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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

Australia Council for the Arts

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

Australian Broadcasting Authority

Note: On 1 July 2005, the Australian Broadcasting Authority and the Australian Communications Authority merged to become the Australian Communications and Media Authority, Tel: Canberra 02 6219 5555, Melbourne 03 9963 6800, Sydney 02 9334 7700,
www.acma.gov.au

Australian Broadcasting Corporation

Tel: 02 8333 1500 Fax: 02 8333 5344
www.abc.net.au

Australian Communications Authority

Note: On 1 July 2005, the Australian Broadcasting Authority and the Australian Communications Authority merged to become the Australian Communications and Media Authority, Tel: Canberra 02 6219 5555, Melbourne 03 9963 6800, Sydney 02 9334 7700,
www.acma.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 Government Information Management Office

Tel: 02 6215 2222 Fax: 02 6215 1609
www.agimo.gov.au

Australian National Maritime Museum

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

Australian Postal Corporation

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

Australian Sports Commission

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

Australian Sports Drug Agency

Tel: 02 6206 0200 Fax: 02 6206 0201
asda@asda.org.au
www.asda.org.au

Bundanon Trust

Tel: 02 4423 5999 Fax: 02 4422 7190
www.bundanon.com.au

Film Australia Limited

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

Film Finance Corporation Australia Limited

Tel: 02 9268 2555 Toll free: 1800 653 826
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 6502 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 Limited

Tel: 03 6234 3312 Fax: 03 6234 1430
enquiries@netalert.net.au
www.netalert.net.au

Special Broadcasting Service

Tel: 02 9430 2828 Fax: 02 9430 3700
www.sbs.com.au

Telstra Corporation Limited

Tel: 1300 368 387 Fax: 03 9634 3958
www.telstra.com

Appendix 2

Parliamentary committees

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

Senate Select Committee on Information Technologies

In the public interest—monitoring Australia's media

Tabled: 13 April 2000

No Government response as at 30 June 2005

The Government deferred responding to this report while the Australian Broadcasting Authority's investigations into the disclosure requirements of commercial radio broadcasters continued and pending the deliberations on the establishment of the Australian Communications and Media Authority. The Government is currently preparing its response and expects to respond during 2005.

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 2005

This report examines the future opportunities for Australia's film, animation, special effects and electronic games industries. The response is currently being prepared for consideration by the Government.

Inquiry into the uptake of digital television in Australia

The report is yet to be tabled

The Department provided the committee with a written submission in May 2005, responding to the committee's terms of reference. The Department appeared before the committee on 1 June 2005, at a public hearing.

The committee has indicated that it anticipates reporting in early 2006.

Senate Environment, Communications, Information Technology and the Arts References Committee

Australian telecommunications network

Tabled: 5 August 2004

No Government response as at 30 June 2005

The committee inquiry into the Australian telecommunications network was established on 25 June 2002.

The purpose of the inquiry was to assess the capacity of the network to deliver adequate services to all Australians, particularly in rural and regional areas. The Government is considering its response.

Competition in broadband services

Tabled: 10 August 2004

No Government response as at 30 June 2005

On 26 June 2003, the Senate referred a number of terms of reference to the Senate Environment, Communications and the Arts Reference Committee. Among other things, the terms of reference included current and prospective levels of competition in broadband services, any impediments of communications technology convergence on competition in broadband and other emerging markets and any opportunities to maximise the capacity and use of broadband infrastructure. The Government is considering its response.

A lost opportunity? Inquiry into the provisions of the Australian Communications and Media Authority Bill 2004 and related bills and matters

Tabled: 10 March 2005

Government response: March 2005 (during the Bill's debate)

The Department made a written submission to this inquiry and appeared before the committee on 11 February 2005.

The report made 18 recommendations. The Government accepted four recommendations, accepted seven recommendations in principle, and rejected seven recommendations.

On 16 March 2005 the bills which established the Australian Communications and Media Authority were debated and amended in the Senate, with the amendments subsequently rejected in the House of Representatives. The bills were passed unamended by the Senate on 17 March 2005.

The provisions of the *Australian Communications and Media Authority Act 2005* and associated acts came into effect on 1 July 2005.

Performance of the Australian telecommunications regulatory regime

The report is yet to be tabled

The Senate Environment, Communications and the Arts References Committee inquiry into the performance of the Australian telecommunications regulatory regime was established on 14 March 2005. The purpose of the inquiry was to assess whether the current telecommunications regulatory regime promotes competition, encourages investment in the sector and protects consumers to the fullest extent practicable. The Department appeared before the committee on 11 April 2005 and 20 June 2005.

Senate Standing Committee for the Scrutiny of Bills

Australian Communications and Media Authority Bill 2004

Committee comment on Bill: Alert Digest No. 12 of 2004, 8 December 2004

Government response published: Third Report of 2005, 16 March 2005

The committee sought comment on the Minister for Communications, Information Technology and the Arts's ability to appoint associate members to the Australian Communications and Media Authority and the Authority's ability in clause 65 of the Bill to define expressions by reference to other instruments.

The Government's response outlined that these provisions reflected the arrangements that were applicable for the Australian Broadcasting Authority and the Australian Communications Authority.

Senate Environment, Communications, Information Technology and the Arts Legislation Committee

Provisions of the Telecommunications Legislation Amendment (Regular Reviews and Other Measures) Bill 2005

Report tabled: 12 May 2005

No Government response as at 30 June 2005

On 11 April 2005, representatives of the Department appeared before the committee. The committee's report was tabled on 12 May 2005.

Inquiry into the provisions of the Broadcasting Services Amendment (Anti-Siphoning) Bill 2004

Tabled: 7 March 2005

Government response: 10 March 2005

The Department appeared before the committee on 21 February 2005 and made a submission following that appearance. The committee recommended that the Bill be passed without amendment and that the Minister for Communications, Information Technology and the Arts consider examining the issue of the so called 'loophole' in the anti-siphoning scheme and whether this may circumvent the intent of the anti-siphoning scheme.

The Bill passed without amendment on 15 March 2005. The Government has committed to monitor the operation of the anti-siphoning scheme to ensure that it appropriately reflects the attitudes of Australians and the commercial realities of the sporting and broadcasting sectors.

Joint Standing Committee on Treaties

Final protocol and partial revision of the 2001 Radio Regulations, as incorporated in the International Telecommunication Union Final Acts of the World Radiocommunication Conference (WRC-03).

The report is yet to be tabled

The national interest analysis was tabled on 11 May 2005. The Department appeared before the committee on 20 June 2005 in relation to the ratification of the 2003 revisions to the 2001 Radio Regulations. The Radio Regulations are an international treaty governing the use of the radio-frequency spectrum and satellite orbits.

Joint Standing Committee on Foreign Affairs, Defence and Trade

Inquiry into Australia's relationship with the Republic of Korea

The report is yet to be tabled

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 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 is reviewing political, strategic, economic (including trade and investment), social and cultural issues, and is considering both the current situation and opportunities for the future.

Inquiry into Australia's relationship with Indonesia

Tabled: 31 May 2004

No Government response as at 30 June 2005

The Department provided a written submission on 31 October 2002 which included contributions from the Department and the Australian Sports Commission, and a supplementary submission on 20 September 2003. The Department attended the public hearing on 5 August 2003. During 2004–05 the Department contributed to the Government response being prepared by the Department of Foreign Affairs and Trade.

Senate Foreign Affairs Defence and Trade References Committee

Inquiry into Australia's relationship with China

The report is yet to be tabled

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

The inquiry was established on 9 December 2004 to inquire into and report on Australia's relations with China. The committee is reviewing political, strategic, economic (including trade and investment), and social and cultural issues, and is considering both the current situation and opportunities for the future.

Senate Select Committee on the Free Trade Agreement between Australia and the United States of America

Interim report tabled: 24 June 2004

Final report tabled: 5 August 2004

No Government response as at 30 June 2005

The Department appeared before the committee at hearings on 10 May, 18 May and 6 July 2004. The Department also provided input to the various questions on notice to the Department of Foreign Affairs and Trade.

House of Representatives Standing Committee on Science and Innovation

Inquiry into pathways to technological innovation

The report is yet to be tabled

The House of Representatives Standing Committee on Science and Innovation inquiry into pathways to technological innovation was called on 18 March 2005 to examine Australian technological innovations and their pathways to commercialisation.

The inquiry requested examples of successful Australian technological innovations and their commercialisation.

The Department's Information Economy Division provided a submission to the inquiry in June 2005 that:

- highlighted the importance of information and communications technology (ICT) in innovation and productivity growth;
- highlighted the important contribution of ICT to the innovation process;
- summarised Australian investment in ICT research and development and innovation;
- summarised Australian Government support for the ICT industry; and
- summarised the Department's innovation-related programs including National ICT Australia, the Advanced Networks Program and its successes (CeNTIE, Grangenet, mNet), the ICT Incubators Program and the Information Technology Online Program.

The submission also consisted of a number of successful case studies of Australian technological innovation and commercialisation:

- ICT-based innovation in the Australian manufacturing sector;
- small and medium enterprise ICT innovation and production;
- Radiata;
- ICT Incubator Program—Windspring; and
- ICT Incubator Program—Mediaware Solutions Pty Ltd.

Joint Standing Committee on Public Works

Development of a new collection storage facility for the National Library of Australia

Tabled: 8 December 2004

In accordance with the requirements of the *Public Works Committee Act 1969*, the committee considered the National Library of Australia's proposal to build a new storage facility.

Written submissions were provided by the National Library of Australia and the Department. Representatives of the National Library of Australia appeared

before the committee's hearings on 13 August 2004.

The report recommended that parliament support the proposed development, and this recommendation was accepted by parliament on 9 December 2004.

House of Representatives Standing Committee on Aboriginal and Torres Strait Islander affairs

Inquiry into Indigenous employment

The report is yet to be tabled

The standing committee covers a broad range of Indigenous issues. It is undertaking an inquiry into positive factors and examples amongst Indigenous communities and individuals, which have improved employment outcomes in both the public and private sectors. The standing committee is to:

- recommend to the Government ways this can inform future policy development; and
- assess what significant factors have contributed to those positive outcomes identified, including what contribution practical reconciliation¹ has made.

¹ The committee has defined 'practical reconciliation' in this context to include all government services.

On 19 April 2005, the Minister for Communications, Information Technology and the Arts made a submission to the committee outlining how the Department's Indigenous-specific programs provide opportunities for Indigenous people to develop skills and attributes which enhance future employment prospects.

Senate Select Committee on the Administration of Indigenous affairs

After ATSIC: life in the mainstream

Tabled: 8 March 2005

No Government response as at 30 June 2005

The inquiry covered a wide range of issues in relation to the abolition of the Aboriginal and Torres Strait Islander Commission and the integration of Indigenous services and programs into mainstream agencies. The purpose of the inquiry was to inquire into and report on:

- the provisions of the Aboriginal and Torres Strait Islander Commission Amendment Bill 2004;
- the proposed administration of Indigenous programs and services by mainstream departments and agencies; and
- related matters.

The Department provided a submission to the inquiry in August 2004 and appeared before the Committee's hearings on 4 February 2005.

Senate Community Affairs References and Legislation Committee

Inquiry into children in institutional care (first report)

Tabled: 30 August 2004

No Government response as at 30 June 2005

The inquiry was established to consider the experiences of Australians who experienced institutional or out-of-home care as children. The report made two recommendations concerning portfolio cultural institutions:

- Recommendation 35 suggested that the National Museum of Australia develop an exhibition related to the history of children in institutional care; and
- Recommendation 36 suggested that the Australian Government provide funding to the National Library of Australia to undertake an oral history project of former residents in institutional and out-of-home care.

The Department is assisting the Department of Family and Community Services in framing a response to these recommendations.

Appendix 3

Staffing statistics

Table 4.1 Full-time and part-time staff—30 June 2005

Ongoing employee				Non-ongoing employee						Total
Full-time		Part-time		Full-time		Part-time		Casual		
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
274	343	9	49	9	43	3	7	4	7	748

Note: These figures indicate staff substantively employed by the Department as at 30 June 2005 including temporary reassignment of duties into the agency. These figures include the departmental secretary.

Table 4.2 Staff by classification groups and location—30 June 2005

State	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SESB1	SESB2	SESB3	SEC	Grand total
ACT	1	32	23	95	76	141	171	99	22	6	3	1	670
NSW		1	3	9	4	1	2	2					22
NT			1	7	2	2	0	1					13
QLD		1	6	3	1	1	1	1					14
SA				1	4	1							6
TAS				1									1
VIC			1	2	2	1	2		1				9
WA		0	1	7	1	1	2	1					13
Total	1	34	35	125	90	148	178	104	23	6	3	1	748

Note: These figures indicate ongoing and non-ongoing staff substantively employed by the Department as at 30 June 2005. Classifications with local designations, for example legal and public affairs, have been subsumed into equivalent APS or EL levels.

Table 4.3 SES staff—30 June 2005

	Male	Female	Grand total
SESB1	18	5	23
SESB2	4	2	6
SESB3	2	1	3
Total	24	8	32

Note: These figures reflect nominal occupancy and do not include acting arrangements.

Table 4.4 Staff in equal employment opportunity groups—30 June 2005

Male	Female	Total staff 1	DCLB 1&2	ATSI	PWD	Total staff 2
299	449	748	312	19	4	581
40%	60%	100%	54%	3%	1%	78%

Key to tables 4.4 and 4.5:

Total staff 1: Ongoing and non-ongoing staff substantively employed as at 30 June 2005. 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 Torres Strait Islander peoples

PWD: People with a disability

Total staff 2: Total number of staff who volunteered equal employment opportunity (EEO) information, including 'no' answers to questions. Percentages of EEO statistics have been derived from this total.

Table 4.5 Equal employment opportunity groups within salary ranges—30 June 2005

Salary range \$	DCLB1&2	ATSI	PWD	Total
40 033 or less	15	0	0	19
40 034–44 379	13	4	1	29
44 380–49 760	52	6	0	84
49 761–54 201	57	3	1	88
54 202–64 040	49	1	0	94
64 041–77 510	69	2	0	138
77 511–93 870	39	2	1	92
> 93 870	18	1	1	37
Total	312	19	4	581

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

Table 4.6 Salary range of employees

Classification	Certified agreement Salary range \$		Australian Workplace Agreement (AWA) Salary range \$	
	Lowest	Highest	Lowest	Highest
SES	NA	NA	101 670	183 000
EL2	77 763	96 555	77 763	110 670
EL1	67 455	84 755	67 455	84 755
APS6	54 012	64 066	n/a	n/a
APS5	50 324	53 139	50 324	53 139
APS4	45 139	48 783	n/a	n/a
APS3	40 272	43 508	n/a	n/a
APS2	35 410	39 249	n/a	n/a
APS1	31 475	34 563	n/a	n/a

Note: Part-time salaries have been annualised to full-time for comparison. Classifications with local designations, for example legal and public affairs, have been subsumed into equivalent APS or EL levels.

Table 4.7 Number of staff on AWAs or certified agreement

	AWA	Certified agreement	Total
SES	32*	0	32*
EL2	84	20	104
EL1	7	171	178
APS1–6	1	432	433
Total	124	623	747

Note: Classifications with local designations, for example legal and public affairs, have been subsumed into equivalent APS or EL levels.
*Includes AWAs being finalised in the year

Table 4.8 Performance payments 2004–05

Classification	Number of staff paid	Aggregate amount \$	Average amount \$	Lowest payment \$	Highest payment \$
SES	14	129 420.83	9 244.35	5 750.00	12 000.00
EL2	63	412 292.68	6 544.33	2 187.95*	11 264.40
APS1–EL1	8	45 540.83	5 692.60	2 516.20	8 277.72
Total	85	587 254.34			

* This figure includes payment for only part of the year

Table 4.9 Performance payments 2003-04, paid in 2004-05

Classification	Number of staff paid	Aggregate amount \$	Average amount \$	Lowest payment \$	Highest payment \$
SES	18	189 301.59	10 516.75	1 728.72*	21 902.40
EL2	17	113 576.78	6 680.99	3 129.00*	11 890.95
APS1-EL1	1	6 304.14			
Total	36	309 182.51			

These figures include payments for only part of the year

Appendix 4

Report on performance in implementing the Commonwealth Disability Strategy

Performance reporting 2004–05

The Commonwealth Disability Strategy provides a framework to assist Australian Government agencies to meet their obligations under the *Disability Discrimination Act 1992*. The strategy defines the five 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 outline 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.

In the context of the Commonwealth Disability Strategy, 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. See [www.facs.gov.au/Disabilities/Policy/Commonwealth Disability Strategy](http://www.facs.gov.au/Disabilities/Policy/Commonwealth%20Disability%20Strategy) for more information on the strategy.

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 2004–05

New policy

Number of new policies: 10. Percentage documenting impact: 60 per cent (100 per cent in 2003–04)

Revised policy

Number of revised policies/programs: 9. Percentage documenting impact: 22 per cent (88 per cent in 2003–04)

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 2004–05

New policy

Number of consultations: 5. Percentage of consultations undertaken with people with disabilities: 80 per cent (62.5 per cent in 2003–04)

Revised policy

Number of consultations: 4. Percentage of consultations undertaken with people with disabilities: 75 per cent (12.5 per cent in 2003–04)

Performance indicator 3: Public announcements of new, revised or proposed policy/program initiatives are available in accessible formats 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 2004–05

- A total of 287 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.
- A review of accessibility issues in the departmental website publishing guidelines, following system updates, is underway in 2005.
- 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.

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 2004–05

- Approximately two-thirds of all legislative instruments made by a portfolio minister (current and limited historical instruments), and explanatory material are available on the Department's website in HTML format and another format (either RTF or PDF). All legislative instruments made since 1 January 2005 are posted on the Federal Register of Legislative Instruments (a publicly available website database managed by the Attorney-General's Department) in multiple formats.

- No requests were received for information on regulations and quasi-regulations or for compliance reporting in accessible formats.
- The Departmental Regulatory Plan is available on the Department's website.
- A review of the Department's website publishing guidelines and the replacement of the website content management system commenced in 2004–05, with accessibility a key issue. This work will continue in 2005–06.

Purchaser role

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

Performance measure: 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 2004–05

Contracts

All open tender processes are available online, with all tender documentation available in PDF format for security reasons. On request, the Department is

able to provide tender documentation in a range of accessible formats.

National Relay Service tender

In 2004–05, the Department commenced a procurement process for a new contract for the provision of the National Relay Service from 1 July 2006. A draft statement of requirement was available from the Department's website in PDF, and available in other accessible formats on request.

Grant programs

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

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 2004–05

Contracts

Procurement of goods that directly impact upon the lives of employees 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's premises at 38 Sydney Avenue and 28 National Circuit were fitted out in accordance with accessibility standards. A contract for the fit-out for premises at 44 Sydney Avenue was let and completed in 2004–05. The contract complied with accessibility standards.

Old Parliament House installed an access ramp for people with disabilities between the two bridges at the rear of the building and tactile indicators for the sight impaired.

National Relay Service tender. In 2004–05, the Department commenced a procurement process for a new contract for the provision of the National Relay Service from 1 July 2006. Disability groups were consulted through the release of a draft statement of requirement for comment. All responses have been fully considered in developing the request for tender.

2005 Deaflympic Games Program and 2005 Deaflympic Games Australian team program funding agreements were both developed in consultation with people with disabilities.

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.

Grant programs

Radio for the print handicapped representative organisations are consulted in relation to funding agreements with the Community Broadcasting Foundation and RPH Australia Coop Ltd.

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 measure: 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 2004–05

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.

Grant programs

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 measure: 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 2004–05

Contracts

Information is available online in the Commonwealth Purchasing and Disposals Gazette (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 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

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

in other formats. For documents not in HTML, contact details are included so that applicants can request documents in alternative formats if required [s.593 grants guidelines are in PDF format].

General

The Department's web publishing guidelines are being reviewed following the implementation of the new website content management system. The Old Parliament House website continues to be upgraded 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 2004–05

The Client Service Charter outlines the Department's formal complaint mechanism, including access to external mechanisms. No formal complaints were lodged with the Department's complaints officer during the year.

The Department encourages feedback and comments through the website via the 'feedback' and 'contact us' links at the bottom of each page.

Most grant programs continue to have well-established feedback mechanisms. In general, grant 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 many grant programs as well as direct telephone numbers and generic email addresses are available for enquiries or as an avenue of 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 2004–05

The Department's 2005 client survey had 22 clients from a response size of 696 clients identify that they had special needs in order to access departmental services. Of these, one client required online material accessible to people with disabilities and large print format and two clients required teletypewriter (TTY) services.

The Department's web publishing guidelines are being reviewed following the implementation of the new website content management system. The Old Parliament House website continues to be upgraded in accordance with Australian Government guidelines for website accessibility.

Snapshot examples:

The Culture and Recreation Portal has been upgraded to raise the level of conformity to the web content accessibility guidelines 1.0 standard to the highest level, a triple-A rating. This will make the site much easier to navigate for users with browsers designed for people with disabilities. The Department has published a newsletter concentrating on the theme of improving accessibility. The newsletter was circulated to the 'owners' of the websites connected to the portal, offering advice and information about improving disability access to their sites.

The redeveloped Australian Museums and Galleries Online website (now called the Collections Australia Network) also has a triple-A rating.

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

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 2004–05

The Department has a well-established Client Service Charter that has been in place since 1998. The Department regularly conducts both internal and external reviews of the charter. An internal review of the charter was completed in 2004–05 and is to be considered in 2005–06. The charter addresses accessibility and diversity issues, through the provision of a wide range of contact options, including TTY, and through clearly set out service standards that include sensitivity to diversity issues.

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 2004–05

The Department's Client Service Charter outlines a formal complaint mechanism, including access to external mechanisms. There were no formal complaints lodged during the year.

Snapshot example

The Culture and Recreation Portal has a feedback mechanism (link on every page). Feedback is actively sought from the electronic contributors' newsletter and the AusCulture newsletter.

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 2004–05

The Department's recruitment procedures, employment programs and policies meet the requirements of the *Disability Discrimination Act 1992*.

The Department's Certified Agreement complies with the *Disability Discrimination Act 1992*.

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

Performance measure: 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 2004–05

- 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 2004–05

The principle of reasonable adjustment is applied by the Department in the recruitment of people with a disability and all recruiters and managers have access to the *Disability Discrimination Act 1992* through the Department's intranet link.

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 2004–05

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 2004–05

The following programs were conducted in 2004–05 and included significant information on disability issues:

- two half-day programs titled ‘Workplace equity and diversity’;
- three sessions, ‘APS values’ and ‘Understanding the Code of Conduct’;
- two sessions on ‘Working successfully with others’;
- two sessions entitled ‘Working effectively together’; and
- one workplace diversity and one contact officer training session.

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 2004–05

- The certified agreement includes provisions for complaint and grievance resolution, including access to external mechanisms.

Appendix 5

Freedom of information

This statement is provided in accordance with section 8 of the *Freedom of Information Act 1982* and is correct as at 1 July 2005.

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 the 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. The information sought may be readily accessible through the Department's website at www.dcita.gov.au, or by telephoning the manager of Corporate Communications on 02 6271 1255.

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. These requests should include contact details including a telephone number and an address in Australia to which notifications can be posted. The Department's freedom of information coordinator can help with this process, telephone 02 6271 1657.

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
Coordinator

Portfolio agencies, listed at page 230 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 document holdings, in both 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/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; and
 - 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
 - National recreation safety organisations
 - Administration of 2004 election commitments for financial support for the development 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 policy, legislation and regulation
- Postal policy, legislation and regulation
- International communications—bilateral and multilateral arrangements including Universal Postal Union and Asian–Pacific Postal Union
- Maintaining international linkages and institutional frameworks through International Telecommunication Union, APEC, World Trade Organisation and other relevant multilateral forums
- Telstra and 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
- Telecommunications Action Plan for Remote Indigenous Communities (TAPRIC)
- Consumer representation and research grants program
- Bilateral trade and cooperation including free trade negotiations
- Regional Telecommunications Inquiry and implementation of Government’s response

- RTI Community Information campaign
- Higher Bandwidth Incentive Scheme (HiBIS)
- Metropolitan Broadband Blackspots program

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
- ICT industry development aspects of government procurement
- ICT innovation policy, including Backing Australia’s Ability program and skills
- NICTA ICT centre of excellence
- Regional Telecommunications Infrastructure Fund
- National Communications Fund
- Intellectual property policy
- Commonwealth Copyright Administration

Information economy

- Netspots directory (a database collecting records of public Internet access facilities across Australia)
- Coordinated Communications Infrastructure Fund

- Broadband Demand Aggregation Brokers program
- National Broadband Strategy Implementation Group
- Broadband Advisory Group
- IT Skills Hub
- Digital divide
- Community connectivity
- Broadband development policy
- ICT industry skills
- ICT literacy
- 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: IT security skills; e-security research and development, authentication; cyber security and cyber fraud
- Maintaining international linkages and institutional frameworks through the International Telecommunication Union, APEC, OECD, International Corporation for the Assignment of Domain Names and Numbers and other relevant multilateral forums
- Commercial, national and community broadcasting services
- Television and radio, including digital conversion, pay television, subscription and narrowcasting services
- Broadcasting technology
- International communications — bilateral and multilateral arrangements including INTELSAT
- Radiocommunications policy, legislation and regulation
- Online content policy and legislation, including online gambling regulation
- TV Fund, including the Television Black Spots program
- Television Black Spots—Alternative Technical Solutions program
- Commercial Radio Black Spots program
- Regional Equalisation Plan

Indigenous programs

- Broadcasting program
- Maintenance of Indigenous languages and records
- Maintenance and promotion of Indigenous arts and cultures
- Indigenous sport and recreation program

Legal

- Legal advice, instructions to solicitors and counsel concerning matters before courts and tribunals

Broadcasting

- Broadcasting policy and development of regulation

- 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 1 July 2005 and is available on request from the FOI coordinator, any office of the National Archives of Australia or the Archives' website.

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*
- *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 Commission Act 1989*
- *Australian Sports Drug Agency Act 1990*
- *Broadcasting Services Act 1992*
- *Datacasting Charge (Imposition) Act 1998*
- *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 for the approval of cultural organisations for the Register of Cultural Organisations; and Division 376 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 (Transitional Provisions and Consequential Amendments) Act 1997*
- *Telecommunications (Universal Service Levy) Act 1997*
- *Television Licence Fees Act 1964*
- *Telstra Corporation Act 1991*
- *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, 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, 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
- Festivals Australia Committee
- Film Certification Advisory Board
- Media and Communications Council
- Online Council
- Playing Australia Committee

- Public Lending Right Committee
- Sport and Recreation Ministers Council
- Visions of Australia Committee.

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

Appendix 6

Advertising and market research

Following are details of all amounts of \$1500 or more paid by the Department during the year to:

- advertising agencies;
- market research organisations;
- polling organisations;
- direct mail organisations; and
- media advertising organisations.

The total value of all advertising and market research is \$1 137 722

Advertising agencies

Organisation name	Purpose	Amount of payment
Bearcage Productions	Production of television advertisement	\$4 653.50
Bearcage Productions	Production of television advertisement	\$3 669.11
Executive Media Pty Ltd	Advertising Telfin in The Australian Local Government Yearbook 2005	\$2 195.00
M & C Saatchi Agency Pty Ltd	Australian Government community information campaign in response to the Regional Telecommunications Inquiry	\$83 643.00
	Advertising agencies total	\$94 160.61

Market research organisations

Organisation name	Purpose	Amount of payment
Economic Strategies	Consultancy for national statistical framework for the contemporary music industry	\$11 000.00
Bostan Consulting Company	Consultancy services for the Orchestras Review	\$89 899.70
Buchan Communications	Consultancy to identify the major skills and training issues affecting the digital content industry	\$15 920.00
CRC for Sustainable Tourism Pty Ltd	Statistics Working Group cultural tourism research project	\$15 950.00
Content Capital	Explore alternative ways to cover the critical issues included in the investment and funding research component of the Creative Industries Cluster Study	\$15 936.00
Environmetrics Pty Ltd	Old Parliament House research services 2003–2004	\$1 650.00
Environmetrics Pty Ltd	Interpretation evaluation of Old Parliament House	\$8 752.00
Environmetrics Pty Ltd	Market research activities for Old Parliament House to help identify target markets and tailor products to those markets.	\$30 424.00
Quantum Market Research (Aust) Pty Ltd	Market research concept testing benchmarking and tracking research for the Regional Telecommunication Inquiry community information campaign	\$65 010.00
	Total market research organisations	\$254 541.70

Media advertising organisations

Organisation name	Purpose	Amount of payment
HMA Blaze Pty Ltd	Advertising for Contemporary Music Touring Program, Festivals Australia, Playing Australia and Visions of Australia	\$61 188.00
HMA Blaze Pty Ltd	Advertising for sport and anti-doping research grant funding	\$7 934.62
Cinden Lester Communications	Australian Government Stories pitching plan phase 1	\$5 324.00
HMA Blaze Pty Ltd	Advertisement for 2003–04 Public Lending Right/Educational Lending Right programs	\$3 615.70
HMA Blaze Pty Ltd	Advertisement for 2004–05 Public Lending Right/Educational Lending Right programs	\$27 275.00
HMA Blaze Pty Ltd	Advertising for recruitment of Australian Sport Drug Agency chief executive officer	\$12 014.00
HMA Blaze Pty Ltd	Request for tender	\$3 635.74
HMA Blaze Pty Ltd	Request for tender	\$3 009.01
HMA Blaze Pty Ltd	Request for Tender	\$3 438.86

Organisation name	Purpose	Amount of payment
HMA Blaze Pty Ltd	Request for tender	\$3 811.50
HMA Blaze Pty Ltd	Request for tender	\$3 223.94
HMA Blaze Pty Ltd	Request for tender	\$4 427.28
HMA Blaze Pty Ltd	Positions vacant M2006	\$2 089.00
HMA Blaze Pty Ltd	Advertisement for recruitment of Commonwealth Copyright Agency chief executive officer	\$6 001.02
HMA Blaze Pty Ltd	Position vacant APS 6 Innovation and Access	\$3 850.67
HMA Blaze Pty Ltd	Advertising for Register of Cultural Organisations and Cultural Gifts programs	\$28 764.00
Cinden Lester Communications	Writing services for the M2006 Commonwealth Games	\$3 866.00
HMA Blaze Pty Ltd	Advertising for request for Tender of DCON/05/01	\$2 623.50
HMA Blaze Pty Ltd	Advertising for request for Tender of DCON/05/03	\$3 610.81
HMA Blaze Pty Ltd	Advertising for request for tender of DCON/05/33	\$6 251.52
HMA Blaze Pty Ltd	Advertising for an ongoing position in the Broadcast Industry and Planning	\$5 226.54
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Australia Financial Review</i>	\$7 550.62
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Sydney Morning Herald</i>	\$8 581.19
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Melbourne Age</i>	\$6 184.00
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Australian</i>	\$4 488.00
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Australian</i>	\$9 792.38
HMA Blaze Pty Ltd	Advertising for the review of arrangements for broadcasting digital TV	\$3 309.89
HMA Blaze Pty Ltd	Indigenous Digital TV Service	\$2 142.36
HMA Blaze Pty Ltd	Indigenous Digital TV Service	\$2 661.12
HMA Blaze Pty Ltd	Indigenous Digital TV Service	\$5 493.31
HMA Blaze Pty Ltd	Two reviews on the regulatory framework for digital television.	\$2 656.76
HMA Blaze Pty Ltd	Advertising for chair/chief executive officer of Australian Communications and Media Authority in the <i>Canberra Times</i>	\$1 898.60
HMA Blaze Pty Ltd	Indigenous Digital TV Service	\$1 565.39
HMA Blaze Pty Ltd	Advertising	\$1 868.33
HMA Blaze Pty Ltd	Indigenous Digital TV Service	\$4 400.00

Organisation name	Purpose	Amount of payment
Hobsons Australia Pty Ltd	Advertising in <i>Graduate Opportunities</i> publication	\$3 740.00
HMA Blaze Pty Ltd	Advertising tender for rehabilitation case management services	\$4 573.80
HMA Blaze Pty Ltd	Advertising tender for non-ongoing employment and related ad hoc services	\$3 850.67
HMA Blaze Pty Ltd	Graduate program advertising	\$6 141.03
HMA Blaze Pty Ltd	Graduate program advertising	\$15 206.52
Hobsons Australia Pty Ltd	Advertising in <i>Graduate Opportunities</i> publication	\$3 740.00
HMA Blaze Pty Ltd	Campaign and non-campaign advertising	\$5 322.00
AAA Tourism	Half-page advertisement in <i>Experience NSW & ACT</i>	\$3 291.00
TW Media Pty Ltd	Advertising in <i>This Week in Canberra</i>	\$3 800.01
Universal McCann	<i>Petrov</i> TV scheduling	\$67 866.19
Avant Cards	Production of promotional postcards	\$5 412.00
TW Media Pty Ltd	Advertising in <i>This Week in Canberra</i>	\$3 800.01
Universal McCann	Old Parliament House TV advertising	\$6 621.34
Beyond the Hill	Advertisement in 2005 edition	\$2 750.00
Beyond the Hill	Advertisement in 2005 edition	\$2 750.00
TW Media Pty Ltd	Advertising in <i>This Week in Canberra</i>	\$3 799.99
iMedia Asia Pacific Pty Ltd	Advertising in <i>Limelight Magazine</i>	\$3 176.25
Capital Magazine Publishing	Advertising in magazine	\$9 450.00
HMA Blaze Pty Ltd	Advertising	\$80 335.18
TW Media Pty Ltd	Advertising in <i>This Week in Canberra</i>	\$2 230.01
Craft Arts International	Advertising in <i>Craft Art Magazine</i>	\$3 080.00
Prime Television Pty Ltd	TV advertising	\$1 705.00
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$31 750.16
HMA Blaze Pty Ltd	Advertising in <i>Panorama</i>	\$15 390.34
HMA Blaze Pty Ltd	Advertising in the <i>Australian</i>	\$3 795.00
HMA Blaze Pty Ltd	Advertising in <i>Adelaide Advertiser</i>	\$2 200.00
HMA Blaze Pty Ltd	Advertising in <i>Limelight Magazine</i>	\$3 300.00
HMA Blaze Pty Ltd	Advertising in <i>Floriade Guide</i>	\$2 520.00
HMA Blaze Pty Ltd	Floriade advertising	\$2 819.23
HMA Blaze Pty Ltd	Advertising in <i>Limelight Magazine</i>	\$2 200.00
HMA Blaze Pty Ltd	Floriade advertising	\$2 285.25
HMA Blaze Pty Ltd	Advertising in <i>Canberra Times</i>	\$2 317.76
HMA Blaze Pty Ltd	Advertising in <i>Panorama</i>	\$29 756.94
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$6 953.27
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$2 317.76
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$2 317.76
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$2 317.76
HMA Blaze Pty Ltd	Advertising in <i>Australian</i>	\$3 883.70
HMA Blaze Pty Ltd	Advertising in <i>Limelight Magazine</i>	\$2 200.00
HMA Blaze Pty Ltd	Advertising in <i>Panorama</i>	\$2 598.77
HMA Blaze Pty Ltd	Advertising in <i>Sydney Morning Herald</i>	\$4 037.29
HMA Blaze Pty Ltd	Advertising regional agents tender DCON/04/152 - 6 & 10/11/05	\$3 911.09

Organisation name	Purpose	Amount of payment
HMA Blaze Pty Ltd	Advertising for Indigenous Online and Internet Access Program	\$3 531.00
Local Business Support & Community Services Pty Ltd	Advertising in <i>Royal Flying Doctor Services Handbook</i>	\$5 590.00
HMA Blaze Pty Ltd	Advertising for the National Relay Service tender 15/1/05	\$4 470.84
HMA Blaze Pty Ltd	Advertising for EL1 position in EIB 12/2/05	\$5 487.87
HMA Blaze Pty Ltd	Advertisement in the <i>Weekend Australian</i> for Telecommunications Action Plan for Remote Indigenous Communities computer tender -26/02/05	\$4 205.92
HMA Blaze Pty Ltd	Advertising for S593 research and representation grants 16/4/05	\$29 901.47
HMA Blaze Pty Ltd	Advertising for MBBP tender 25/6/05	\$3 763.19
HMA Blaze Pty Ltd	Advertisement SES Band 1 vacancy.	\$5 473.03
HMA Blaze Pty Ltd	Advertise IT Training and Technical Support program	\$1 724.01
HMA Blaze Pty Ltd	To provide newspaper advertising for Information Technology Online Round 12	\$5 102.06
HMA Blaze Pty Ltd	To provide newspaper advertising for Information Technology Online Round 13	\$6 442.40
HMA Blaze Pty Ltd	To provide newspaper advertising for Information Technology Online Round 13	\$8 478.33
HMA Blaze Pty Ltd	Advertisement in newspapers for spyware public workshops	\$4 975.74
HMA Blaze Pty Ltd	Advertisement in newspapers for spyware public workshops	\$4 330.33
HMA Blaze Pty Ltd	Advertisement in newspapers for spyware public workshops	\$3 238.52
HMA Blaze Pty Ltd	Advertisement in newspapers for spyware public workshops	\$1 670.96
HMA Blaze Pty Ltd	Advertisement in newspapers for spyware public workshops	\$2 981.55
HMA Blaze Pty Ltd	Advert in <i>Weekend Australian</i> for tenders 19 February	\$3 763.00
HMA Blaze Pty Ltd	Advertising	\$48 604.37
	Total media advertising organisations	\$789 020.33

Appendix 7

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 2004–05 are listed below.

- Commercial Radio Black Spots program
- Community Broadcasting
- Consumer representation and research grants
- Coordinated Communications Infrastructure Fund
- Demand Aggregation Brokers program
- IT Training and Technical Support program
- National Recreation Safety Fund
- Networking the Nation
- Remote commercial transmission supplementation
- Television Black Spots—Alternative Technical Solutions program

- Television Fund
- Cultural Development Program
- Contemporary Music Touring Program
- Festivals Australia
- Playing Australia
- Regional Arts Fund
- Visions of Australia

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 8

Ecologically sustainable development and environmental performance

The Department continued its commitment to ecologically sustainable development and environmental performance via the following initiatives in the Department's environment policy, which are aimed at minimising the effect that the Department's daily activities have on the environment:

- reducing the natural resources necessary for its operations;
 - 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 to all stakeholders;
 - encouraging participation in the workplace and promoting awareness of environmental opportunities in the wider community; and
 - applying the principles of ecologically sustainable development to capital works projects.
- DASCEM Pty Ltd completed a level 2 energy audit of all Departmental operations in the Australian Capital Territory in accordance with the Australian Standard 3589:2000. The audit addressed lighting, air conditioning and general power, and provided recommendations regarding how the Department may be able to reduce energy usage and therefore our greenhouse gas emissions;
 - completed an initial environmental review of the Department's main building at 28 National Circuit;
 - participated in the Australian National Audit Office green office procurement survey;
 - participated through an inter-departmental committee on the development of a national packaging covenant;
 - completed the lighting control upgrade, commenced in 2003–04, in the Department's main building at 38 Sydney Ave, which has delivered a saving in energy usage of approximately 10 per cent in the building;

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

- completed a conference room fit-out, started in 2003–04, that included efficient mechanical and lighting systems that run on an ‘as required’ basis and the provision of new seating manufactured from 60 per cent recycled product; and
- continued purchase of five per cent green energy.

These initiatives have allowed the Department to move closer to the accreditation and further improvement of the Department’s environmental management system, which is now planned for 2005–06.

Ongoing monitoring of the environmental management system was also a focus during the year via the following processes:

- conducting waste audits to report to the Environmental Management System (EMS) Working Group;
- energy consumption monitoring through the Australian Greenhouse Office’s EDGAR online system; and
- an annual internal review by the Department’s environmental coordinator to ensure EMS documentation is maintained in accordance with ISO 140001:1996.