promotions	To research, draft and edit the 'It's an Honour' newsletter and conduct media relations activities.	\$44,061	DE—the department has an ongoing relationship with the consultant based on quotations per project.
OPC	To provide technical support for the website www.itsanhonour.gov.au .	\$33,028	DE—based on expertise and ongoing relationship with the consultant.
The Hon Neil Brown QC	To assess and report on public opinion as a member of the Consultative Group on Constitutional Change.	\$16,071	DE—recognised and prominent expertise in this area led to selection by the Prime Minister to be the Chairman of the Consultative Group.
The Hon Professor Michael Lavarch	To assess and report on public opinion as a member of the Consultative Group on Constitutional Change.	\$11,957	DE—recognised and prominent expertise in this area led to selection by the Prime Minister to be a member of the Consultative Group.

Consultant	Purpose of consultancy	Contract price	Remarks
Professor Jack Richardson	To assess and report on public opinion as a member of the Consultative Group on Constitutional Change.	\$20,894	DE—recognised and prominent expertise in this area led to selection by the Prime Minister to be a member of the Consultative Group.

Output 4.4 Government communications

Corporate Diagnostics	To conduct customer satisfaction research in relation to master media agencies (this contract relates to advertising and market research, and is also reported on in Appendix 3).	\$77,000	ST
Deloitte Touche Tohmatsu	To provide a review of performance of a media agency.	\$10,800	PT
Swell Design	To design and develop new government branding.	\$165,000	ST
P3 Pty Ltd	To provide industry benchmarking on the production of advertising.	\$34,650	DE—sole provider in market (actual expenditure—no fixed price on contract).
Acumen Alliance	To develop requests for tenders for information and communications technology market testing.	\$180,000	ST—relevant experience, value for money.
CPT Global Limited	To develop a disengagement plan.	\$50,000	ST—relevant experience, value for money.
Spherion Technology	To develop requests for tenders for the standard operating environment upgrade.	\$23,000	ST—relevant experience, value for money.

DE = direct engagement; PT = public tender; ST = select tender.

Table 16 Support services to the department

Consultant	Purpose of consultancy	Contract price	Remarks
John Easthorpe and Associates	To provide perimeter security and landscaping design services.	\$25,290	DE—specialist advice.
Gutteridge Haskins and Davy Pty Ltd	To design a secure conference facility.	\$33,992	DE—specialist advice.
Spacelift Design Consultancy Services	To provide interior design services	\$242,719	ST
Colmar Brunton Social Research	To conduct a staff survey.	\$56,302	DE—were sole provider with appropriate previous knowledge of the department.

DE = direct engagement; ST = select tender.

Appendix 5—Commonwealth Disability Strategy

This appendix provides information on the department's performance in implementing the Commonwealth Disability Strategy. The department does not have a core business role of purchaser or provider, but reports on its performance against the other roles described in the strategy: employer, regulator and policy adviser. The level of performance for 2003–04 is recorded against performance indicators and measures identified in the Department of Family and Community Services' implementation guide.

During 2003–04, information and guidance to staff involved in recruitment and selection of staff continued to be available on the department's intranet site. The departmental internet site provided guidance to prospective employees with disabilities on the accessibility of recruitment information via the home page. The department's Staff Selection Guide continued to provide guidance for all staff on addressing the needs of people with disabilities who attend the department as part of a selection process. People with hearing or speech impairments who sought employment with the department were able to access the department's TTY (telephone typewriter) facility.

Guidance on the principle of 'reasonable adjustment', as identified in the Commonwealth Disability Strategy, was also available. The Performance Appraisal and Development scheme continued to be the main vehicle used by all employees and their managers, including staff members with disabilities, to identify training and development needs. The department maintained a database of relevant training and development programmes for all staff and regularly promoted available courses on the intranet.

All staff in the department had access to appropriate complaint-handling procedures. There were no complaints or grievances involving disability issues during the year.

In its role as a regulator, the Government Communications Unit continued to assist departments and agencies to comply with the government's policies to ensure that information activities provided for the delivery of messages in ways that met the needs of people with hearing or sight impairments.

As a central coordinating agency, the department exercised its policy adviser role through the Social Policy Division, taking into account the needs of a range of target groups in the development of policy advice on key policy reforms.

Table 17 Performance under the Commonwealth Disability Strategy as an employer, 2003–04

Performance indicator	Performance measure	Performance
<p>1. Employment policies, procedures and practices comply with the requirements of the <i>Disability Discrimination Act 1992</i>.</p>	<p>Number of employment policies, procedures and practices that meet the requirements of the <i>Disability Discrimination Act 1992</i>.</p>	<p>Relevant policies and procedures were:</p> <ul style="list-style-type: none"> ■ Non-Senior Executive Service (SES) Staff Selection Guide ■ Disability Action Plan ■ Workplace Diversity Programme ■ Workplace Harassment Guide ■ Working with the Code of Conduct ■ Protection for Whistleblowers ■ Certified Agreement 2002–2004 ■ information packages for new staff ■ induction courses. <p>The department continued to maintain a suite of employment-related operational guides on the intranet. A number of the documents could also be accessed by the wider Australian community through the internet—including the department’s third certified agreement and the department’s revised Workplace Diversity Programme.</p> <p>The requirements of the <i>Disability Discrimination Act 1992</i> continued to be observed in developing and reviewing our guideline material.</p> <p>On commencement, all new staff members were provided with an information package including information on the Australian Public Service (APS) Code of Conduct, workplace diversity and discrimination.</p>
<p>2. Recruitment information for potential job applicants is available in accessible formats on request.</p>	<p>Percentage of recruitment information requested and provided in accessible electronic formats and accessible formats other than electronic.</p> <p>Average time taken to provide accessible information in electronic formats and formats other than electronic.</p>	<p>All recruitment information is available in electronic formats and accessible formats other than electronic. All members of the Australian community were able to access information on employment opportunities in the department via our internet site, press advertisements or targeted recruitment campaigns. The department’s intranet site provided an additional electronic format to assist staff to access relevant information.</p> <p>A TTY (telephone typewriter) facility was also available for hearing- or speech-impaired applicants.</p> <p>Access to information and selection documentation was available on demand through the department’s website. Selection documentation was loaded on the website and intranet prior to vacancies being advertised in the Commonwealth Gazette or the press.</p>

Performance indicator	Performance measure	Performance
3. Agency recruiters and managers apply the principle of 'reasonable adjustment'.	Percentage of recruiters and managers provided with information on 'reasonable adjustment'.	The department's Non-SES Staff Selection Guide provided information for all staff on the principle of 'reasonable adjustment'.
4. Training and development programmes consider the needs of staff with disabilities.	Percentage of training and development programmes that consider the needs of staff with disabilities.	<p>The Performance Appraisal and Development scheme was the main vehicle used by employees and their managers to identify training and development needs. The department maintained a database of relevant training and development programmes and regularly promoted available courses on the intranet.</p> <p>The department's Disability Action Plan encouraged people with disabilities and staff working with people with disabilities to voice specific needs and to nominate for special needs training programmes.</p> <p>Corporate programmes take account of the needs of staff who identify themselves as having disabilities. There were no concerns raised by staff attending internal or external training and development programmes during the year regarding disability issues.</p>
5. Training and development programmes include information on disability issues as they relate to the content of the programme.	Percentage of training and development programmes that include information on disability issues as they relate to the programme.	All staff entering the department were provided with information packs and invited to attend an orientation programme which included information on the APS Code of Conduct, workplace diversity and disability issues, and on the availability of supporting information in corporate publications.
6. Complaints/ grievance mechanisms, including access to external mechanisms, are in place to address issues and concerns by staff.	Established complaints/ grievance mechanisms, including access to external mechanisms, in operation.	<p>All staff in the department had access to appropriate complaint handling procedures including procedures for settling disputes under the certified agreement, guidelines on managing breaches of the code of conduct and access to external review processes.</p> <p>There were no complaints or grievances involving disability issues during the year.</p>

Table 18 Performance under the Commonwealth Disability Strategy as a regulator, 2003–04

Performance indicator	Performance measure	Performance
1. Publicly available information on regulations and quasi-regulations is available in accessible formats for people with disabilities.	<p>Percentage of publicly available information on regulations and quasi-regulations requested and provided in accessible electronic formats and accessible formats other than electronic.</p> <p>Average time taken to provide accessible material in electronic format and formats other than electronic.</p>	<p>The department continued to assist departments and agencies to comply with the government’s policies that ensure information activities provide for the delivery of messages in ways that meet the needs of people with disabilities. The <i>Guidelines for Australian Government Information Activities</i> were available on the Government Communications Unit website. Radio broadcasts for the print handicapped and closed captioning of television commercials were also used to deliver information to people with disabilities.</p>
2. Publicly available regulatory compliance reporting is available in accessible formats for people with disabilities.	As above.	As above.

Table 19 Performance under the Commonwealth Disability Strategy as a policy adviser, 2003–04

Performance indicator	Performance measure	Performance
1. New or revised policy/programme proposals assess impact on the lives of people with disabilities prior to decision.	Percentage of new or revised policy/programme proposals that document that the impact of the proposal was considered prior to the decision-making stage.	In its capacity as a central coordinating agency, the department continued to seek advice from line agencies on how their policy proposals impacted on people with disabilities.
2. People with disabilities are included in consultation about new or revised policy/programme proposals.	Percentage of consultations about new or revised policy/programme proposals that are developed in consultation with people with disabilities.	The department continued to seek advice from line agencies on whether people with disabilities were consulted about new or revised policy proposals/programmes.
3. Public announcements of new, revised or proposed policy/programme initiatives are made available in accessible formats for people with disabilities, in a timely manner.	Percentage of new, revised or proposed policy/programme announcements available in a range of accessible formats. Time taken in providing announcements in accessible formats.	Announcements of new policy and programme initiatives are the responsibility of the government agencies that implement them. In its role as regulator, the Government Communications Unit continued to assist those agencies to deliver messages in ways that met the needs of people with disabilities.