

## **Section 4** Appendices



## Appendix 1

### Portfolio agency contact details

Australian Broadcasting Corporation  
Tel: 02 8333 1500 Fax: 02 8333 5344  
[www.abc.net.au](http://www.abc.net.au)

Australian Communications and Media Authority  
Tel: Canberra 02 6219 5555, Melbourne 03 9963 6800, Sydney 02 9334 7700  
Fax: Canberra 02 6219 5200, Melbourne 03 9963 6899, Sydney 02 9334 7799  
[www.acma.gov.au](http://www.acma.gov.au)

Australian Postal Corporation  
Tel: 03 9204 7171 Fax: 03 9663 1160  
[www.uspost.com.au](http://www.uspost.com.au)

Special Broadcasting Service Corporation  
Tel: 02 9430 2828 Fax: 02 9430 3047 [comments@sbs.com.au](mailto:comments@sbs.com.au)  
[www.sbs.com.au](http://www.sbs.com.au)

## Appendix 2

### Resources for Outcome 1 Department of Broadband, Communications and the Digital Economy (DBCDE)

(INCORPORATING RELEVANT PART OF DEPARTMENT OF COMMUNICATIONS, INFORMATION TECHNOLOGY AND THE ARTS (DCITA) OUTCOME 3 FOR THE PERIOD 1 JULY 2007 TO 2 DECEMBER 2007)

FIGURE 4.1

	(1) Budget 2007-08 <sup>(a)</sup> \$'000	(2) Actual 2007-08 \$'000	Variation (2 less 1) \$'000	Budget 2008-09 <sup>(b)</sup> \$'000
<b>Administered expenses</b> (including third party outputs)	411 819	201 053	- 210 766	1 272 809
<b>Total administered expenses</b>	<b>411 819</b>	<b>201 053</b>	<b>- 210 766</b>	<b>1 272 809</b>
Price of Departmental outputs				
DBCDE Output 1.1: Policy advice and program management that delivers competitively priced, accessible and high quality broadband and other communications services and that supports the digital economy.	55 239	51 463	- 3 776	103 689
DCITA Output 3.1: Policy advice and program management that delivers competitively priced, accessible and high quality telecommunications, broadcasting and postal services and that supports development and application of a competitive capability in information and communications technology (for the period 1 July 2007 to 2 December 2007), but excluding the ICT Incubators program which transferred out of DCITA (c).	39 456	33 725	- 5 731	
<b>Revenue from Government (Appropriation) for Departmental outputs</b>	<b>94 695</b>	<b>85 188</b>	<b>- 9 507</b>	<b>103 689</b>

DBCDE Output 1.1: Policy advice and program management that delivers competitively priced, accessible and high quality broadband and other communication services and that supports the digital economy.	402	1 099	697	1 720
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DCITA Output 3.1: Policy advice and program management that delivers competitively priced, accessible and high quality telecommunications, broadcasting and postal services and that supports development and application of a competitive capability in information and communications technology (for the period 1 July 2007 to 2 December 2007).		103	103	
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<b>Revenue from other sources</b>	<b>402</b>	<b>1 202</b>	<b>800</b>	<b>1 720</b>
Total price of outputs	95 097	86 390	- 8 707	105 409
<b>TOTAL FOR OUTCOME 3</b>	<b>506 916</b>	<b>287 443</b>	<b>- 219 473</b>	<b>1 378 218</b>
<b>(Total price of outputs and administered expenses)</b>				

	2007–08	2008–09
Average staffing level	561	665

See figure 4.2 below for details on the resourcing of outcomes transferred to other agencies and for a reconciliation of the 2007–08 Portfolio Additional Estimates Statements.

- Budget estimates as at 2007–08 Portfolio Additional Estimates Statement (for DBCDE Outcome 1 only), see Figure 4.3 below for a reconciliation of 2007–08 Portfolio Supplementary Additional Estimates Statement information in relation to DCITA functions transferred to other agencies.
- Budget estimates are as at 2008–09 Portfolio Budget Statements and include payments to Commonwealth Authorities and Companies (CAC) bodies of \$1.1 billion.
- The ICT Incubator program was transferred to the Department of Innovation, Industry, Science and Research following the AAO of 3 December 2007.

## Resources for Department of Communications, Information Technology and the Arts (DCITA) Outcomes 1, 2 and 3 transferred to other agencies

(FOR THE PERIOD 1 JULY TO 2 DECEMBER 2007)

The Administrative Arrangements Order of 3 December 2007 abolished the Department of Communications, Information Technology and the Arts (DCITA) and established the Department of Broadband, Communications and the Digital Economy (DBCDE). The functions of DCITA were transferred to other agencies, as follows:

- › Outcome 1 (the Arts function) to the Department of Environment, Water, Heritage and the Arts,
- › Outcome 2 (the Sports function) to the Department of Health and Ageing,
- › Outcome 3 (the Broadcasting and Communications functions) transferred to Outcome 1 DBCDE, with the exception of the ICT incubators program, which was transferred to the Department of Innovation, Industry, Science and Research and the Indigenous Broadcasting programs which transferred to the Department of Environment, Water, Heritage and the Arts.

The Annual Financial Statements incorporate all activities of DCITA and DBCDE.

The resourcing for Outcomes transferred to other agencies are detailed in the table below:

**FIGURE 4.2**

Resources for DCITA Outcomes 1, 2 and 3 transferred to other agencies	Outcome 1 Actual	Outcome 2 Actual	Outcome 3 Actual
<i>for the period 1 July to 2 December 2007</i>	2007-08 \$'000	2007-08 \$'000	2007-08 \$'000
<b>Administered expenses</b> (including third party outputs)	84 753	56 977	16 054
<b>Total Administered Expenses</b>	<b>84 753</b>	<b>56 977</b>	<b>16 054</b>

Price of Departmental outputs

Output 1.1: Policy advice, program management and agency support which promotes excellence in, preservation and maintenance of, and access to Australia's cultural activities, national cultural collections and buildings, and Indigenous languages.	23 481		
Output 2.1: Policy advice, program management and agency support in relation to sports, anti-doping and industry development measures which support the Australian sports sector.		2 284	
DCITA Output 3.1: Policy advice and program management that delivers competitively priced, accessible and high quality telecommunications, broadcasting and postal services and that supports development and application of a competitive capability in information and communications technology (ICT Incubator program only).			261
<b>Revenue from Government (Appropriation) for Departmental outputs</b>	<b>23 481</b>	<b>2 284</b>	<b>261</b>
Output 1.1: Policy advice, program management and agency support which promotes excellence in, preservation and maintenance of, and access to Australia's cultural activities, national cultural collections and buildings, and Indigenous languages.	3 238		
Output 2.1: Policy advice, program management and agency support in relation to sports, anti-doping and industry development measures which support the Australian sports sector.		563	
<b>Revenue from other sources</b>	<b>3 238</b>	<b>563</b>	<b>0</b>
Total price of outputs	26 719	2 847	261
<b>TOTAL FOR OUTCOME</b>	<b>111 472</b>	<b>59 824</b>	<b>16 315</b>
(Total price of outputs and administered expenses)			
<b>Average staffing level</b>	<b>310</b>	<b>18</b>	<b>4</b>

## 2007–08 Portfolio Additional Estimates Statements reconciliation

The 2007–08 Portfolio Additional Estimates Statements (PAES) were prepared on the basis of DBCDE for Administered items, however, as the Departmental transfers of resources had not been finalised at the time, the Departmental Statements included resources yet to be transferred to other agencies. Below is a reconciliation of the resources as published in PAES to enable the reader to reconcile the agency resources published in the PAES to the Resources for Outcome 1, Department of Broadband, Communications and the Digital Economy (DBCDE) shown in Figure 4.1 above.

**FIGURE 4.3**

	DBCDE						Total
	DCITA	DCITA	DCITA	DCITA	DBCDE	Sub-Total	
	Outcome 1	Outcome 2	Outcome 3	Outcome 3	Outcome 1		
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered expenses (including third party outputs)	84 466	13 387	16 078		411 819	411 819	525 750
<b>Total Administered Expenses</b>	<b>84 466</b>	<b>13 387</b>	<b>16 078</b>		<b>411 819</b>	<b>411 819</b>	<b>525 750</b>
<b>Price of Departmental outputs</b>							
DCITA Output 1.1 (described below)	44 128						44 128
DCITA Output 2.1 (described below)		3 353					3 353
DBCDE Output 1.1 (described below) and DCITA Output 3.1 (described below)			816	39 456	55 239	94 695	95 511
<b>Revenue from Government (Appropriation) for Departmental outputs</b>	<b>44 128</b>	<b>3 353</b>	<b>816</b>	<b>39 456</b>	<b>55 239</b>	<b>94 695</b>	<b>142 992</b>

DCITA Output 1.1 (described below)	7 109						7 109
DCITA Output 2.1 (described below)		342					342
DBCDE Output 1.1 (described below) and DCITA Output 3.1 (described below)			402	402	402		
<b>Revenue from other sources</b>	<b>7 109</b>	<b>342</b>	<b>0</b>	<b>0</b>	<b>402</b>	<b>402</b>	<b>7 853</b>
Total price of outputs	51 237	3 695	816	39 456	55 641	95 097	150 845
<b>TOTAL FOR OUTCOME (Total price of outputs and administered expenses)</b>	<b>135 703</b>	<b>17 082</b>	<b>16 894</b>	<b>39 456</b>	<b>467 460</b>	<b>506 916</b>	<b>676 595</b>

## DESCRIPTION OF OUTPUTS

**DCITA Output 1.1:** Policy advice, program management and agency support which promotes excellence in, preservation and maintenance of, and access to Australia's cultural activities, national cultural collections and buildings, and Indigenous languages.

**DCITA Output 2.1:** Policy advice, program management and agency support in relation to sports, anti-doping and industry development measures which support the Australian sports sector.

**DCITA Output 3.1:** Policy advice and program management that delivers competitively priced, accessible and high quality telecommunications, broadcasting and postal services and that supports development and application of a competitive capability in information and communications technology.

**DBCDE Output 1.1:** Policy advice and program management that delivers competitively priced, accessible and high quality broadband and other communications services and that supports the digital economy.

## Appendix 3

### Performance information index

**FIGURE 4.4 PERFORMANCE INFORMATION INDEX**

	PAES page reference	Annual Report page reference
Outcome 1		
Development of services and provision of a regulatory environment which encourages a sustainable and effective communications sector for the benefit of all Australians and an internationally competitive information economy.		
<b>Administered items</b>		
Australian Broadband Guarantee	43	26
Coordinated Communications Infrastructure Fund	40	29
Broadband Connect Infrastructure Program	42	32
ICT Centre of Excellence program	44	33
Clever Networks program	40	35
IT Training and Technical Support program	40	41
Backing Indigenous Ability—internet/computers/video-conferencing element	41	43
Backing Indigenous Ability and Telecommunications Access Plan for Remote Indigenous Communities—Community Access Phones element	41	52
NetAlert program <sup>1</sup>	44	48
Satellite Phone Subsidy Scheme	41	54
Telecommunications Consumer Representation Grants	39	58
Telecommunications Consumer Representation—research program	39	60
International Organisations contributions	43	62
Regional Equalisation Plan	44	67
ABC and SBS Digital Interference Scheme	43	69
National Transmission Network Residual Funding Pool	43	73
Community Broadcasting Training Fund	44	74
Community Broadcasting Transmission support	44	74
Television Black Spots—Alternative Technical Solutions	43	76

<sup>1</sup> This program was known as Protecting Australian Families Online

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## Appendix 5

# Parliamentary Committees

The Department's involvement in the following Parliamentary Committees ranged from preparing or providing input to other Department's responses, to appearing before and/or making written submissions to the Committees.

### SENATE STANDING COMMITTEE ON ENVIRONMENT, COMMUNICATIONS, INFORMATION TECHNOLOGY AND THE ARTS

#### Inquiry into the Telecommunications Legislation Amendment (National Broadband Network) Bill 2008

On 20 March 2008, the Senate referred the Telecommunications Legislation Amendment (National Broadband Network) Bill 2008 to the Committee for inquiry and report by 7 May 2008. The Committee presented an interim report on 7 May 2008 and provided its final report on 9 May 2008.

On 18 April 2008, the Department provided the Committee with a submission on the Bill. In response to requests from the Committee, the Department provided a further submission on 1 May 2008 that addressed questions on notice from the Committee and an additional submission on 2 May 2008 that responded to Telstra's submission. The Committee did not hold public hearings.

The Committee recommended that the Government consider amending the Bill to:

- a) limit the use of protected carrier information to the purposes identified in the Bill
- b) require companies submitting tenders to designate a carrier's protected network information as confidential
- c) strengthen the provisions regarding when an unauthorised disclosure of network information could be considered to have taken place.

The Government considered the Committee's recommendations in finalising the Bill. The *Telecommunications Legislation Amendment (National Broadband Network) Act 2008* gained Royal Assent on 26 May 2008.

#### Telecommunications Legislation Amendment (Communications Fund) Bill 2008

On 13 February 2008, the Government introduced the Telecommunications Legislation Amendment (Communications Fund) Bill 2008 into the House of Representatives so that the \$2 billion capital of the Communications Fund could be used to partly fund the National Broadband Network.

Subsequent to the Bill being passed in the House of Representatives on 19 March 2008, on the same date, the Senate referred the Bill to the Committee for inquiry and report by 30 April 2008. On 18 April 2008, the Department provided the Committee with a submission on the Bill. The Committee did not hold public hearings. The Committee tabled its final report on 13 May 2008, recommending that the Bill be passed.

As part of the 2008–09 Budget, the Government announced on 13 May 2008 the establishment of the Building Australia Fund (BAF) and that the Communications Fund would be closed and its funds transferred into the BAF. The Government also announced that the National Broadband Network would now be funded through the BAF. As a result, the Bill was formally discharged from the Notice Paper on 17 June 2008.

### **Inquiry into the Communications Legislation Amendment (Information Sharing and Datacasting) Bill 2007**

On 21 June 2007, the Senate referred the Communications Legislation Amendment (Information Sharing and Datacasting) Bill 2007 to the Committee for inquiry.

Departmental officers gave evidence at the Committee's hearings on 7 August 2007.

The Committee reported on 9 August 2007, recommending that the Bill be passed.

The Bill was passed on 20 September 2007 and received Royal Assent on 28 September 2007.

## **JOINT STANDING COMMITTEE ON ELECTORAL MATTERS**

### **Inquiry into Civics and Electoral Education**

Tabled: 18 June 2007. No Government response as at 30 June 2008.

Recommendation 10 of the Report proposed that a modified civics education website be created for an Indigenous audience.

The Department has provided input to the proposed Government response to this report.

## **SENATE STANDING COMMITTEE ON COMMUNITY AFFAIRS**

### **Inquiry into provisions of the Families, Housing, Community Services and Indigenous Affairs and Other Legislation Amendment (Emergency Response Consolidation) Bill 2008**

On 19 March 2008, the Senate, on the recommendation of the Selection of Bills Committee, referred the provisions of the Families, Housing, Community Services

and Indigenous Affairs and Other Legislation Amendment (Emergency Response Consolidation) Bill 2008 to the Community Affairs Committee for inquiry.

Departmental officers gave evidence at one of the Committee's hearings on 30 April 2008.

The Committee reported on 15 May 2008, recommending that the Bill be passed.

Debate on the Bill was expected to resume in the 2008 Spring sittings.

## SENATE STANDING COMMITTEE ON REGULATIONS AND ORDINANCES

### Australian Postal Corporation Amendment Regulations 2008 (No.1)

On 15 May 2008, the Committee wrote to the Minister for Broadband, Communications and the Digital Economy, Senator the Hon Stephen Conroy, suggesting the amendment of the Regulations to reflect any requirement that records required to be kept by state and territory government agencies engaged in the inspection of interstate mail for quarantine purposes should be kept for a certain period. The Minister responded on 6 June 2008 that there is no retention period requirement in either the Amending Regulations or in the Act under which the Regulations were made.

The Committee wrote to Senator Conroy on 19 June 2008 to advise him of its view that it sees value in either the specification of a retention period or in the identification of practices which would govern record retention. The Minister was considering his response as at 30 June 2008.

## SENATE SELECT COMMITTEE ON THE NATIONAL BROADBAND NETWORK

On 25 June 2008, the Senate established the Committee to 'inquire into and report on the Government's proposal to partner with the private sector to upgrade parts of the existing network to fibre to provide minimum broadband speeds of 12 megabits per second to 98 per cent of Australians on an open access basis.' The Committee is required to report by 30 March 2009.

There was no activity in relation to this committee's work in the reporting period.

## Appendix 6

### External scrutiny

The Australian National Audit Office (ANAO) issued a number of reports in 2007–08. Some involved the Department directly and others were of special or general interest to the Department.

#### 2007–08 DIRECT PARTICIPATION

##### Report No. 44 Interim Phase of the Audit of Financial Statements of General Government Sector Agencies for the Year ending 30 June 2008

Tabled: Wednesday, 25 June 2008

This report presents the results of the interim phase of the 2007–08 financial statement audits of all portfolio departments and other major General Government Sector agencies.

There were no audit issues of a significant rating raised by the ANAO in relation to prior or current years. The ANAO identified one moderate risk relating to banking arrangements and cash management. The Department was unable to provide the ANAO with evidence that it has an agency banking agreement with its transactional banker that fulfilled the requirements of the FMA Act and the Agency Banking Framework. The ANAO found that the Department had overdrawn its bank accounts on 17 different occasions. This potentially represents a breach of the FMA Act, that states agencies must not overdraw bank accounts unless their agency banking agreement specifies overdrafts must be repaid within 30 days.

To address this finding, the Department formalised a new agency banking agreement in July 2008 and has also implemented improved procedures to ensure that its bank accounts and bank balances are reviewed daily and managed in accordance with the Agency Banking Framework.

With the exception of the Department's banking arrangements, key internal controls were operating satisfactorily to provide reasonable assurance that the Department can produce financial statements free of material misstatement.

##### Report No. 37 Management of Credit Cards

Tabled: Tuesday, 3 June 2008

The objective of this audit was to assess whether agencies had effectively administered credit cards, including having complied with legislative and internal requirements. The ANAO examined credit card policies and procedures, training activities, and monitoring and control arrangements.

The Australian Competition and Consumer Commission, the Department of Agriculture, Fisheries and Forestry, the Department of Broadband, Communications and the Digital Economy and the Department of Human Services were involved in the audit.

The audit found that the policies, procedures, guidance and administrative actions of all agencies provided generally sound controls over the issue, use and cancellation of corporate credit cards. It was found that cardholders, supervisors and credit card administrators generally had a clear understanding of their responsibilities when using credit cards, however there would be benefit in some agencies updating or providing greater training and guidance to supervisors and administrative support staff.

Effectiveness of controls over the use of credit cards varied between generally effective and moderately effective across the audited agencies. Poorly operating controls arose from failure to obtain proper approval for expenditure and retain supporting documentation, and inadequate reconciliation statements. The ANAO considered that all audited agencies should strengthen key controls over credit cards to reduce the risk of misuse.

The audit did not identify inappropriate expenditure or fraud in any of the audited agencies.

The Department's response to the audit advised that a comprehensive review of the Chief Executive's Instructions and practical guides on credit cards had been completed. This review simplified these policies and procedures and better aligned delegations to ensure that they better support business processes and to improve processes for spending public money, including with respect to credit cards. Targeted training on financial processes is also being delivered to staff through a number of modules as part of the Department's on-going financial management training. Assurance reviews of compliance will be undertaken throughout the year.

The Department agreed with and has commenced implementing the report's recommendations.

## Report No. 18 Audits of Financial Statements of Australian Government Entities for the Period Ended 30 June 2007

Tabled: Thursday, 20 December 2007

The focus of this report is on the final audit results of the audits of the financial statements of all Australian Government entities for the 2006–07 financial year. Financial management issues (where relevant) arising out of the audits and their relationship to internal control structures are also included in this report.

There were no moderate or significant audit issues noted during the 2006–07 audit.

## 2007–08 SPECIAL INTEREST

The Department is implementing the relevant recommendations from the following reports:

### Report No. 46 Regulation of Commercial Broadcasting

There were five recommendations relating to the Australian Communications and Media Authority and these did not require direct action by the Department but will be monitored as part of the portfolio relationship.

Tabled: Friday, 27 June 2008

### Report No. 43 Third Tranche Sale of Telstra Shares

There was one recommendation relating to the Department of Finance and Deregulation in relation to receipting expenditure associated with marketing roadshow costs. It was not directly relevant to the Department.

Tabled: Tuesday, 24 June 2008

### Report No. 41 Management of Personnel Security – Follow-up Audit

The two recommendations within the report concern a need to review personnel security risk assessments regularly, and to maintain security awareness through education and training activities. Both recommendations are relevant to the Department and are being implemented.

Tabled: Wednesday, 18 June 2008

### Report No. 31 Management of Recruitment in the Australian Public Service

The five recommendations contained in the report are being implemented by the Department as part of employee recruitment strategies.

Tabled: Tuesday, 29 April 2008

### Report No. 14 Performance Audit of the Regional Partnerships Program

Of the twenty recommendations, six relevant to this Department have been implemented through updated procedural advice and guidance for program administration.

Tabled: Thursday, 15 November 2007

## Appendix 7

### Legislation and statutory instruments

Major legislation requiring significant input from the Legal Group during the year is set out below.

#### Trade Practices Amendment (Access Declarations) Act 2008

This Act amends the *Trade Practices Act 1974* (TPA) to clarify that declarations made by the Australian Competition and Consumer Commission under subsection 152AL(3) of the TPA are not legislative instruments for the purposes of the *Legislative Instruments Act 2003* (LIA).

The Act saves existing declarations from possible invalidity because they were not registered and tabled in accordance with the LIA.

#### Telecommunications Legislation Amendment (National Broadband Network) Act 2008

This Act amends the *Telecommunications Act 1997* to provide a mechanism for requiring carriers to provide information that could be made available to potential proponents in a National Broadband Network competitive assessment process and for the protection of that information.

#### Telecommunications Legislation Amendment (Communications Fund) Bill 2008

This Bill would have amended the *Telecommunications (Consumer Protection and Service Standards) Act 1999* to enable access to money in the Communications Fund so that it could be used for purposes relating to the creation or development of a broadband telecommunications network. However, as money in the Communications Fund is to be rolled into the proposed Building Australia Fund, the Bill has been discharged from the Senate Notice Paper.

#### Communications Legislation Amendment (Miscellaneous Measures) Act 2008

This Act amends the *Broadcasting Services Act 1992* to give the Australian Communications and Media Authority the discretion to consider late applications for renewals of community broadcasting licences up to the expiry date of the licence.

#### Families, Community Services and Indigenous Affairs and Other Legislation Amendment (Northern Territory National Emergency Response and Other Measures) Act 2007

### **Families, Housing, Community Services and Indigenous Affairs and Other Legislation Amendment (Emergency Response Consolidation) Bill 2008**

The Department provided significant input into measures in this legislation concerning the regulation of X-rated material and the broadcasting of R18+ subscription television programs in prescribed Northern Territory communities.

### **Carrier Licence Conditions (Telstra Corporation Limited) Declaration 2007 (Amendment No. 1 of 2007)**

The Declaration amends the Carrier Licence Conditions (Telstra Corporation Limited) Declaration 1997 to require Telstra to maintain its CDMA network until the Minister is satisfied that Telstra's Next G network provides coverage and retail services that are equivalent to, or better than, the coverage and retail services which are provided on, or in connection with, Telstra's CDMA network.

### **Broadcasting Services (Extension of Simulcast Period) Regulations 2007**

The Regulations prescribe a simulcast period of nine years for commercial television broadcasting licensees in metropolitan licence areas.

### **Australian Postal Corporation Amendment Regulations 2008 (No. 1)**

The Regulations amend the *Australian Postal Corporation Regulations 1996* to prescribe the manner in which information regarding articles collected under the *Australian Postal Corporation Act 1989* for border control purposes is to be stored, collected and used.

### **Australian Postal Corporation (Performance Standards) Amendment Regulations 2008 (No. 1)**

The Regulations amend the *Australian Postal Corporation (Performance Standards) Regulations 1998* (the Regulations) to exempt mail which has been removed from the normal course of carriage under subsection 90UA(1) or (3) of the *Australian Postal Corporation Act 1989* (the Act) from the performance standards provided in paragraph 6(2)(b) of the Regulations. The Regulations also provide that mail, which is removed under subsections 90UA(1) or (3) of the Act and subsequently returned to the normal course of carriage, will have the performance standards provided by paragraph 6(2)(b) apply from the time that the articles re-enter the normal course of carriage.

### Television Licence Fees Amendment Regulations 2008 (No. 1)

The Regulations amend the *Television Licence Fees Regulations 1990* to extend licence fee rebates provided under the Regional Equalisation Plan to holders of commercial television broadcasting licences in remote Western Australian licence areas.

### Broadcasting Services (Hours of Local Content) Regulations 2007

These Regulations prescribe 'daytime hours' for the purposes of section 43C of the *Broadcasting Services Act 1992*, and 'prime-time hours' for the purposes of Division 5C of Part 5 of the *Broadcasting Services Act 1992*.

## Appendix 8

### Staffing statistics

**FIGURE 4.5 FULL-TIME AND PART-TIME STAFF—30 JUNE 2008**

Ongoing employees		Non-Ongoing employees						Total		
Full-time		Part-time		Full-time		Part-time		Casual		
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
236	273	8	37	25	40	2	2	2	1	626

Note: These figures include staff employed by the Department as at 30 June 2008 and exclude all inoperative staff\* including temporary reassignment of duties into the agency. These figures include the departmental Secretary.

\* Inoperatives are defined as those staff who are recorded as being on leave without pay as at 30 June 2008 for a total period greater than 13 weeks

**FIGURE 4.6 STAFF BY CLASSIFICATION GROUPS AND LOCATION—30 JUNE 2008**

State	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	SES4	SEC1	Grand Total
ACT	6	17	20	81	68	106	173	95	25	7	3*	1	1	602
NSW				1	8	7	6	1	1	1	1	1	1	24
Grand Total	6	17	20	82	68	114	180	101	26	7	4	1	1	626

Note: These figures indicate ongoing and non-ongoing staff employed by the Department as at 30 June 2008 and excludes all inoperative staff.

Classifications with local designations, for example Legal and Public Affairs, have been subsumed into equivalent APS or EL levels. These figures include the departmental Secretary.

\* 1 SESB3 from DCITA was on long service leave for an extended period prior to retirement

FIGURE 4.7 SES STAFF—30 JUNE 2008

	Female	Male	Total
SESB1	10	16	26
SESB2	1	6	7
SESB3	1	3	4*
<b>Total</b>	12	25	37

Note: These figures reflect nominal occupancy and do not include acting arrangements and excludes all inoperative staff.

\*1 SESB3 from DCITA was on long service leave for an extended period prior to retirement

FIGURE 4.8 STAFF IN EEO GROUPS—30 JUNE 2008

Male	Female	Total Staff 1	DCLB 1&2	ATSI	PWD	Total Staff 2
273	353	626	58	5	12	398
43.6%	56.4%	100%	9.1%	.8%	1.9%	63.4%

#### KEY TO TABLES 4.7 AND 4.8:

**Total staff 1:** Ongoing and non-ongoing staff substantively employed as at 30 June 2008. Percentages of male and female relate to this total.

**DCLB1:** People from diverse linguistic backgrounds (first generation).

**DCLB2:** People from diverse linguistic backgrounds (second generation).

**ATSI:** Aboriginal and/or Torres Strait Islander peoples.

**PWD:** People reporting a disability.

**Total staff 2:** Total number of staff who volunteered EEO information, including 'no' answers to questions. Percentages of EEO statistics have been derived from this total. This table excludes all inoperative staff.

FIGURE 4.9 EEO GROUPS WITHIN SALARY RANGES—30 JUNE 2007

Lowest	Highest	DCLB 1&2	ATSI	PWD	Total Staff 2
0	35439	0	0	0	6
35440	38917	0	0	0	0
38918	46496	2	3	2	30
46497	49968	0	0	0	0
49969	56027	6	0	2	44
56028	61027	12	1	3	98
61028	74301	10	0	1	49
74302	98292	23	0	4	125
98293	110000	4	1	0	29
110000+		1	0	0	17
<b>Total</b>		<b>58</b>	<b>5</b>	<b>12</b>	<b>398</b>

Note: Total includes staff who volunteered EEO information including 'no' answers and those that may have declined to answer some questions (e.g. may have said 'yes' to DCLB1 but chose not to answer on disability).

This table excludes all inoperative staff.

FIGURE 4.10 SALARY RANGE OF EMPLOYEES 2007–08

Classification	Collective Agreement Salary Range (\$)		Individual Arrangements* Salary Range (\$)	
	Lowest	Highest	Lowest	Highest
APS1	35439	35439	N/A	N/A
APS2	39869	39869	N/A	N/A
APS3	45344	50824	N/A	N/A
APS4	50824	54927	N/A	N/A
APS5	56662	61027	56662	62831
APS6	60815	75951	73005	75005
EL1	56662	95430	75951	106182
EL2	87556	102616	87556	126482
SES	N/A	N/A	105737	211000

Note: Part-time salaries have been annualised to full-time for comparison. This table excludes all inoperative staff.

Classifications with local designations, e.g. Legal and Public Affairs, have been subsumed into equivalent APS or EL levels.

\*includes Australian Workplace Agreements in place for SES and non SES staff, Common Law Contracts in place for non- SES staff and section 24(1) Determinations in place for SES staff

**FIGURE 4.11 NUMBER OF STAFF ON INDIVIDUAL ARRANGEMENTS OR COLLECTIVE AGREEMENT—30 JUNE 2008**

	Individual Arrangements*	Collective Agreement	Total
SES	37	0	37
EL2	71	30	101
EL1	74	106	180
APS1-6	4	303	307
<b>Total</b>	<b>186</b>	<b>439</b>	<b>625</b>

Note: Classifications with local designations, e.g. Legal and Public Affairs, have been subsumed into equivalent APS or EL levels. This table excludes all inoperative staff

\*includes Australian Workplace Agreements, Common Law Contracts and section 24(1) Determinations

Australian Workplace Agreements in place for SES and non SES staff, Common Law Contracts in place for non- SES staff and section 24(1) Determinations in place for SES staff

**FIGURE 4.12 PERFORMANCE PAYMENTS 2007–08**

Classification	Number of staff paid	Aggregate amount (\$)	Average amount(\$)	Lowest payment (\$)	Highest Payment (\$)
SES	36	305647.70	8490.20	3246.90	24489.36
EL2	74	459986.91	6216.40	2362.80	12648.20
APS1-EL1	65	375400.21	5775.30	1512.19	13256.80
<b>Total</b>	<b>175</b>	<b>1141034.82</b>			

Note: Classifications with local designations, e.g. Legal and Public Affairs, have been subsumed into equivalent APS or EL levels.

This table includes all staff who received a performance payment for 2007–08 (includes terminated and inoperative staff as at 30 June 2008).

**FIGURE 4.13 PERFORMANCE PAYMENTS 2006–07, PAID IN 2007–08**

Classification	Number of staff paid	Aggregate amount (\$)	Average amount(\$)	Lowest payment (\$)	Highest Payment (\$)
EL1	1	2836.49	2836.49	2836.49	2836.49

Note: Classifications with local designations, e.g. Legal and Public Affairs, have been subsumed into equivalent APS or EL levels.

## Appendix 9

### Freedom of information

This statement is provided in accordance with section 8 of the *Freedom of Information Act 1982* (the FOI Act) and is correct as at 30 June 2008.

Section 8 of the FOI Act requires each agency to publish detailed information about the way it is organised, its powers, the kinds of decisions made, arrangements for public involvement in work of the agency, documents held by the agency and how members of the public can access these documents.

#### Access to records under the FOI Act

Members of the public are entitled to apply for access to documents under the FOI Act. In many cases the FOI Act may not need to be used. If the documents being sought are publicly available they may be accessible through the Department's website at [www.dbcde.gov.au](http://www.dbcde.gov.au), or by telephoning the Manager of Corporate Communications on 02 6271 1362.

Decisions on granting access to documents under the FOI Act are generally made by the Senior Executive Service officer responsible for the work area to which the request relates. Access is usually provided in the form of copies of documents. Alternatively, the Department can provide a reading area for the inspection of documents made available under the FOI Act.

Members of the public seeking access to documents under the FOI Act should make a request in writing to the Department or the relevant portfolio agency and enclose the fee payable under the regulations in respect of the request, currently \$30. These requests should include contact details including a telephone number and an address in Australia to which notifications can be posted. The Department's FOI Officer can help with this process, and can be contacted by telephone on 02 6271 1741 or email at [foi@dbcde.gov.au](mailto:foi@dbcde.gov.au).

FOI requests for the Department should be addressed to:

FOI Officer  
Department of Broadband, Communications  
and the Digital Economy  
GPO Box 2154  
CANBERRA ACT 2601

Portfolio agencies, listed at appendix 1, are part of the Broadband, Communications and the Digital Economy portfolio but are not part of the Department's functional and organisational structure. To obtain information or documents from these agencies, please contact them directly. Contact details are provided at appendix 1.

## Categories of documents

The Department has extensive documentary holdings, in hard copy and electronic form. Certain categories of documents are common throughout the Department. These include:

- › documents relating to policy development and program administration, including reports, briefings, correspondence, minutes, submissions, statistics and other documents
- › Cabinet submissions and memoranda
- › ministerial briefings
- › records of representations to the portfolio ministers and of other applications for advice and assistance
- › reference material used by staff including guidelines and manuals
- › legal advice and other specialist advice, for example advice on commercial, technical and economic matters.

The subject matter of departmental records includes the following.

## Telecommunications

- › Telecommunications and radiocommunications policy, legislation and regulation
- › Connect Australia programs
- › Communications Fund
- › Do Not Call Register
- › Postal policy, legislation and regulation including:
  - Universal Postal Union and Asian-Pacific Postal Union
  - Maintaining international linkages and institutional frameworks through the International Telecommunication Union (ITU), APEC, World Trade Organisation and other relevant multilateral forums
  - Bilateral trade and cooperation including free trade negotiations
- › International communications—bilateral and multilateral arrangements
- › Australian Broadband Guarantee
- › Broadband Connect Infrastructure program
- › Higher Bandwidth Incentive Scheme and Broadband Connect program
- › Metropolitan Broadband Connect program
- › National Broadband Network
- › Australia Post—corporate accountability
- › Networking the Nation General Fund
- › Telstra Social Bonus programs
- › Untimed Local Calls in Extended Zones Agreement

- › Telecommunications Service Inquiry and implementation of Government's response
- › Consumer representation and research grants program
- › Regional Telecommunications Inquiry and Implementation of Government's response
- › Regional Telecommunications Independent Review Committee
- › Regional Telecommunications Inquiry Community Information Campaign
- › Backing Indigenous Ability Telecommunications program

### Communications technology

- › Digital economy policy development
- › Digital economy international issues including OECD engagement
- › ICT and climate change
- › Communications convergence issues
- › Information and communications technology strategy
- › ICT innovation policy, including Backing Australia's Ability program and skills
- › NICTA ICT Centre of Excellence
- › IT Training and Technical Support program
- › Regional Telecommunications Infrastructure Fund
- › Mobile Connect program
- › National Communications Fund

### Digital economy

- › Broadband Blueprint
- › Clever Networks
- › Next Generation Networks
- › Digital Content Working Group
- › Online and Communications Council
- › Online and Communications Council Standing Committee
- › National Broadband Development Group
- › Measurement Working Group
- › e-connectivity
- › Coordinated Communications Infrastructure Fund
- › Broadband Demand Aggregation Brokers program
- › National Broadband Strategy Implementation Group
- › Broadband Advisory Group
- › IT Skills Hub

- › Digital divide
- › Community connectivity
- › Non-profit sector and ICT issues including: an e-strategy guide for non-profit organisations and the development of a model for a national non-profit ICT coalition
- › Telework and the Australian Telework Advisory Committee
- › Broadband development policy
- › ICT industry skills
- › ICT Skills foresighting working group
- › ICT literacy
- › ICT productivity
- › e-research
- › e-business
- › Information Technology Online program
- › Critical infrastructure protection – cyber security component
- › Online legal and regulatory framework, including spam and Internet domain names, e-security and trust issues including awareness raising, IT security skills,
- › e-security research and development, authentication, phishing and spyware
- › Maintaining international linkages and institutional frameworks through the ITU, APEC, OECD, International Corporation for the Assignment of Domain Names and Numbers and other relevant multilateral forums

### Broadcasting and content

- › Broadcasting policy and development of regulation
- › Commercial, national, subscription and community broadcasting services, and subscription and open narrowcasting services
- › Digital television, digital radio, and datacasting
- › The Digital Switchover Plan
- › Online content policy and legislation, including interactive gambling regulation
- › Intellectual Property & Copyright coordination
- › TV Black Spots – Alternative Technical Solutions program
- › Regional Equalisation Plan
- › NetAlert—Protecting Australian Families Online program

## Legal

- › Legal advice, instructions to solicitors and counsel concerning matters before courts and tribunals
- › Freedom of information requests
- › Ombudsman complaints
- › Privacy complaints
- › Documents relating to the drafting of legislation and contracts

## Corporate and business

- › Human resource management policy and operations
- › Financial and budget management
- › IT and facilities management
- › Procurement services
- › Other corporate support services

## Digital Switchover Taskforce

- › Website information—frequently asked questions about digital television

## Manuals

In accordance with section 9 of the FOI Act, a list has been compiled of unpublished manuals and other documents used by departmental staff as a guide to procedures and practices to be followed when dealing with the public. The list is correct as at 30 June 2008 and is available on request from the FOI Officer, any office of the National Archives of Australia (NAA), or the NAA website at [www.naa.gov.au](http://www.naa.gov.au).

## Organisation and functions

Information about the organisation and functions of the Department is contained in the Overview and Management and Accountability sections of this annual report.

## Decision-making powers of the Department affecting members of the public

Decision-making powers of the Department and/or the Minister that may affect members of the public are exercised under or in relation to the following Acts or regulations or other instruments made under those Acts:

- › *Appropriation (Supplementary Measures) Act (No.1) 1999*
- › *Australian Broadcasting Corporation Act 1983*
- › *Australian Communications and Media Authority Act 2005*
- › *Australian Postal Corporation Act 1989*

- › *Broadcasting Services Act 1992*
- › *Datacasting Charge (Imposition) Act 1998*
- › *Datacasting Transmitter Licence Fees Act 2006*
- › *Do Not Call Register Act 2006*
- › *Financial Management and Accountability Act 1997*
- › *Interactive Gambling Act 2001*
- › *National Transmission Network Sale Act 1998*
- › *NRS Levy Imposition Act 1998*
- › *Public Service Act 1999*
- › *Radiocommunications Act 1992*
- › *Radiocommunications (Receiver Licence Tax) Act 1983*
- › *Radiocommunications (Spectrum Licence Tax) Act 1997*
- › *Radiocommunications Taxes Collection Act 1983*
- › *Radiocommunications (Transmitter Licence Tax) Act 1983*
- › *Radio Licence Fees Act 1964*
- › *Spam Act 2003*
- › *Special Broadcasting Service Act 1991*
- › *Telecommunications Act 1997*
- › *Telecommunications (Carrier Licence Charges) Act 1997*
- › *Telecommunications (Consumer Protection and Service Standards) Act 1999*
- › *Telecommunications (Numbering Charges) Act 1997*
- › *Telecommunications (Universal Service Levy) Act 1997*
- › *Television Licence Fees Act 1964*
- › *Telstra Corporation Act 1991*
- › *Telstra (Transition to Full Private Ownership) Act 2005*
- › *Trade Practices Act 1974, Parts XIB and XIC*

## Arrangements for outside participation and public involvement

The Department is open to the views of outside organisations and provides opportunities for members of the community to contribute to developing aspects of Australia's communications and information technology sectors. Information about issues on which the Department is currently consulting is available on the Department's website at [www.dbcde.gov.au](http://www.dbcde.gov.au).

In June 2008 for example, departmental officers attended 42 separate meetings with different stakeholders aside from attending specialist forums and responding directly to enquiries from the general public.

## Appendix 10

### Advertising and market research

A total of \$11 520 043.86 consisting of payments of greater than \$10 500 was paid by the Department during the year to:

- › advertising agencies
- › market research organisations
- › polling organisations
- › direct mail organisations
- › media advertising organisations.

#### Advertising agencies

Organisation name	Purpose	Amount of payment
303 Advertising Pty Ltd	NetAlert—Protecting Australian Families Online: Creative agency for the consumer information campaign	\$ 383 928.97
Universal McCann	Telecommunications Consumer information campaign: purchase of media placement	\$ 241 237.92
Universal McCann	NetAlert—Protecting Australian Families Online: placement of TV advertisements for the consumer information campaign information booklet	\$ 789 185.73
Universal McCann	NetAlert—Protecting Australian Families Online: television media placement	\$ 2 485 383.37
Universal McCann	NetAlert—Protecting Australian Families Online: consumer information campaign	\$ 3 609 935.89
<b>Total Advertising Agencies</b>		<b>\$ 7 509 671.88</b>

## Direct mail organisations

Organisation name	Purpose	Amount of payment
Australia Post	NetAlert—Protecting Australian Families Online: All-Householder mailhouse and distribution of an information booklet and other approved material.	\$2 807 795.31
Australia Post	Telecommunications Consumer information campaign - mail out and booklet collections, stock management, recovery of returned direct mail from Australia Post Offices and storage.	\$ 21 352.03
<b>Total Direct Mail Organisations</b>		<b>\$ 2 829 147.34</b>

## Market research organisations

Organisation name	Purpose	Amount of payment
Woolcott Research Pty Ltd	Focus group research for clever networks	\$ 72 272.73
Sensis Pty Ltd	Sensis Survey Data to enable comparisons in terms of the change in Broadband use and applications and in user satisfaction.	\$ 74 800.00
Wallis Consulting Group Pty Ltd	NetAlert—Protecting Australian Families Online: market research	\$ 87 938.00
Quantum Market Research	Telecommunications Consumer information campaign - market research – to assist in the development of creative materials and evaluation of the effectiveness of the campaign.	\$ 340 395.24
<b>Total Market Research Organisations</b>		<b>\$ 575 405.97</b>

## Media advertising organisations

Organisation name	Purpose	Amount of Payment
HMA Blaze Pty Ltd	Staff recruitment advertising	\$ 10 995.60
HMA Blaze Pty Ltd	Advertising for the request for tender for National E-Security Alert Services for home users and SME's	\$ 11 756.40
HMA Blaze Pty Ltd	Print Media expression of interest for E-Security Awareness week	\$ 13 478.16
HMA Blaze Pty Ltd	Advertising for Satellite Phone Subsidy Scheme	\$ 13 574.00
HMA Blaze Pty Ltd	Staff recruitment advertising	\$ 15 309.52
HMA Blaze Pty Ltd	Advertising for the Distributions Standards Board code of conduct in regards to junk mail.	\$ 15 490.66
HMA Blaze Pty Ltd	Advertising for request for tender—expiry of 15 Year Spectrum License Consultant	\$ 19 968.26
HMA Blaze Pty Ltd	Advertising—national E-Security Awareness Week & Stay Smart Online website (Major Metropolitan Newspapers)	\$ 22 472.34
HMA Blaze Pty Ltd	2009 Graduate Program advertising	\$ 27 464.14
HMA Blaze Pty Ltd	Advertising for Satellite Phone Subsidy Scheme	\$ 42,627.42
HMA Blaze Pty Ltd	Advertising - National E-Security Awareness Week & Stay Smart Online website	\$ 30 033.81
HMA Blaze Pty Ltd	Advertising for Regional Telecommunications Review	\$ 42 253.12
HMA Blaze Pty Ltd	Advertising for Satellite Phone Subsidy Scheme	\$ 340 395.24
<b>Total Media Advertising Organisations</b>		<b>\$ 605 818.67</b>

## Appendix 11

### Discretionary grants

Discretionary grants are payments where the Minister or paying agency has discretion in determining whether or not a particular applicant receives funding and the conditions that apply in return for the grant.

The discretionary grant programs administered by the Department in 2007–08 included on the Discretionary Grants Central Register are listed below.

- › Backing Indigenous Ability (Telecommunications) program
- › Community Broadcasting Transmission support
- › Community Broadcasting National Training Fund
- › Coordinated Communications Infrastructure Fund
- › Clever Networks program
- › IT Training and Technical Support program
- › National Transmission Network Residual Funding Pool
- › Telecommunications Consumer Representation and Research Grants
- › Television Black Spots - Alternative Technical Solutions program

More information about these programs is available on the Department's website at [www.dbcde.gov.au](http://www.dbcde.gov.au). A list of grant recipients for each program is available on request.

## Appendix 12

# Ecologically Sustainable Development (ESD) and Environmental Performance

The Department has continued its commitment to ecologically sustainable development and environmental performance with the formal launch of a Departmental Environmental Management System in September 2007. The Department's Environmental Policy is aimed at minimising the effect that daily activities have on the environment by promoting:

- › re-using and recycling waste and materials consumed by its activities
- › complying with relevant legislation, Government initiatives and policies
- › effectively communicating environmental responsibilities, initiatives and programs to all staff
- › encouraging participation in the workplace and promoting awareness of environmental opportunities
- › applying the principles of ecologically sustainable development to capital works projects.

The Department's environmental policy statement and environmental management system under the banner of 'DBCDE Goes Green' set out achievable targets for improvements in how the Department manages its:

- › purchasing practices—reduce paper use by 10 per cent, consider product 'star ratings' prior to purchase
- › waste production—reduce general waste by 10 per cent and reduce recyclable waste placed in landfill by 20 per cent
- › water consumption—reduce water use by five per cent
- › energy efficiency—reduce power bills by five per cent and purchase ten per cent green energy.

Specific initiatives undertaken during the year to assist in reducing our environmental footprint at work included encouraging staff to:

- › switch off the lights in function rooms at the end of meetings
- › turn off computers and other office machines each evening
- › report leaking taps or toilets
- › consider whether emails and other documents need to be printed and print doubled-sided documents as default setting
- › print less often to save toner and use the toner recycling bins for empty toner cartridges
- › buy recyclable packaging and then make sure it is recycled

- › put waste in the appropriate bins—paper, commingled, and toner recycling facilities are available to all staff
- › re-use envelopes and stationery and plastic bottles where possible
- › flatten and store cardboard packaging for future use or recycling
- › use E10 (ethanol blend) fuel usage in the Department’s vehicle fleet
- › participate in the MobileMuster mobile phone recycling scheme.

Monitoring the Environmental Management System (EMS) continued to be a focus during the year. During 2007-08 the Department reduced energy consumption by 2 per cent and reduced paper use by 15 per cent.

E10 bio-fuel accounted for 66 per cent of fuel purchased for vehicles. Energy consumption is reported and monitored through the Department of the Environment, Water, Heritage and the Arts OSCAR online reporting system.

**FIGURE 4.14 PAPER USAGE IN 2007-08**

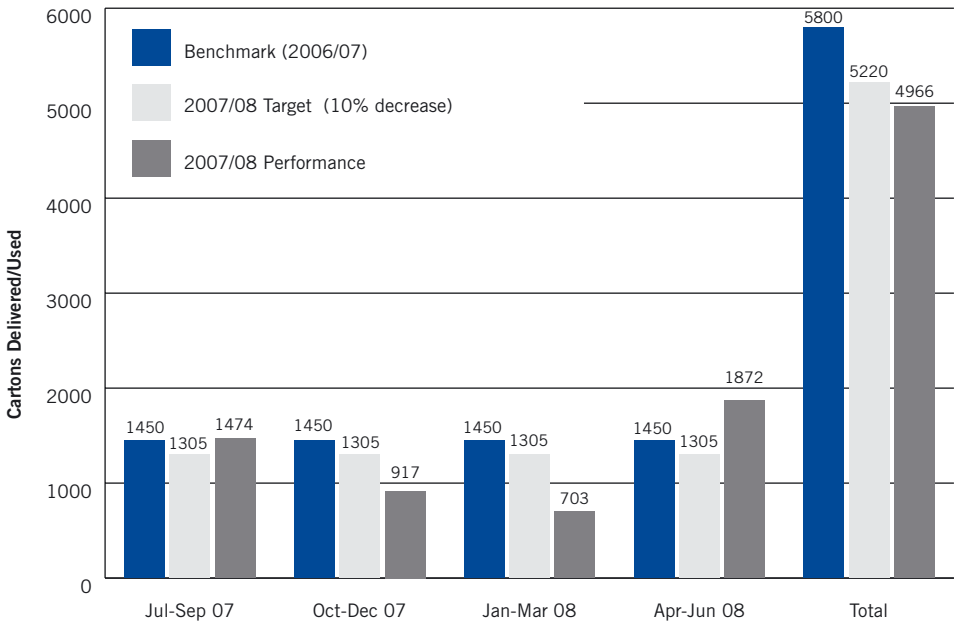
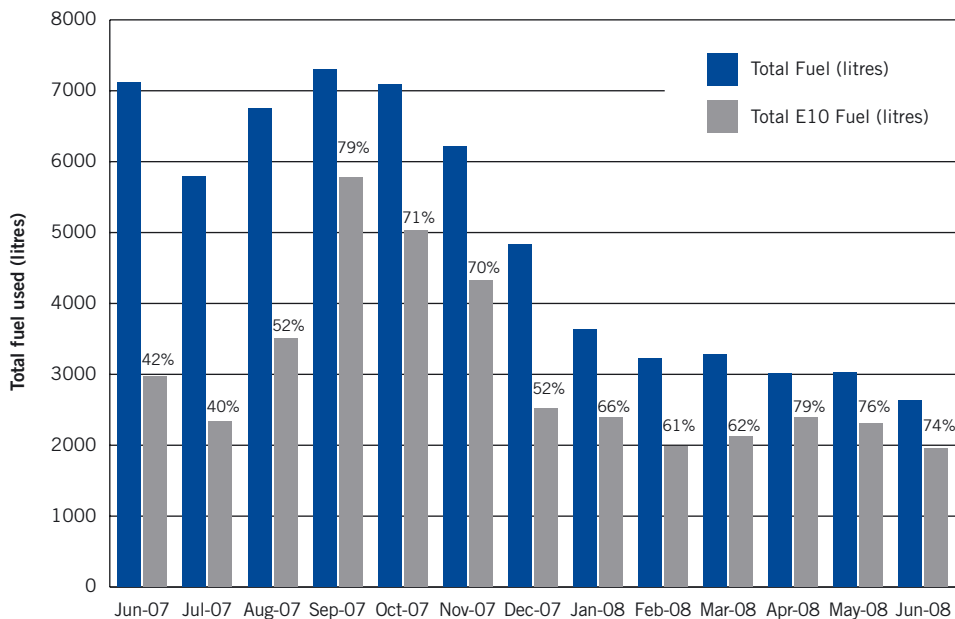


FIGURE 4.15 E10 FUEL USAGE IN 2007-08



## Appendix 13

### Report on performance in implementing the Commonwealth Disability Strategy

The Australian Government is in the process of developing a National Disability Strategy. The strategy will serve as an overarching policy statement setting the national view, direction and priorities to tackle the complex needs of people with disability and their carers. The Department of Housing, Families, Community Services and Indigenous Affairs is revising the current Commonwealth Disability Strategy in response to an evaluation report, and to align it with the objectives of the National Disability Strategy.

The Commonwealth Disability Strategy is a strategic framework for inclusion and participation by people with disability in Commonwealth Government policies, programs and services. The current Commonwealth Disability Strategy includes a reporting framework built around a number of key roles performed by Commonwealth Government agencies (policy advisor, regulator, purchaser, provider and employer). Departments are no longer required to report on the employer role in their annual reports.

The Department supports equity of access to all its policies, programs and services to ensure that people with disability are empowered to achieve economic and social participation. A number of initiatives introduced in recent years complement the aims of the strategy such as Client Service Charters, Workplace Diversity Programs, the Charter of Public Service in a Culturally Diverse Society and the Government Online Strategy, all containing elements aimed at improving access for people with disability. A commitment to diversity is also reflected in the Australian Public Service values.

In 2007, the Department participated in workshops and provided comprehensive written comments on the proposed new Commonwealth Disability Strategy and framework.

Key initiatives and outcomes against the combined roles of the performance framework for 2007–08 are as follows:

- › In developing new policy proposals all line areas are reminded of the need to consider the impact on people with disabilities.
- › In developing and reviewing policy and legislation the Department consults widely with interested parties; designs consultation processes for those most affected; provides time for people to comment on policies and proposals; and provides information on our decisions and consults in the implementation of decisions.

- The Department called for submissions from stakeholders with regard to a Telecommunications Consumer Stakeholder Forum, including those from people with disabilities. Members of peak disability organisations attended the forum in May 2008.
- The regional telecommunication and the NetAlert information campaigns both included developmental research and communications strategies that have focused on addressing specific stakeholder needs and concerns, including people with disabilities.
- › The Department's Client Service Charter places a high value on ensuring our clients have equal access to relevant information.
- › In 2007–08 the Department's website incorporated a contact for the National Relay Service/TTY in its contact section and all contact centre staff are aware of procedures to follow if callers need assistance.
- › All web development for the Department's sites is done in accordance with and tested against World Wide Web Consortium (W3C) standards for accessibility. Audits are conducted by groups such as Vision Australia and other consultants that we have access to via a panel to assess compliance. The Department, like all government departments, aims for AA compliance.
- › The Department's web site was audited in August 2007 and its intranet was audited in February 2008 prior to its redevelopment.
- › All relevant policy announcements/media releases, submissions to the Department, grant program guidelines, etc, are available in accessible formats on the Department's website. Where appropriate or on request, interpreting services are used to translate information materials into other languages and formats, including Braille and audio.
  - The Department developed audio files (available as a CD and on the Department's website) as well as 10 Braille copies of the Media Access Discussion Paper for people with a vision impairment.
- › Plain English principles are followed in all publications, including explanatory Legal material in Acts, regulations and instruments available on the Department's website.
- › Information campaign advertisements were produced with closed captioning, and all materials promoted the use of the National Relay Service/TTY. The special needs of people with disabilities were considered in information campaign development.
- › The Department responds promptly to any requests and to any concerns raised by members of the public about the accessibility of material.
- › The Department's standard contract terms require compliance with relevant legislation including the *Disability Discrimination Act 1992*. Draft contracts are supplied with all standard requests for tender.
- › The Department's standard funding deeds require compliance with the *Disability Discrimination Act 1992*.

### Client Service

- › The Department's Client Service Charter, associated survey and extensive complaints handling systems have been designed to ensure the Department as policy advisor, regulator, provider, and procurer is alert to its commitments regarding people with disabilities.
- › The 2007–08 Client Service Surveys reported client satisfaction levels of 94 per cent rising to 97 per cent for sensitivity to diversity and 80 per cent rising to 82 per cent for the development and review of policy and legislation.
- › No formal service complaints were received by the Client Services Manager for action.
- › Key improvements in performance in the 2007–08 survey were:
  - speed of decision making of funding applications
  - ensuring diversity among participants, inviting relevant participants, and using appropriate contact to arrange participation in the development and review of policy and legislation.
- › Areas identified in 2007–08 as requiring performance improvement included:
  - adequately publicising funding programs and how to apply for funding within programs
  - allocation of sufficient time for consultation in the development and review of policy and legislation.

## Appendix 14

### Financial performance

This section should be read in conjunction with the Department's audited financial statements for 2007–08, which appear in the financial statements section of this report.

Parliament provides the Department with two types of funding: departmental and administered. Departmental funds are used to produce goods and services (outputs) at a quantity, quality and price endorsed by the Government. The Department administers funds, assets and liabilities on behalf of the Australian Government, which controls how the Department uses them and requires the Department to account for them separately.

#### Administrative Arrangements Order

The Administrative Arrangements Order of 3 December 2007 abolished the Department of Communications, Information Technology and the Arts (DCITA) and transferred its functions to the Department of the Environment, Water, Heritage and the Arts (DEWHA), the Department of Health and Ageing (DOHA), the Department of Innovation, Industry, Science and Research (DIISR) and the newly established Department of Broadband, Communications and the Digital Economy (the Department).

The 2007–08 Finance Minister's Orders require incorporation of the financial statements of abolished Departments with the respective new department and separate disclosure of Administrative Arrangements Order changes in the 2007–08 Financial Statements. The Annual Financial Statements (at page 163) incorporate the activities of DCITA, for the period 1 July to 2 December 2007, and the Department for the period 3 December 2007 to 30 June 2008. Comparative information relating to the 2006–07 financial year is that of DCITA.

The Income Statement, Schedule of Administered Items and Cash Flow Statements and associated notes incorporate DCITA financial information. Assets and liabilities relating to DCITA were transferred to the above-mentioned agencies (as outlined below). Consequently, the assets and liabilities in the Balance Sheet and associated notes as at 30 June 2008 are solely those of the new Department, with the transfers to other agencies as presented in the tables below.

FIGURE 4.16 SUMMARY OF DEPARTMENTAL BALANCE SHEET TRANSFERS

	transferred from:		transferred to:		
	DCITA (\$,000)	DBCDE (\$,000)	DEWHA (\$,000)	DOHA (\$,000)	DIISR (\$,000)
<b>ASSETS</b>					
Cash (including special accounts)	8 730	910	7 167	652	0
Appropriation receivable	137 602	130 199	6 356	845	202
Non-financial assets	65 625	14 081	51 534	9	0
Other (including prepayments)	2 816	2 086	729	0	0
<b>Total</b>	<b>214 772</b>	<b>147 277</b>	<b>65 786</b>	<b>1 507</b>	<b>203</b>
<b>LIABILITIES</b>					
Employee provisions	20 822	13 447	6 714	458	202
Payables	6 644	4 490	2 096	58	0
Unearned appropriation	52 551	52 551	0	0	0
Other	3 664	1 804	1 860	0	0
<b>Total</b>	<b>83 681</b>	<b>72 292</b>	<b>10 670</b>	<b>516</b>	<b>202</b>
<b>Contributions to/from owners</b>	<b>131 092</b>	<b>74 985</b>	<b>55 116</b>	<b>991</b>	<b>0</b>

FIGURE 4.17 SUMMARY OF ADMINISTERED BALANCE SHEET TRANSFERS

	transferred from:		transferred to:		
	DCITA (\$,000)	DBCDE (\$,000)	DEWHA (\$,000)	DOHA (\$,000)	DIISR (\$,000)
<b>ASSETS</b>					
Investments in portfolio agencies	9 533 590	3 303 676	5 989 729	240 185	0
Communications Fund	2 280 085	2 280 085	0	0	0
Non-financial assets	94 490	0	94 490	0	0
Other (including prepayments)	8 552	7 403	862	287	0
<b>Total</b>	<b>11 916 717</b>	<b>5 591 164</b>	<b>6 085 081</b>	<b>240 472</b>	<b>0</b>
<b>LIABILITIES</b>					
Grant and Subsidy payables	12 007	10 506	1 083	318	(100)
Net GST payable	3 710	3 710	0	0	0
Others	700	168	532	0	0
<b>Total</b>	<b>16 417</b>	<b>14 384</b>	<b>1 615</b>	<b>318</b>	<b>(100)</b>
<b>Contributions to/from owners</b>	<b>11 900 299</b>	<b>5 576 780</b>	<b>6 083 466</b>	<b>240 154</b>	<b>(100)</b>

## Departmental finances

The Department continued its strong financial performance and, after taking account of the Administrative Arrangements Order changes, income for 2007–08 was \$116.2 million. Departmental expenses totalled \$128.3 million, resulting in an operating deficit of \$12.1 million, an outcome in line with the operating loss approved by the Government. The loss related to a number of one-off initiatives, including: NetAlert—Protecting Australian Families Online; Broadband Now; National Broadband Network; Connect Australia consultancies; and the establishment of the Digital Switchover Taskforce.

Total income in 2007–08 declined by \$39.5 million due, in the main, to the transfer of appropriations associated with the 3 December 2007 Administrative Arrangements Orders. Expenses also decreased by \$2.1 million, as a result of the Administrative Arrangements Order changes, but this was more than offset by increased activity associated with the one-off initiatives noted above.

The movement in the Department's net assets largely reflects the impact of the Administrative Arrangements Order changes. Overall there has been a \$73.4 million decrease in total assets mainly due to:

- › decreases in financial assets, including appropriation receivable (Administrative Arrangements Order transfers (\$7.3 million), Special Accounts transfers following the Administrative Arrangements Order (\$7.8 million) and funding the 2007–08 approved operating loss and capital purchases (\$16.6 million)
- › decreases in non-financial assets of \$51.5 million associated with the Administrative Arrangements Order (\$46.9 million)
- › decreases in liabilities of \$5.0 million mainly associated with the Administrative Arrangements Order transfers.

Figure 4.18 provides a summary of the Department's income statement and net asset position.

FIGURE 4.18 SUMMARY OF DEPARTMENTAL FINANCIAL PERFORMANCE AND POSITION

	2003 -04	2004 -05	2005 -06	2006 -07	2007 -08	Change last year
	\$m	\$m	\$m	\$m	\$m	
Revenue from government	120.6	114.2	119.8	145.6	111.2	23.6% ▼
Other revenue	9.7	7.6	8.9	8.8	4.4	49.9% ▼
Gains		0.5	0.4	0.4	0.6	46.2% ▲
<b>Total income</b>	<b>130.3</b>	<b>122.3</b>	<b>129.1</b>	<b>154.7</b>	<b>116.2</b>	<b>24.9% ▼</b>
Employee and supplier expenses	86.4	102.1	108.2	125.2	123.4	1.4% ▼
Depreciation	1.6	2.6	3.4	3.8	4.2	9.6% ▲
Other expenses	10.5	9.0	2.9	1.4	0.7	46.5% ▼
<b>Total expenses</b>	<b>98.6</b>	<b>113.8</b>	<b>114.6</b>	<b>130.4</b>	<b>128.3</b>	<b>1.6% ▼</b>
<b>Operating result (Loss)</b>	<b>31.8</b>	<b>8.5</b>	<b>14.5</b>	<b>24.4</b>	<b>-12.1</b>	<b>na ↓</b>
Financial assets	49.0	61.2	73.8	103.4	77.2	25.3% ▼
Non-financial assets	51.3	53.1	56.4	64.2	16.9	73.6% ▼
Liabilities	22.1	28.8	27.5	32.7	26.7	18.4% ▼
<b>Net assets</b>	<b>78.2</b>	<b>85.6</b>	<b>102.6</b>	<b>134.9</b>	<b>67.5</b>	<b>50.0% ▼</b>

## Administered finances

Administered income decreased by \$17.6 billion compared to 2006–07, reflecting:

- › a decrease in gains associated with the sale of Telstra shares (\$16.8 billion), and a decrease in dividend revenue following the sale of the Telstra shares (\$0.8 billion)
- › an increase in interest revenue related to the Communications Fund, largely associated with a rise in interest rates (\$31.5 million)
- › a decrease in industry levies resulting from the transfer of the National Relay Service program to the Australian Communications Media Authority from 1 August 2007 (\$3.7 million)
- › an increase in other revenue, largely relating to subsidy refunds associated with the former Broadband Connect program (\$4.3 million).

Administered expenses decreased by \$112.9 million compared to 2006–07, due to:

- › a decrease in subsidy expenditures associated with broadband access programs under the Australian Broadband Guarantee program (\$81.3 million)
- › a decrease in grants for programs related to the Arts, Culture and Heritage and Sport and Recreation functions following the Administrative Arrangements Order changes (\$42.5 million).

Associated with the Administrative Arrangements Order changes, a large portion (\$5.4 billion) in Administered Investments in Commonwealth authorities and companies was transferred to other agencies, with investments in the ABC, SBS, Australia Post and NetAlert Ltd remaining within the Department.

Administered non-financial assets decreased by \$95.0 million following the Administrative Arrangements Order changes. These assets have all been transferred to other agencies (see Table 4.17 above).

**FIGURE 4.19 SUMMARY OF ADMINISTERED FINANCIAL PERFORMANCE AND POSITION**

	2003 -04	2004 -05	2005 -06	2006 -07	2007 -08	Change last year
	\$m	\$m	\$m	\$m	\$m	
Interest	0.7	0.5	86.3	131.8	163.3	23.9% ▲
Dividends	1 830.1	2 368.9	2 861.0	1 181.9	306.3	74.1% ▼
Other revenue	508.7	275.7	18.5	6.6	7.1	8.1% ▲
Gains				16 778.8	0.4	100.0% ▼
<b>Total income</b>	<b>2 339.5</b>	<b>2 645.1</b>	<b>2 965.7</b>	<b>18 099.1</b>	<b>477.1</b>	<b>97.4% ▼</b>
Grants	304.7	265.0	358.4	271.9	245.3	9.8% ▼
Subsidies	235.4	286.8	225.9	168.7	86.1	49.0% ▼
Other expenses	84.1	48.4	52.8	31.1	27.5	11.6% ▼
<b>Total expenses</b>	<b>624.2</b>	<b>600.2</b>	<b>637.2</b>	<b>471.7</b>	<b>358.8</b>	<b>23.9% ▼</b>
Financial assets	7 244.5	7 256.1	34 132.7	11 758.6	6 313.6	46.3% ▼
Non-financial assets	87.7	86.5	134.0	144.0	2.5	98.3% ▼
Liabilities	12.6	15.5	64.1	23.0	21.5	6.5% ▼
<b>Net assets</b>	<b>7 319.6</b>	<b>7 327.1</b>	<b>34 202.6</b>	<b>11 879.6</b>	<b>6 294.6</b>	<b>47.0% ▼</b>