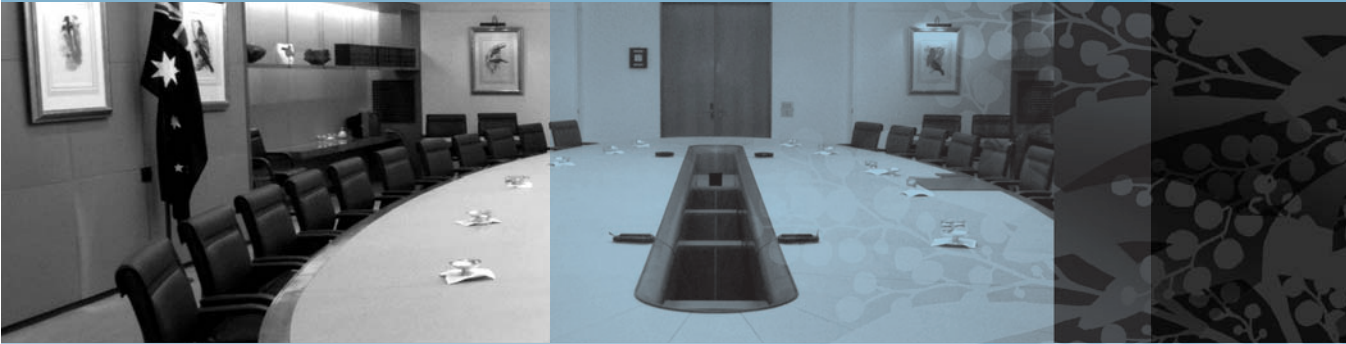


APPENDIXES



APPENDIX 1

STAFFING STATISTICS



THIS APPENDIX CONTAINS SUMMARY INFORMATION ON THE DEPARTMENT'S ACTUAL STAFFING AT 30 JUNE 2005.

TABLE 8 Staff distribution, as at 30 June 2005

Division	Number
Executive	10
Economic Division	24
Industry, Infrastructure and Environment Division	34
Social Policy Division	43
International Division	33
National Security Division	30
Cabinet Division	32
Government Division	38
People, Resources and Communications Division	92 ^a
APEC 2007 Taskforce	26
Support Services	8 ^b
Total	370^c

a Includes three Official Establishments Unit staff.

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

c Staff listed are all employed under the *Public Service Act 1999* and include 26 non-ongoing staff, 14 part-time staff and ten staff on paid long-term leave. Staff on unpaid long-term leave are not included.

TABLE 9 Staff employed, by classification, gender and location, as at 30 June 2005

Location and classification	FEMALE		MALE		Total
	Part-time	Full-time	Part-time	Full-time	
AUSTRALIAN CAPITAL TERRITORY					
Secretary				1	1
<i>Senior Executive Service</i>					
Band 3		2		2	4
Band 2		3		7	10
Band 1		14		14	28
<i>Executive Level</i>					
2 (PMC Band 4)	1	29	1	44	75
1 (PMC Band 3)	3	49	1	39	92
<i>Australian Public Service Level</i>					
6 (PMC Band 2)	2	32		21	55
5 (PMC Band 2)	2	25		8	35
4 (PMC Band 2)	4	32		4	40
3 (PMC Band 1)		4	1	6	11
2 (PMC Band 1)				5	5
1 (PMC Band 1)					
Graduate Australian Public Service		5		5	10
VICTORIA					
<i>Australian Public Service Level</i>					
6 (PMC Band 2)		3			3
QUEENSLAND					
<i>Australian Public Service Level</i>					
6 (PMC Band 2)		1			1
Departmental total	12	199	3	156	370^a

^a Includes 26 non-ongoing staff and ten paid staff on long-term leave.

TABLE 10 Non-ongoing staff employed, by classification, gender and location, as at 30 June 2005

Location and classification	FEMALE		MALE		Total
	Part-time	Full-time	Part-time	Full-time	
AUSTRALIAN CAPITAL TERRITORY					
<i>Senior Executive</i>					
Band 3					
Band 2					
Band 1		1			1
<i>Executive Level</i>					
2 (PMC Band 4)				1	1
1 (PMC Band 3)		3		1	4
<i>Australian Public Service Level</i>					
6 (PMC Band 2)	1	1		1	3
5 (PMC Band 2)		3			3
4 (PMC Band 2)	1	9		1	11
3 (PMC Band 1)				2	2
2 (PMC Band 1)				1	1
1 (PMC Band 1)					
Departmental total	2	17		7	26

APPENDIX 2

FREEDOM OF INFORMATION



IN ACCORDANCE WITH SECTION 8 OF *THE FREEDOM OF INFORMATION ACT 1982* (FOI ACT), THIS APPENDIX CONTAINS INFORMATION ABOUT THE ORGANISATION AND FUNCTIONS OF THE DEPARTMENT, 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* (ARCHIVES ACT), THE ARCHIVES REGULATIONS AND THE *ROYAL COMMISSIONS ACT 1902*.

ORGANISATION AND FUNCTIONS OF DEPARTMENT

The organisation chart (Figure 3) shows the structure of the department. The broad functions of the department are described in the Overviews chapter of this report. Legislation administered by the Prime Minister is published in the Administrative Arrangements Order, which is available at www.pmc.gov.au/docs/ao.

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 am and 5 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 has been 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 11 Categories of documents in the possession of 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 to publish 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 2005 the department released Cabinet records from 1974 and Cabinet notebooks from 1954 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 about the system can be accessed at www.gcu.gov.au.

The cost of the outputs of the department's Government Communications Unit, which coordinates government communications and manages the CAS, is noted in the performance report for Output 4.4.

Table 12 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.

During 2004–05, the department spent a total of \$169,947 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 12 Payments for advertising and market research

Payee	Purpose	Amount	Remarks	Category
OUTPUT GROUP 4: Output 4.4—Government communications				
Corporate Diagnostics	To conduct customer satisfaction research in relation to master media agencies.	\$69,375	ST	Market research

ST = select tender.

APPENDIX 4

CONSULTANCY SERVICES



Agencies subject to the *Financial Management and Accountability Act 1997* are required by the Commonwealth Procurement Guidelines to publish on AusTender contracts and standing offers with a value of \$10,000 or more. Details can be accessed at www.contracts.gov.au.

The following tables list only those consultancies engaged for \$10,000 or more during 2004–05.

TABLE 13 Contracts let for policy advice and coordination and support services for government operations

Consultant	Description	Contract price	Selection process ^a	Justification ^b
OUTPUT GROUP 2: Social policy advice and coordination				
Output 2.1—Social policy				
Griffith University	To provide advice to government on a range of issues relating to welfare reform for Australian people of working age.	\$30,000	DS	B
OUTPUT GROUP 4: Support services for government operations				
Output 4.3—Machinery of government				
Bearcage Productions	To produce an audiovisual presentation of the Australian National Anthem.	\$29,168	ST	B
Output 4.4—Government communications				
P3 Pty Ltd	To provide industry benchmarking on the production of advertising.	\$150,000 (estimated)		ST B
Corporate Diagnostics	To conduct customer satisfaction research in relation to master media agencies (also reported on in Appendix 3 as it relates to advertising and market research).	\$45,360	ST	C

a Explanation of selection process terms:

Select Tender (ST): A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders in accordance with the mandatory procurement procedures.

Direct Sourcing (DS): A procurement process, available only under certain defined circumstances, in which an agency may contact a single potential supplier or suppliers of its choice and for which conditions for direct sourcing apply under the mandatory procurement procedures.

Panel (P): An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

b 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

TABLE 14 **Contracts let for support services for the department**

Consultant	Purpose	Contract price	Selection process ^a	Justification ^b
Australian Government Solicitors	To provide legal services.	\$33,000	DS	B
Blake Dawson Waldron	To provide legal services.	\$50,000	DS	B
WJ Blick	To review records of the royal commission on intelligence and security.	\$32,687	DS	B
Clientwise	To undertake an information technology client survey.	\$13,750	DS	C
Phillips Fox	To provide legal services.	\$11,000	ST	B

a Explanation of selection process terms:

Select Tender (ST): A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders in accordance with the mandatory procurement procedures.

Direct Sourcing (DS): A procurement process, available only under certain defined circumstances, in which an agency may contact a single potential supplier or suppliers of its choice and for which conditions for direct sourcing apply under the mandatory procurement procedures.

Panel (P): An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

b 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 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 2004–05 is recorded against performance indicators and measures identified in the Department of Family and Community Services implementation guide.

During 2004–05, information and guidance for those involved in staff recruitment and selection processes 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 Management 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 15 Performance under the Commonwealth Disability Strategy as an employer

Performance indicator	Performance measure	Performance
1. Employment policies, procedures and practices comply with the requirements of the <i>Disability Discrimination Act 1992</i> .	Number of employment policies, procedures and practices that meet the requirements of the <i>Disability Discrimination Act 1992</i> .	<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 • Certified Agreement 2004–2007 • 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—including the department’s Certified Agreement and Workplace Diversity Programme—could also be accessed by the wider Australian community through the internet.</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>
2. Recruitment information for potential job applicants is available in accessible formats on request.	<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>
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 Staff Selection Guide provided information for all staff on the principle of ‘reasonable adjustment’.

TABLE 15 Continued from page 124

Performance indicator	Performance measure	Performance
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 Management 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 Values and 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 16 Performance under the Commonwealth Disability Strategy as a regulator

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>	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.
2. Publicly available regulatory compliance reporting is available in accessible formats for people with disabilities.	As above.	As above.

TABLE 17 **Performance under the Commonwealth Disability Strategy as a policy adviser**

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.