

APPENDICES



Appendix 1

Portfolio agency contact details

Australia Business Arts Foundation Ltd

Tel: 03 9616 0300 Fax: 03 9614 2550
information@abaf.org.au
www.abaf.org.au

Australian Broadcasting Corporation

Tel: 02 8333 1500 Fax: 02 8333 5344
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

Australia Council

Tel: 02 9215 9000 Fax: 02 9215 9111
mail@ozco.gov.au
www.ozco.gov.au

Australian Film Commission

Tel: 02 9321 6444 Fax: 02 9357 3737
info@afc.gov.au
www.afc.gov.au

Australian Film, Television and Radio School

Tel: 02 9805 6611 Fax: 02 9887 1030
infonsw@aftrs.edu.au
www.aftrs.edu.au

Australian National Maritime Museum

Tel: 02 9298 3777 Fax: 02 9298 3780
info@anmm.gov.au
www.anmm.gov.au

Australian Postal Corporation

Tel: 03 9204 7171 Fax: 03 9663 1160
www.uspost.com.au

Australian Sports Commission

Tel: 02 6214 1111 Fax: 02 6251 2680
asc@ausport.gov.au
www.ausport.gov.au

Australian Sports Anti-Doping Authority

Tel: 02 6206 0200 Fax: 02 6206 0201
asada@asada.gov.au
www.asada.gov.au

Bundanon Trust

Tel: 02 4422 2100 Fax: 02 4422 7190
visits@bundanon.com.au
www.bundanon.com.au

Film Australia Limited

Tel: 02 9413 8777 Fax: 02 9416 5672
web@filmaust.com.au
www.filmaust.com.au

Film Finance Corporation Australia Limited

Tel: 02 9268 2555 Fax: 02 9264 8551
ffc@ffc.gov.au
www.ffc.gov.au

National Archives of Australia

Tel: 02 6212 3600 Fax: 02 6212 3699
archives@naa.gov.au
www.naa.gov.au

National Gallery of Australia

Tel: 02 6240 6411 Fax: 02 6240 6529
information@nga.gov.au
www.nga.gov.au

National Library of Australia

Tel: 02 6262 1111 Fax: 02 6257 1703
www.nla.gov.au

National Museum of Australia

Tel: 02 6208 5000 Fax: 02 6208 5099
information@nma.gov.au
www.nma.gov.au

NetAlert: note NetAlert has merged with the Australian Communications and Media Authority.

Special Broadcasting Service Corporation

Tel: 02 9430 2828 Fax: 02 9430 3047
comments@sbs.com.au
www.sbs.com.au

Appendix 2

Parliamentary committees

The Department's involvement in the following parliamentary committees ranged from preparing or providing input to Australian Government responses, to appearing before and/or making written submissions to the committees.

House of Representatives Standing Committee on Communications, Information Technology and the Arts

From reel to unreal: inquiry into the future opportunities for Australia's film, animation, special effects and electronic games industries

Tabled: 21 June 2004

No Government response as at 30 June 2007

This report examines the future opportunities for Australia's film, animation, special effects and electronic games industries. The Australian Government is considering its response taking account of the Digital Content Industry Action Agenda Report which was released on 13 March 2006 and initiatives arising from the 2007–08 Federal Budget, in particular the introduction of the film package.

Inquiry into the uptake of digital television in Australia

Tabled: 13 February 2006

No Government response as at 30 June 2007

This report examines the rollout, uptake and technological issues relating to digital television. The Australian Government is considering its response.

Inquiry into community broadcasting

On 19 January 2006, the Minister for Communications, Information Technology and the Arts, Senator the Hon Helen Coonan, asked the committee to inquire into and report on issues pertaining to community broadcasting in Australia.

The Department appeared before the committee on 1 March 2006 to provide a private briefing. The Department made a submission to the inquiry about the community broadcasting sector and the legislation that governs it. The Department also made further appearances before the committee on 13 September 2006 and 1 November 2006.

In February 2007, the committee released an interim report, *Community Television: Options for Digital Broadcasting*. In June 2007, the committee released its final report, *Tuning in to Community Broadcasting*. The Australian Government is currently considering its response to the committee's recommendations.

Senate Standing Committee on Environment, Communications, Information Technology and the Arts

Inquiry into the Broadcasting Services Amendment (Media Ownership) Bill 2006 and related bills

The Senate referred a suite of media reform bills, comprising the Broadcasting Services Amendment (Media Ownership) Bill 2006; the Broadcasting Legislation Amendment (Digital Television) Bill 2006; the Television Licence Fees Amendment Bill 2006 and the provisions of the Communications Legislation Amendment (Enforcement Powers) Bill 2006 and a discussion paper by the

Minister for Communications, Information Technology and the Arts, Senator the Hon Helen Coonan on the two channels of spectrum for new digital services to the committee for inquiry and report by 5 October 2006. The Senate granted an extension until 6 October 2006.

Seventy-one submissions were received from interested parties, and public hearings were held on 28 and 29 September 2006. Nineteen witnesses appeared before the committee across the two hearing days. The Department appeared before the committee on both days.

The Australian Government responded to the committee's recommendations through the legislative provisions in the media reform bills.

About time! Women in sport and recreation in Australia

Tabled: 6 September 2006
No Government response as at 30 June 2007

The committee's inquiry into women in sport and recreation in Australia was initiated on 29 March 2006. The Department made a submission and appeared before the committee on 3 August 2006.

The report examined the health benefits of women participating in sport and recreation activities, the accessibility for women of all ages to participate in organised sport, fitness and recreation activities, the portrayal of women's sport in the media and women in leadership roles in sport.

The Department was responsible for coordinating the Australian Government's response to the 18 recommendations in the report. The recommendations focused on improving media coverage of women's sport, encouraging women to

take on leadership roles and improving the opportunities for, and removing some of the barriers to, women's participation in sport from community to elite levels. While many of the actions recommended are the responsibility of Australian Government agencies, in a number of cases, action by state and territory governments or at a local government level was proposed.

The Australian Government is finalising its response which will be tabled in due course.

Indigenous Arts—Securing the Future: Australia's Indigenous visual arts and craft sector

Tabled: 20 June 2007
No Government response as at 30 June 2007

On 15 August 2006, the Australian Government announced a parliamentary inquiry into the Indigenous visual arts and craft sector following allegations of exploitation and inappropriate business practices in the industry. The inquiry made 29 recommendations on strategies and mechanisms to strengthen the sector. These included increasing current levels of Government support for operational activities and infrastructure and promoting and supporting ethical practices.

The Department provided a submission to the inquiry outlining relevant programs within the portfolio and also provided supplementary information on a number of issues at the committee's request. The Department also appeared before the committee on 9 February and 10 April 2007.

The Australian Government is considering its response to the report.

Inquiry into the Broadcasting Legislation Amendment (Digital Radio) Bill 2007 and Radio Licence Fees Amendment Bill 2007

Tabled: 7 May 2007

The majority report recommended that the Bills be passed.

The Bills passed without amendment on 10 May 2007.

At the request of the Chair, Senator Alan Eggleston, the Department provided written comment on a number of issues raised in the conduct of the inquiry. The material was incorporated at Appendix 2 to the committee's report. Hearings were not held.

Communications Legislation Amendment (Content Services Bill) 2007

On 10 May 2007, the Senate referred the Communications Legislation Amendment (Content Services) Bill 2007 to the committee for inquiry and report by 12 June 2007.

The Department appeared before the committee on 1 June 2007.

The committee recommended that the Bill be passed and noted that certain technical amendments proposed by industry stakeholders were being considered by the Australian Government.

Joint Standing Committee on Foreign Affairs, Defence and Trade

Review of the Australia-New Zealand Closer Economic Relations (CER) Trade Agreement

Tabled: 7 December 2006
Government response tabled
17 May 2007

In March 2006, the Minister for Trade, the Hon Mark Vaile MP, asked the committee to examine and report on Australia's trade and investment relations under the CER Trade Agreement, with particular emphasis on likely future trends in these relationships and complementary approaches by the two governments.

In June 2006, the Department provided a submission to the committee covering communications, information technology, arts and sports activities in New Zealand and engagement by the portfolio in New Zealand.

The committee made two recommendations relevant to the Communications, Information Technology and the Arts portfolio:

Recommendation 3
The committee recommends that a Telecommunications Ministerial Council be established.

Recommendation 4
The committee recommends that telecommunications be placed on the CER Work Program at the earliest opportunity.

The Australian Government did not agree that a formal Ministerial Council be established, although noted that there are existing opportunities for regular Ministerial meetings and that such meetings are valuable. The Australian Government also agreed to give further consideration to placing telecommunications on the CER Work Program.

Inquiry into Australia's relationship with the Republic of Korea

Tabled: 14 August 2006
No Government response as at 30 June 2007.

The inquiry was established on 7 April 2005 to inquire into Australia's relationship with the Republic of Korea including developments on the Korean peninsula. The committee reviewed political, strategic, economic (including trade and investment), social and cultural issues, and considered both the current situation and opportunities for the future.

On 3 June 2005, the Department provided a submission to the committee covering communications, information technology, arts and sports activities in Korea and engagement by the portfolio with Korea.

The Department appeared before the committee on 31 August 2005 to provide information regarding the Department's engagement with Korea on arts and sport issues and activities.

Inquiry into Australia's relationship with Malaysia

Tabled: 26 March 2007
No Government response as at 30 June 2007

The Department provided a written submission on 22 August 2006.

The Department appeared before the committee on 16 October 2006.

The report made three recommendations, two relating to the trading and investment relationship and one relating to migration and people movement. No recommendations related to this portfolio.

House of Representatives Standing Committee on Science and Innovation

Inquiry into pathways to technological innovation

Parliamentary paper tabled:
19 June 2006
Interim Government response tabled:
November 2006

The Department is a member of the IDC developing the final Australian Government response.

The Department provided a written submission in June 2005.

The Department appeared before the committee on 5 December 2005.

The report provided 18 recommendations relating to:

- + innovation and commercialisation—policy and program framework
- + human capital—knowledge and skills
- + connecting knowledge, people and markets
- + lifecycle support and funding for innovation and commercialisation.

House of Representatives Standing Committee on Economics Finance and Public Administration

Servicing our future: inquiry into the current and future directions of Australia's services export sector

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

This report examines the current and future directions of Australia's services export sector.

The Department provided a submission to the inquiry on 21 December 2006. The Department's submission emphasised the increasing linkages between service innovation and information and communications technologies, in the context of research undertaken or commissioned by the Australian Government. The report makes recommendations in relation to the overall emphasis of the services sector with Government, inbound tourism, skills shortages, and marketing/branding issues, amongst others.

Joint Standing Committee on Electoral Matters

Report on the 2004 Federal Election

Tabled: 10 October 2005
Government response tabled
30 August 2006

The inquiry examined the conduct of the 2004 Federal Election and related matters. The committee made a number of recommendations affecting the operations of Australia Post, especially about improving the operations of the postal voting system.

In accordance with the Australian Government response, relevant negotiations with Australia Post have been completed.

Inquiry into Civics and Electoral Education

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

The Department will be providing input to the Australian Government response to this report.

Joint Standing Committee on Treaties

Instrument amending the Constitution of the International Telecommunication Union (Geneva, 1992) and Instrument amending the Convention of the International Telecommunication Union (Geneva, 1992).

Report yet to be tabled.

The Department appeared before a public hearing of the committee on 18 June 2007.

The hearing considered amendments to the Treaty level Constitution and Convention of the International Telecommunication Union as amended at Antalya, 2006.

House of Representatives Standing Committee on Agriculture, Fisheries and Forestry

Taking Control: a national approach to pest animals

Tabled: 28 November 2005
No Government response as at
30 June 2007

The inquiry examined the impact of pest animals on agriculture. The committee made a specific recommendation seeking amendment of the *Australian Postal Corporation Act 1989* to allow state and territory governments to inspect interstate mail for quarantine purposes.

The Australian Postal Corporation Amendment (Quarantine Inspection and Other Measures) Bill 2007, which was introduced into the Parliament on 20 June 2007, will implement the committee's recommendation. Debate on the Bill had not commenced as at 30 June 2007.

Senate Standing Committee for the Scrutiny of Bills

Communications Legislation Amendment (Content Services Bill) 2007

Committee comment on Bill:
13 June 2007

The committee noted and sought advice on the reasons for the 12 month delayed commencement period for the implementation of Schedule 2 of the Bill which deals with the regulation of premium telephone services under the new scheme. The Minister for Communications, Information Technology and the Arts, Senator the Hon Helen Coonan responded to the committee on 19 June 2007.

Datacasting Transmitter Licence Fees Bill 2006

Committee comment on Bill:
18 October 2006

The committee reviewed the media reform package and sought comment from the Minister for Communications, Information Technology and the Arts, Senator the Hon Helen Coonan on the Datacasting Transmitter Licence Fees Bill 2006. The Minister wrote in response to the committee's request on 27 November 2006. The committee published the Minister's response in the Committee's Eleventh Report of 2006, 29 November 2006.

Senate Standing Committee on Regulations and Ordinances

Broadcasting Services (Digital Television Format Standards) Repeal Regulations and the Broadcasting Services (Digital Television Standards) Amendment Regulations 2007 (No. 1)

On 14 June 2007, the committee wrote to the Minister for Communications, Information Technology and the Arts, Senator the Hon Helen Coonan seeking information regarding whether public consultation was undertaken in relation to the Regulations. On 19 June 2007, the Minister responded noting the media reform consultation and the Department's December 2006 advice to industry regarding the proposed changes. On 21 June 2007, the committee advised that the Minister's advice had answered its concerns.

Appendix 3

External scrutiny

The Australian National Audit Office issued a number of reports in 2006–07. Some involved the Department directly and others were of special or general interest to the Department.

The Office of Evaluation and Audit (Indigenous Programs) in the Department of Finance and Administration completed an audit of the Telecommunications Action Plan for Remote Indigenous Communities—Community Phones Program (CPP).

Australian National Audit Office 2006–07 direct participation

Report No. 36 Management of the Higher Bandwidth Incentive Scheme and Broadband Connect Stage 1

Tabled: 16 May 2007

This performance audit examined the management of the Higher Bandwidth Incentive Scheme (HiBIS), which operated from April 2004 to 31 December 2005, and the first stage of the Broadband Connect program, which operated from 1 January 2006 to 30 June 2006. The objectives of the audit were to examine if the Department had effectively planned and administered these programs and the programs had achieved their objectives. The audit focused on the Department's activities to support the planning, implementation, monitoring and reporting of the programs.

The audit concluded that the programs had achieved their objective of achieving prices for higher bandwidth services in regional Australia that are comparable to metropolitan services. The Australian National Audit Office also found that the programs had achieved the supporting

objective of promoting competition among higher bandwidth service providers in regional Australia, and largely achieved their objective of ensuring efficient use of funds by effectively targeting support to areas of need.

The audit found that the Department established an appropriate management framework to administer the programs, including the development of program guidelines that were comprehensive and provided a sound basis to guide the day-to-day operation of the programs. It also concluded that regular data speed testing was a particularly valuable initiative to ensure that providers continue to deliver quality services to customers.

While the audit concluded that the vast majority of claims for funding under the programs were valid, it also estimated that between \$10.6 million and \$12.4 million had been paid to providers for claims that were invalid or claimed at the incorrect rate. Two recommendations were aimed at enhancing the administration of the programs. One recommendation related to reassessment of the eligibility of premises that were considered potentially ineligible, taking recovery action in relation to invalid claims and more rigorous assessment of eligibility of premises in future, using independent information sources. The second recommendation related to the process for reconciling Allowable Cost Statements in providers' annual reports to the Department under the programs. The Department agreed to implement both recommendations.

Report No. 51 Interim Phase of the Audit of Financial Statements of General Government Sector Agencies for the Year Ending 30 June 2007

Tabled: 27 June 2007

This report presents the results of the interim phase of the 2006–07 financial statement audits of all portfolio departments and other major General Government Sector (GGS) agencies.

There were no audit issues of a significant or moderate rating raised by the ANAO in relation to the Department in the prior or current years.

Based on the audit work performed, key internal controls were operating satisfactorily to provide reasonable assurance that the Department can produce financial statements free of material misstatement.

Report No. 22 Management of intellectual property in the Australian Government sector

Tabled: 6 February 2007

The audit objective was to examine progress in the development of an overarching approach and guidance for the management of the Commonwealth's intellectual property (Recommendation No. 2 of Audit Report No. 25 of 2003–04).

An Inter Departmental Committee chaired by the Attorney-General's Department (AGD) which includes this Department, the Department of Finance and Administration, and IP Australia has been working towards developing an overarching approach to IP management. Although the audit noted progress had been made, it noted that further work was required to implement the recommendations of the earlier audit.

In order to be effective in raising awareness, ANAO considers the overarching approach should include:

- + what is expected to be achieved
- + what is expected of agencies to which the approach applies
- + who is responsible for ensuring that the approach is achieving what was intended and how will this be evaluated.

In considering implementation of the approach, particular attention will need to be paid to the question of which agency will be responsible for providing advice to agencies on the approach and assistance with its implementation.

The Department's response to the audit suggested that where an ANAO report recommends that a whole-of-government approach be undertaken on a particular issue there should be specific recognition of the need for the approach to be led by an agency with whole-of-government responsibilities.

Report No. 15 Audits of Financial Statements of Australian Government Entities for the Period Ended 30 June 2006

Tabled: 19 December 2006

The focus of this report is on the year end results of the financial statement audits of all general purpose reporting entities for the 2005–06 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 2005–06 audit.

**Office of Evaluation and Audit
(Indigenous Programs) (OEA)
2006–07 direct participation**

*Report No. 1 Performance Audit of
the Community Phones Program
(Telecommunications Action Plan for Remote
Indigenous Communities)*

The scope of the audit was to examine the efficiency and effectiveness of the administration of the Community Phones Program (CPP). The audit commenced on 5 December 2005 and a copy of the final report was provided to the Minister for Communications, Information Technology and the Arts on 31 January 2007.

The report found there were a number of shortcomings in the project and that these had caused delays in its completion. It made eight recommendations relating to procedures for program administration. While noting that the project was a major developmental undertaking, the Department acknowledges the scope for improvement in program administration and has accepted the recommendations, which are now being implemented.

All community phones have now been installed and, based on the success of the trial, a process is currently underway to install a further 300 community phones in remote Indigenous communities.

**Australian National Audit Office
2006–07 Special interest**

*Report No. 43 Managing Security Issues in
Procurement and Contracting*

Tabled: 13 June 2007

*Report No. 23 Application of the Outcomes
and Outputs Framework*

Tabled: 6 February 2007

*Report No. 21 Implementation of the revised
Commonwealth Procurement Guidelines*

Tabled: 31 January 2007

*Report No. 6 Recordkeeping including the
Management of Electronic Records*

Tabled: 12 October 2006

*Report No. 5 The Senate Order for the
Departmental and Agency Contracts*

Tabled: 28 September 2006

The Department is implementing the relevant recommendations from these reports.

Appendix 4

Legislation and statutory instruments

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

Broadcasting Services Amendment (Media Ownership) Act 2006

This Act reforms Australia's media ownership laws while protecting the public interest in a diverse and vibrant media sector.

The previous foreign ownership and control restrictions relating to free to air commercial television broadcasting, and cross-media ownership restrictions in the *Broadcasting Services Act 1992* relating to the regulated platforms of commercial radio licences, commercial television licences or associated newspapers, limited competition in the media sector and restricted access to capital, expertise and opportunities for growth. The changes encourage greater competition and allow media companies to achieve economies of scale and scope, while protecting the diversity of Australia's media.

Broadcasting Legislation Amendment (Digital Television) Act 2006

This Act amends the *Broadcasting Services Act 1992* to implement the Australian Government's decisions relating to the outcomes of the reviews of the digital television regulatory framework.

Communications Legislation Amendment (Enforcement Powers) Act 2006

This Act enhances the broadcasting regulatory powers of the Australian Communications and Media Authority (ACMA) by providing ACMA with key

new powers including civil penalties, injunctions, enforceable undertakings and infringement notices.

Telecommunications Amendment (Integrated Public Number Database) Act 2006

This Act amends the *Telecommunications Act 1997* to clarify the arrangements for access to data contained in the Integrated Public Number Database.

Broadcasting Legislation Amendment (Digital Radio) Act 2007

Radio Licence Fees Amendment Act 2007

These acts amend the *Radiocommunications Act 1982*, the *Broadcasting Services Act 1992* and the *Radio Licence Fees Act 1964* to provide for the introduction of digital radio broadcasting services.

Communications Legislation Amendment (Content Services) Bill 2007

This Bill introduces reforms to regulatory structures for non-broadcasting communications content to ensure that existing policy principles for the regulation of content are consistently applied to these new audio-visual services. It also ensures that the Indian Ocean Territories are included in reviews by the Regional Telecommunications Independent Review Committee.

Australian Postal Corporation (Quarantine Inspection and Other Measures) Bill 2007

This Bill provides for the inspection and examination of postal articles carried by Australia Post, with the exception of reserved services material, for interstate quarantine purposes. It also provides for the disclosure of information about articles seized by border control agencies

or consumer protection agencies for the purpose of the Universal Postal Convention, allows the disclosure of scam mail articles to consumer protection agencies, and reflects the operation of the GST and Wine Equalisation Tax (WET), including allowing international articles to be opened where there is a reasonable suspicion that GST on imports or WET is payable.

Communications Legislation Amendment (Information Sharing and Datacasting) Bill 2007

This Bill amends the *Australian Communications and Media Authority Act 2005* to authorise the disclosure of certain information by ACMA to the Minister for Communications, Information Technology and the Arts, departments, government agencies and regulatory bodies. The Bill also amends the *Radiocommunications Act 1982* to give ACMA greater flexibility with respect to its spectrum management functions, and clarifies the application of datacasting charges in relation to Channel B datacasting transmitter licences.

Do Not Call Register Regulations 2006

The Regulations address concerns raised by industry groups about the proposed operation of the Do Not Call Register (established by the *Do Not Call Register Act 2006*) and remove certain types of calls from the Do Not Call scheme.

Instruments made for the purposes of the Integrated Public Number Database (IPND) scheme

The Minister made several instruments for the purposes of the Integrated Public Number Database (IPND) scheme provided for in the *Telecommunications Amendment (Integrated Public Number*

Database) Act 2006. The instruments are as follows:

- + *Telecommunications (Integrated Public Number Database—Permitted Research Purposes) Instrument 2007 (No. 1)*—This instrument allows information in the IPND to be disclosed to enable certain health or medical research, political research or research conducted by or on behalf of the Commonwealth or a Commonwealth authority or agency to contribute to the development of public policy.
- + *Telecommunications (Integrated Public Number Database Scheme—Conditions for Authorisations) Determination 2007 (No. 1)*—This instrument restricts the ability to transfer IPND data overseas, requires the safeguarding of IPND information and its secure disposal after use, prevents public number directory producers avoiding their statutory obligations through outsourcing arrangements, and prevents researchers producing and using reverse searchable databases (except to search by postcode to find a list of public numbers, and the customer data associated with those numbers, from within the postcode).
- + *Telecommunications (Integrated Public Number Database—Public Number Directory Requirements) Instrument 2007 (No. 1)*—This instrument tightly restricts the format of a public number directory to prevent it being used for inappropriate purposes.
- + *Telecommunications (Integrated Public Number Database—Public Number Directory Additional Information) Instrument 2007 (No. 1)*—This instrument specifies additional information that may be contained in a public number

directory apart from name, public number and address.

- + *Telecommunications (Integrated Public Number Database Scheme—Criteria for Deciding Authorisation Applications) Instrument 2007 (No. 1)*—This instrument specifies the criteria to which ACMA must have regard when assessing applications for authorisations under the IPND scheme. Different criteria are specified for different kinds of applications.

Refundable Film Tax Offset Rules 2002 (Amendment No. 1 of 2006)

The Rules amend the *Refundable Film Tax Offset Rules 2002* to reflect the extension of the Refundable Film Tax Offset to eligible television series and to update administrative requirements.

Appendix 5

Staffing statistics

Figure 4.1 Full-time and part-time staff—30 June 2007

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	
296	414	12	51	31	54	3	13	5	9	888

Note: These figures indicate staff substantively employed by the Department as at 30 June 2007 including temporary reassignment of duties into the agency and exclude all inoperative staff*. These figures include the departmental Secretary.

* Those staff who are recorded as being on leave without pay as at 30 June 2007 for a total period greater than 13 weeks

Figure 4.2 Staff by classification groups and location—30 June 2007

State	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	SEC	Grand Total
ACT	8	36	41	102	99	175	200	116	25	9	3	1	815
NSW		1	2	11	2	2	1	2					21
NT			1	6	3	3	1						14
QLD		1	2	4	1	2	2	1					13
SA				1	1	1	1	1					5
TAS				1									1
VIC				3	2		1	1					7
WA			2	1	4	3	1	1					12
Total	8	38	48	129	112	186	207	122	25	9	3	1	888

Note: These figures indicate ongoing and non-ongoing staff substantively employed by the Department as at 30 June 2007 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.

Figure 4.3 SES staff—30 June 2007

	Male	Female	Total
SESB1	20	5	25
SESB2	5	4	9
SESB3	2	1	3
Total	27	10	37

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

Figure 4.4 Staff in EEO groups—30 June 2007

Male	Female	Total staff	DCLB 1&2	ATSI	PWD	Total staff 2
347	541	888	136	33	11	763
39.1%	60.9%	100%	15.3%	3.7%	1.2%	85.9%

Key to figures 4.4 and 4.5:

Total staff: Ongoing and non-ongoing staff substantively employed as at 30 June 2007. Percentages of male and female relate to this total.

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

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

ATSI: Aboriginal and Torres Strait Islander peoples.

PWD: People with 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 figure excludes all inoperative staff.

Note: Calculation changed in this report from previous report for percentage outcomes for DCLB1&2, ATSI and PWD which used Total staff 2. From 2006–07 the Total staff column will be used.

Figure 4.5 EEO groups within salary ranges—30 June 2007

Lowest	Highest	DCLB 1&2	ATSI	PWD	Total
\$0	\$34 043	0	0	0	8
\$34 044	\$44 665	11	2	1	64
\$44 666	\$47 059	0	3	0	18
\$47 060	\$53 820	14	12	4	106
\$53 821	\$58 623	31	7	2	124
\$58 624	\$69 294	35	4	1	144
\$69 295	\$94 420	33	3	1	175
\$94 421	\$110 000	9	2	2	89
\$110 000+		3	0	0	35
Total		136	33	11	763

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 4.6 Salary range of employees 2006–07

Classification	Certified Agreement		Australian Workplace Agreement	
	Salary range (\$)		Salary range (\$)	
	Lowest	Highest	Lowest	Highest
SES	n/a	n/a	123 800	201 600
EL2	84 108	107 566	84 108	121 500
EL1	72 960	94 421	72 960	102 000
APS6	58 420	69 294	58 420	72 000
APS5	54 430	58 623	54 430	57 475
APS4	48 822	53 820	n/a	n/a
APS3	43 558	48 000	n/a	n/a
APS2	38 299	43 299	44 665	44 665
APS1	34 043	38 131	n/a	n/a

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.

Figure 4.7 Number of staff on AWAs or Certified Agreement—30 June 2007

	AWA	Certified Agreement	Total
SES	37	0	37
EL2	102	14	116
EL1	92	100	192
APS1–6	31	512	543
Total	262	626	888

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.

Figure 4.8 Performance payments 2006–07

Classification	Number of staff paid	Aggregate amount (\$)	Average amount (\$)	Lowest payment (\$)	Highest payment (\$)
SES	36	431 948.58	11 998.57	6190.00	25 900.00
EL2	88	648 591.58	7370.36	2019.27	12 915.38
APS1–EL1	73	381 414.40	5224.85	1496.51	16 519.00
Total	197	1 461 954.56			

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 2006–07 (this includes terminated and inoperative staff as at 30 June 2007).

Figure 4.9 Performance payments 2005–06, paid in 2006–07

Classification	Number of staff paid	Aggregate amount (\$)	Average amount (\$)	Lowest payment (\$)	Highest payment (\$)
SES	4	31 335.20	7833.80	3681.60	10 764.00
EL2	2	8685.47	4342.74	3909.80	4775.67
APS1–EL1	2	6580.34	3290.17	1102.00	5478.34
Total	8	46 601.01			

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

Appendix 6

Report on performance in implementing the Commonwealth Disability Strategy

Performance Reporting 2006–07

The Commonwealth Disability Strategy (CDS) provides a framework to assist Commonwealth organisations to meet their obligations under the *Disability Discrimination Act 1992*. The CDS defines the core roles of government agencies as: policy adviser, regulator, purchaser, provider, and employer.

Policy advisers are responsible for strategic planning and formulating new initiatives and revisions to current government programs and services. They do so in response to government policy objectives, identified community needs or both.

Regulators develop regulations in direct response to government policy or legislation. Regulators are responsible for implementing the framework designed by policy advisers. Similarly for purchasers, established policy directions guide the purchasing frameworks to be implemented. Funding is allocated on the basis that purchasing specifications are designed to give effect to the policy framework.

Service providers also work within established boundaries. These boundaries exist in the purchasing frameworks that accompany funds received to provide the service. Purchasing specifications specify how services are to be provided, to whom and under what conditions. Though conditions of employment may vary between organisations, the core functions of an employer remain the same (see www.facs.gov.au/disability/cds/cds/roles1.htm for more information on the CDS).

The Department's performance against the performance indicators for each of the defined roles follows.

Policy adviser role

Performance indicator 1: New or revised policy/program proposals assess the impact on the lives of people with disabilities prior to decision.

Performance measure: Percentage of new or revised policy/program proposals that document that the impact of the proposal was considered prior to the decision making stage.

Current level of performance 2006–07

New policy

Number of new policies: 19.
Percentage documenting impact: 79% (38% in 2005–06)

Revised policy

Number of revised policies/programs: 7.
Percentage documenting impact: 71%

Performance indicator 2: People with disabilities are included in consultation about new or revised policy/program proposals.

Performance measure: Percentage of consultations about new or revised policy/program proposals that are developed in consultation with people with disabilities.

Current level of performance 2006–07

New policy

Number of consultations: 4. Percentage of consultations undertaken with people with disabilities: 50% (71% in 2005–06)

Revised policy

Number of consultations: 3. Percentage of consultations undertaken with people with disabilities: 100% (there were no consultations in 2005–06)

Performance indicator 3: Public announcements of new, revised or proposed policy/program initiatives are available in accessible formats¹ for people with disabilities in a timely manner.

Performance measure: Percentage of new, revised or proposed policy/program announcements available in a range of accessible formats.

Time taken in providing announcements in accessible formats.

Current level of performance 2006–07

- + A total of 253 Ministerial media announcements were made during the year with 100 per cent of these announcements available on the internet in HTML at the time of the announcement. Announcements were also distributed via fax to selected media.
- + No requests were received for media announcements in other formats (currently available in HTML).
- + The Department's website was externally reviewed and updated in line with best practice accessibility guidelines.
- + Guidelines for planning and producing materials in accessible formats continue to be updated and available on the Department's intranet.
- + Information, including discussion papers and fact sheets, are available on the website in HTML, Word and/or PDF formats.

Regulator role

Performance indicators:

1. Publicly available information on regulations and quasi-regulations is available in accessible formats for people with disabilities.
2. Publicly available regulatory compliance reporting is available in accessible formats for people with disabilities.

Performance measures:

Percentage of publicly available information on regulations and quasi-regulations requested and provided in accessible electronic formats and accessible formats other than electronic.

Average time taken to provide accessible material in electronic format and formats other than electronic.

Current level of performance 2006–07

- + All legislative instruments made since 1 January 2005, and between 1 January 2000 and 31 December 2004, are posted on the Federal Register of Legislative Instruments (FRLI). All documents on FRLI are accessible on ComLaw (a publicly available website managed by the Attorney-General's Department). All documents on ComLaw are published in multiple formats.
- + No requests were received for information on regulations and quasi-regulations or for compliance reporting in accessible formats.
- + In line with Australian Government policy, the Departmental Regulatory

¹ Accessible formats include electronic formats such as ASCII (or .txt) files and html for the web. Non electronic accessible formats include braille, audio cassette, large print and easy English. Other ways of making information accessible include video captioning and Auslan interpreters.

Plan is available on the Department's website in an accessible format.

- + The Department's website was externally reviewed and updated in line with best practice accessibility guidelines.

Purchaser role

Performance indicator 1: Publicly available information on agreed purchasing specifications is available in accessible formats for people with disabilities.

Performance measures:

Percentage of publicly available purchasing specifications requested and provided in accessible electronic formats and accessible formats other than electronic.

Average time taken to provide accessible material in electronic formats and formats other than electronic.

Current level of performance 2006–07

Contracts:

All open tender processes are available on AusTender, with all tender documentation available in MS Word or PDF format as required. On request, the Department may consider providing tender documentation in another accessible format.

Grants:

One hundred per cent of grant program guidelines are available online (those grant programs subject to applications). No requests were received for information in other formats. Other accessible formats are available on request.

Performance indicator 2: Processes for purchasing goods or services with a direct impact² on the lives of people with disabilities are developed in consultation with people with disabilities.

Performance measure: Percentage of processes for purchasing goods or services that directly impact on the lives of people with disabilities that are developed in consultation with people with disabilities.

Current level of performance 2006–07

Contracts:

Procurement of goods that directly impact upon the lives of people with a disability is carried out in consultation with people with disabilities through a service provider and a central area of the Department.

The Department has set up a panel of contractors to carry out construction related works within the Department's premises. All works will be carried out in accordance with the relevant accessibility standards. The contract complies with accessibility standards.

Particular attention is being directed towards integrating improved disabled access to the overall visitor experience that will accompany the development of a Gallery of Australian Democracy at Old Parliament House. Specific initiatives include:

- + Internal ramps are being progressively introduced in parts of the building to improve disabled access.

² Direct impact means those goods and services which will have an explicit consequence, effect or influence on people with disabilities. It includes the purchase of mainstream goods and services as well as specialist disability services.

- + Planning has been completed for a new lift at the rear of the building to facilitate disabled access to the functions area, to be installed in 2007–08.
- + Preliminary planning took place for the installation of a lift providing disabled access to the internal public reception area of the building.
- + Planning took place for the development of improved disabled toilet facilities in the functions area of Old Parliament House.
- + Disabled directional signage was improved at the front of the building. Clearer temporary signage was installed in June 2007, and permanent signs commissioned with a view to their installation early in 2007–08.

Performance indicator 3: Purchasing specifications³ and contract requirements for the purchase of goods and services are consistent with the requirements of the *Disability Discrimination Act 1992*.

Performance measures:

Percentage of purchasing specifications for goods and services that specify that tender organisations must comply with the *Disability Discrimination Act 1992*.

Percentage of contracts for the purchase of goods and services that require the contractor to comply with the *Disability Discrimination Act 1992*.

Current level of performance 2006–07

Contracts:

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 of Finance and Administration, as the project manager for the construction of the new purpose-built National Portrait Gallery building, has responsibility to ensure compliance with the *Disability Discrimination Act 1992* and the applicable codes and standards for this project.

Grants:

The Department's standard funding deeds require compliance with the *Disability Discrimination Act 1992*.

Performance indicator 4: Publicly available performance reporting against the purchase contract specifications requested in accessible formats for people with disabilities is provided.

Performance measures:

Percentage of publicly available performance reports against the contract purchasing specification requested and provided in accessible electronic formats and accessible formats other than electronic

Average time taken to provide accessible material in electronic formats and formats other than electronic.

Current level of performance 2006–07

Contracts:

Information is available online at www.tenders.gov.au

Information complying with the requirements of the Order of the Senate for Department and Agency Contracts is on the Department's

³ Purchasing agreements can include contracts, memoranda of understanding and service level agreements.

website (www.dcita.gov.au). Details of consultancy contracts are reported as part of the Annual Report.

Grant programs:

One hundred per cent of the Department's grant program guidelines are available online (generally in HTML format). No requests were received for information in other formats. For documents not in HTML, contact details are included so that applicants can request documents in alternative format(s) if required.

General:

The Department's website complies with W3C accessibility recommendations.

Development of the Old Parliament House and National Portrait Gallery websites has continued to be in accordance with Australian Government guidelines for website accessibility.

Performance indicator 5: Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about provider's performance.

Performance measure: Established complaints/grievance mechanisms, including access to external mechanisms, in operation.

Current level of performance 2006–07

The Department's *Client Service Charter* outlines a formal complaint mechanism, including access to external mechanisms. There were no formal complaints lodged with the Department's complaints officer during the year. The Department's 2007 Client Service Survey identified 36 respondents (three per cent) who said they had cause to complain of which 14 people felt their complaint had been processed adequately and

in accordance with the Department's complaint mechanism.

The Department's website includes 'feedback' and 'contact us' links. The Department received seven feedback forms during the last year of which five were positive feedback and two had both positive and negative feedback.

Grant programs continue to have well established feedback mechanisms. In general, grants program areas on the website offer feedback mechanisms. Verbal and written feedback between the Department and the grantees occurs. A 'freecall 1800' telephone service operates for some grant programs as well as direct telephone numbers and generic email addresses available for enquiries or as an avenue for complaints.

Provider role

Performance indicator 1: Providers have established mechanisms for quality improvement and assurance.

Performance measure: Evidence of quality improvement and assurance systems in operation.

Current level of performance 2006–07

The Department's 2007 Client Service Survey had three per cent of clients, from a response size of 1155 clients, who identified that they had special needs in order to access Departmental services. Of these, eight clients reported English as a second language and six respondents stated that they required community languages and interpreter services. No clients identified online material accessible to people with disabilities (PWD), although one client identified the need for large print format. A further 10 clients reported 'special needs' but did not state the exact requirements and it would appear the

respondents misinterpreted the question as they responded with suggestions for improving service.

The Department's website complies with W3C recommendations for accessibility.

Development of the Old Parliament House and National Portrait Gallery websites has continued to be in accordance with Australian Government guidelines for website accessibility.

Old Parliament House (OPH) and the National Portrait Gallery (NPG) have continued to take into account a range of access issues when designing public programs, educational training of volunteer guides and building thoroughfares.

The Culture and Recreation Portal (CARP) was upgraded in 2004–05 to raise the level of conformity to the Web Content Accessibility Guidelines 1.0 standard to the highest level, a Triple A rating to assist people with disabilities to navigate the site. Further enhancements were made to the site in 2006–07 to improve accessibility including a modification that enables vision-impaired users to access page content more easily with their screenreaders.

Performance indicator 2: Providers have an established service charter that specifies the roles of the provider and consumer and service standards which address accessibility for people with disabilities.

Performance measure: Established service charter that adequately reflects the needs of people with disabilities in operation.

Current level of performance 2006–07

The Department has a well-established *Client Service Charter* which has been in place since 1998. The Department also regularly conducts both internal and external reviews of the charter. The charter addresses accessibility and diversity issues, through the provision of a wide range of contact options, and through clearly set out service standards that include sensitivity to diversity issues. An external review of the charter will be undertaken in 2008.

Performance indicator 3: Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about performance.

Performance measure: Established complaints/grievance mechanisms, including access to external mechanisms, in operation.

Current level of performance 2006–07

The Department's *Client Service Charter* outlines a formal complaint mechanism, including access to external mechanisms. There were no formal complaints lodged with the Department's complaints officer during the year. Although the Department's Client Service Survey had 36 respondents (three per cent) who said that they had cause to complain, 14 people felt that their complaint had been processed adequately and

in accordance with the Department's complaint mechanism.

The Department's website includes 'feedback' and 'contact us' links. The Department received seven feedback forms during the last year of which five had positive feedback and two had a combination of both positive and negative feedback.

Grant programs continue to have well established feedback mechanisms. In general, grants program areas on the website offer feedback mechanisms. Verbal and written feedback between the Department and the grantees occurs. A 'freecall 1800' telephone service operates for some grant programs as well as generic email address, available for enquiries or as an avenue for complaints.

Employer role

Performance indicator 1: Employment policies, procedures and practices comply with the requirements of the *Disability Discrimination Act 1992*.

Performance measure: Number of employment policies, procedures and practices that meet the requirements of the *Disability Discrimination Act 1992*.

Current level of performance 2006–07

The Department's Certified Agreement, recruitment procedures, employment programs and policies meet the requirements of the *Disability Discrimination Act 1992*. The Department's Workplace Diversity Plan and Eliminating Workplace Harassment Plan also comply with the *Disability Discrimination Act 1992*.

Performance indicator 2: Recruitment information for potential job applicants is available in accessible formats on request.

Performance measures:

Percentage of recruitment information requested and provided in accessible electronic formats, and accessible formats other than electronic.

Average time taken to provide accessible information in electronic formats, and formats other than electronic.

Current level of performance 2006–07

- + All recruitment information is available in accessible electronic formats on the internet and intranet.
- + Recruitment staff are able to provide information in hard copy, large print or other formats upon request.
- + There were no requests for information in other accessible formats.
- + Electronic format information has an approximate download time of 20 seconds through a web-based tool.
- + Timelines for the provision of other than electronic formats is dependent on the delivery mechanism.

Performance indicator 3: Agency recruiters and managers apply the principle of reasonable adjustment.

Performance measure: Percentage of recruiters and managers provided with information on reasonable adjustment.

Current level of performance 2006–07

The principle of reasonable adjustment is applied by the Department in the recruitment of people with a disability.

In addition, the Department's job pack provides a contact point for people with a disability to email or call should they

require assistance with their applications and when registering their applications people with disabilities are asked to provide information on any equipment or other assistance they may require to participate in the selection process.

Performance indicator 4: Training and development programs consider the needs of staff with disabilities.

Performance measure: Percentage of training and development programs that consider the needs of staff with disabilities.

Current level of performance 2006–07

All training and development courses provide facilities that have reasonable access for people with disabilities. Staff with disabilities who book for internal courses are encouraged to discuss their needs with HR Services.

Performance indicator 5: Training and development programs include information on disability issues as they relate to the content of the program.

Performance measure: Percentage of training and development programs that include information on disability issues as they relate to the program.

Current level of performance 2006–07

The following programs were conducted in 2006–07 and included significant information on disability issues.

- + Ten sessions on 'APS Values', 'Code of Conduct' and 'Leading Ethically in the APS'.
- + Six capability training programs.
- + Four external training courses for Health and Safety Representatives.
- + Three external training course for Workplace Diversity and Harassment Contact Officers.

Performance indicator 6: Complaint/grievance mechanism, including access to external mechanisms, in place to address issues and concerns by staff.

Performance measure: Established complaints/grievance mechanisms, including access to external mechanisms in operation.

Current level of performance 2006–07

- + The Certified Agreement includes provisions for complaint and grievance resolution, including access to external mechanisms.
- + The Department's Eliminating Workplace Harassment Plan also sets out mechanisms for complaint resolution, which includes access to external mechanisms, including the Human Rights and Equal Opportunity Commission.

Appendix 7

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 2007.

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.dcita.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, telephone 02 6271 1741.

FOI requests for the Department should be addressed to:

The Secretary
Department of Communications,
Information Technology and the Arts
GPO Box 2154
CANBERRA ACT 2601
Attention: Freedom of Information Officer

Portfolio agencies, listed at Appendix 1, are part of the Communications, Information Technology and the Arts 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
- + audio and visual recordings held as part of the Department's cultural development activities
- + legal advice.

The subject matter of departmental records includes the following.

Cultural and sporting matters

- + Performing, literary and visual arts
- + Collections sector
- + International cultural relations
- + Public and educational lending rights
- + Cultural access programs
- + Taxation issues relating to the cultural sector
- + Trade issues relating to the cultural sector
- + Return of Indigenous cultural property
- + Cultural Ministers' Council
- + Support for the arts and culture
- + The Centenary of Federation in 2001
- + Federation Fund projects
- + Film
- + Digital content
- + National recreation safety organisations
- + Administration of sport and recreation facilities and projects
- + National anti-doping policy and programs
- + International anti-doping forums
- + Olympic, Paralympic and Commonwealth Games
- + Public liability insurance
- + Sports participation
- + Sport and leisure industry
- + Sport and Recreation Ministers Council
- + Portfolio agencies.

Telecommunications

Telecommunications and radiocommunications policy, legislation and regulation

- + Connect Australia programs
- + Communications Fund
- + Do Not Call Register
- + Postal policy, legislation and regulation
- + International communications—bilateral and multilateral arrangements including Universal Postal Union (UPU) and Asian-Pacific Postal Union (APPU)
- + Maintaining international linkages and institutional frameworks through the International Telecommunication Union (ITU), APEC, World Trade Organization (WTO) and other relevant multilateral forums
- + Bilateral trade and cooperation including free trade negotiations
- + Australian Broadband Guarantee
- + Broadband Connect Infrastructure Program
- + Higher Bandwidth Incentive Scheme (HIBIS) and Broadband Connect Program
- + Metropolitan Broadband Connect Program
- + Telstra and Australia Post—corporate accountability
- + Networking the Nation (NTN) 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
- + RTI Community Information Campaign.

Information and communications technology

- + Information and communications technology (ICT) industry development policy, including ICT Framework for the Future project
- + ICT industry development programs, including ICT incubators, Intelligent Island
- + ICT industry development aspects of government procurement
- + ICT innovation policy, including Backing Australia's Ability program and skills
- + National ICT Australia ICT Centre of Excellence
- + IT Training and Technical Support program
- + Regional Telecommunications Infrastructure Fund
- + Mobile Connect Program
- + National Communications Fund
- + Information economy
- + *Broadband Blueprint*
- + Clever Networks
- + Broadband Development Program
- + Next Generation Networks
- + Digital Content Working Group
- + Online and Communications Council (OCC)
- + Online and Communications Council Standing Committee
- + National Broadband Development Group
- + Measurement Working Group
- + e-connectivity
- + Coordinated Communications Infrastructure Fund (CCIF)
- + 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, Internet Corporation for Assigned Names and Numbers (ICANN) and other relevant multilateral forums.

Content and Media

- + 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 Action Plan
- + Broadcasting technology
- + Online content policy and legislation, including interactive gambling regulation
- + Intellectual property and copyright coordination
- + TV Black Spots—Alternative Technical Solutions (ATS) program
- + Regional Equalisation Plan
- + Protecting Australian Families Online initiative.

Indigenous programs and policy

- + Indigenous Broadcasting Program
- + Backing Indigenous Ability program
- + Telecommunications Action Plan for Remote Indigenous Communities (TAPRIC)
- + Indigenous arts, crafts, culture and languages
- + Indigenous sport and recreation program
- + Whole of government Indigenous affairs policy.

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
- + Other corporate support services.

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 2007 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

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 Ministers 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*
- + *Archives Act 1983*
- + *Australia Council Act 1975*
- + *Australian Broadcasting Corporation Act 1983*
- + *Australian Communications and Media Authority Act 2005*
- + *Australian Film Commission Act 1975*
- + *Australian Film, Television and Radio School Act 1973*
- + *Australian National Maritime Museum Act 1990*
- + *Australian Postal Corporation Act 1989*
- + *Australian Sports Anti-Doping Authority Act 2006*
- + *Australian Sports Commission Act 1989*
- + *Broadcasting Services Act 1992*
- + *Datacasting Charge (Imposition Act) 1998*
- + *Datacasting Transmitter Licence Fees Act 2006*
- + *Do Not Call Register Act 2006*
- + *Film Licensed Investment Company Act 2005*
- + *Financial Management and Accountability Act 1997*
- + *Income Tax Assessment Act 1936—Divisions 10B and 10BA of Part III for certification of Australian films for tax concessions*
- + *Income Tax Assessment Act 1997—Section 30-210 for the approval of valuers for the Cultural Gifts Program; subsection 30-305(2) in Division 30 of Part 2-5 for the approval of cultural organisations for the Register of Cultural Organisations; and Division 376 of Part 3-45 for the certification of films for eligibility for the refundable tax offset for film production in Australia*
- + *Interactive Gambling Act 2001*
- + *Migration Regulations 1994, Schedule 2—in respect to the entry of foreign actors to Australia*
- + *National Gallery Act 1975*
- + *National Library Act 1960*
- + *National Museum of Australia Act 1980*
- + *National Transmission Network Sale Act 1998*
- + *NRS Levy Imposition Act 1998*
- + *Public Lending Right Act 1985*
- + *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.*
- + National Portrait Gallery Board
- + Old Parliament House Governing Council
- + Online and Communications Council (including its Regional Communications and Indigenous Telecommunications Working Groups)
- + Playing Australia Committee
- + Public Lending Right (PLR) Committee
- + Sport and Recreation Ministers Council (SRMC)
- + Visions of Australia Committee.

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, information technology, arts and sport sectors. Information about issues on which the Department is currently consulting is available on the Department's website at www.dcita.gov.au

The Department has an ongoing involvement with the following bodies, some of which play a role in consulting with the community and industry:

- + Collections Council of Australia
- + Committee on Taxation Incentives for the Arts
- + Community Broadcasting Foundation
- + Contemporary Music Touring Program Committee
- + Cultural Ministers Council (CMC)
- + Digital Content Industry Action Agenda Strategic Industry Leaders Group
- + Festivals Australia Committee
- + Film Certification Advisory Board
- + Media and Communications Council

Further details of these bodies are listed on the Department's website at www.dcita.gov.au

Appendix 8

Advertising and market research

Following are details of all amounts of \$10 300 or more paid by the Department during the year to:

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

The total paid by or on behalf of the Department for all advertising and market research, for the financial year was \$6 330 574.52.

Advertising agencies

Organisation name	Purpose	Amount of payment
ZOO Communications	Old Parliament House and National Portrait Gallery graphic design services 2006–07	\$49 353.92
HMA Blaze	<i>Sydney Morning Herald</i> placements for <i>Mrs Prime Minister</i> exhibition	\$12 353.61
HMA Blaze	Staff recruitment advertising	\$26 700.00
HMA Blaze	Panorama placements August–December 2006 Old Parliament House and National Portrait Gallery	\$33 912.11
ZOO Communications	Outdoor Advertising Campaign—Design, concept & artworks for advertising of Old Parliament House on highway billboards and bus panels within the region.	\$33 828.31
HMA Blaze	Panorama placements January–June 2007 Old Parliament House	\$18 581.75
Universal McCann	Purchase of TV and print media advertising associated with mail-out of <i>Your Telecommunications Safeguards</i> booklet which is part of the Regional Telecommunications Consumer Information Campaign.	\$521 539.13
HMA Blaze	Branding Campaign: advertising of Old Parliament House programs and events on ACTION bus panels.	\$13 612.50
HMA Blaze	Branding Campaign: billboards placed on highway to/from Sydney advertising Old Parliament House programs and events.	\$16 897.21
MA@D Communication	National Portrait Gallery: branding pitch fee	\$11 000.00
Art Direction Creative	National Portrait Gallery: branding pitch fee	\$11 000.00
ZOO Communications	National Portrait Gallery: branding pitch fee	\$11 000.00
HMA Blaze	Panorama Placements July–December 2007 Old Parliament House	\$16 044.60

Organisation name	Purpose	Amount of payment
Campaign Palace Red Cell Pty Ltd	Development of a creative strategy for the Regional Telecommunications Consumer Information Campaign to increase consumer awareness and understanding of their telecommunication rights and safeguards.	\$522 045.48
Origin Communications Pty Ltd	Assist with the conduct of localised media liaison associated with regional briefings and Connect Australia program milestones and a Regional Communication Forum to increase consumers' understanding of their rights and Connect Australia programs.	\$88 000.00
Cox Inall Communications Pty Ltd	Develop and implement a public relations strategy to raise awareness and understanding of the key messages of the Regional Telecommunications Consumer Information Campaign, targeted to a regional level, and complementing paid advertising and the direct mail device.	\$453 909.50
HMA Blaze	Staff recruitment advertising	\$30 672.58
HMA Blaze	Staff recruitment advertising	\$12 061.01
HMA Blaze	Staff recruitment advertising	\$10 783.47
HMA Blaze	Staff recruitment advertising	\$11 172.32
HMA Blaze	Staff recruitment advertising	\$15 393.84
HMA Blaze	Staff recruitment advertising	\$21 001.46
HMA Blaze	Advertising the recruitment of the Chief Executive Officer, Australia Council	\$12 115.40
303 Advertising Pty Ltd	NetAlert—Protecting Australian Families Online: creative agency for the consumer information campaign	\$1 159 384.30
Total advertising agencies		\$3 112 362.50

Direct mail organisations

Organisation name	Purpose	Amount of payment
Australia Post	Printing and distribution of the Regional Telecommunications Consumer Information Campaign material	\$2 055 996.04
SALMAT Limited	Printing and distribution of Public Lending Right payment advice letters	\$10 301.50
Total direct mail organisations		\$2 066 297.54

Market research organisations

Organisation name	Purpose	Amount of payment
Orima Research	Testing of branding campaign concepts for Old Parliament House, included development of discussion guide, focus groups discussion & reporting.	\$16 471.00
Quantum Market Research (Aust) Pty Ltd	Conduct developmental research to inform the Regional Telecommunications Consumer Information Campaign on regional communications initiatives.	\$148 400.00
Quantum Market Research (Aust) Pty Ltd	Conduct developmental research to inform the Regional Telecommunications Consumer Information Campaign on regional communications initiatives.	\$329 934.00
Wallis Consulting Group	NetAlert—Protecting Australian Families Online: Market research activity for the consumer information campaign	\$384 370.00
Total Market research organisations		\$879 175.00

Media advertising organisations

Organisation name	Purpose	Amount of payment
WIN Television	TV advertising airing fee for National Portrait Gallery exhibition, Rennie Ellis (Photographer) held Apr–Aug 06	\$33 058.30
WIN Television	Advertising of Old Parliament House Press Gallery exhibit—Dec 06 & Jan 07	\$13 212.10
WIN Television	TV placement for Great Depression Exhibition TV commercial advertisements during May–June 2007	\$16 493.40
HMA Blaze	Clever Networks Round 1 advertising	\$17 544.81
HMA Blaze	Clever Networks Round 2 advertising	\$15 304.64
HMA Blaze	National advertising for the cyber security workshops	\$18 140.78
HMA Blaze	Advertising seeking comments on structure of the .au internet domain	\$13 838.54
HMA Blaze	Advertising for Visions of Australia and regional programs funding round	\$29 593.39
HMA Blaze	Advertising for the Cultural Gifts Program and Register of Cultural Organisations Program	\$39 966.37
HMA Blaze	Advertising for 2006–07 Public Lending and Educational Lending Right programs	\$20 246.48
HMA Blaze	Advertising for general arts program funding	\$16 724.29
HMA Blaze	Advertising for Festivals Australia and Festivals Australia Regional Residencies	\$13 442.88
HMA Blaze	Contemporary Music Touring Program advertising	\$25 173.50
Total media advertising organisations		\$272 739.48

Appendix 9

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 2006–07 are listed below.

- + Anti-Doping Research Program
- + Clever Networks Program
- + Coordinated Communications Infrastructure Fund
- + Cultural Development Program
- + Contemporary Music Touring Program
- + Festivals Australia
- + Playing Australia
- + Regional Arts Fund
- + Visions of Australia
- + Contemporary Touring Initiative
- + Demand Aggregation Broker program
- + Indigenous Broadcasting program
- + Indigenous Sport and Recreation Program
- + Indigenous Culture Support program
- + National Arts and Crafts Industry Support program
- + Maintenance of Indigenous Languages and Records program
- + National Transmission Network Residual Funding Pool
- + IT Training and Technical Support program
- + National Recreation Safety program
- + 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.dcita.gov.au A list of grant recipients for each program is available on request.

Appendix 10

Ecologically Sustainable Development (ESD) and environmental performance

The Department has continued its commitment to ecologically sustainable development and environmental performance. The Department's Environmental Policy is aimed at minimising the effect that the Department's daily activities have on the environment by promoting:

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

Specific initiatives undertaken during the year to assist in this aim included:

- + completion of an environmental review of the Department's office-based operations to identify those elements of operations with potential to interact with the environment
- + completion of energy, water and waste audits to ascertain benchmark levels to set reduced target consumption levels
- + continued promotion and monitoring of E10 (ethanol blend) fuel usage in the Department's vehicle fleet
- + provision of paper, commingled, and toner recycling facilities
- + participation in the MobileMuster mobile phone recycling scheme

- + continued purchase of eight per cent green energy
- + arrangement of appropriate disposal of spent Ni-Cad batteries and fire detectors.

These initiatives have allowed the Department to further improve and move closer to accreditation of the Department's Environmental Management System, which is expected early in 2007–08.

Monitoring of the Environmental Management System continued to be a focus during the year via the energy consumption monitoring through the Department of Environment and Water Resources OSCAR online reporting system.

