

APPENDIXES

SECTION 5

APPENDIXES

Appendixes

CONTENTS

1. Ministerial responsibilities
2. Staffing overview
3. Occupational health and safety
4. Commonwealth disability strategy
5. Freedom of information
6. Inquiries by parliamentary committees
7. Decisions by courts and administrative tribunals
8. Ecologically sustainable development and environmental performance
9. Purchaser–provider arrangements
10. Advertising and market research
11. Grants and contributions
12. List of sponsors
13. Summary of the overseas network

The following appendix is available on the Internet.

See www.dfat.gov.au/dept/annual_reports.

- Consultancy services

APPENDIX 1

Ministerial responsibilities

Minister for Foreign Affairs, The Hon. Alexander Downer, MP



Mr Downer has overall responsibility for the portfolio, including the department's administration and management, and all non-trade international political, multilateral and legal issues (including the treaty-making process), consular and passport functions, and development assistance matters. In addition, he is responsible for all human rights, arms control and disarmament issues, peacekeeping, and the non-trade related aspects of the UN system. Mr Downer shares responsibility for international security issues with the Minister for Defence and is also responsible for taking the lead on international efforts to combat terrorism. International environment issues, while primarily the responsibility of the Minister for Foreign Affairs, in many cases also fall within the responsibility of the Minister for the Environment and Heritage. Mr Downer has primary carriage of non-trade related public affairs activities and questions of protocol. He also has responsibility for the administration and management of AusAID, the Australian Secret Intelligence Service, the Australian Safeguards and Non-Proliferation Office, the Australian Centre for International Agricultural Research, and the Australia–Japan Foundation.

Minister for Trade, The Hon. Mark Vaile, MP



Mr Vaile is responsible for all trade matters—bilateral, regional and multilateral—and has responsibility for Austrade (including TradeStart and the Export Market Development Grants Scheme) and the Export Finance and Insurance Corporation (EFIC). Bilateral responsibilities include free trade agreements and other trade and economic agreements with important trading partners. Regional responsibilities include APEC and ASEAN Free Trade Area—Australia–New Zealand Closer Economic Relations Trade Agreement (AFTA–CER) arrangements. Multilateral responsibilities include the World Trade Organization (WTO) and the Organisation for Economic Co-operation and Development (OECD). In the WTO context, Mr Vaile chairs the 17-member Cairns Group of fair agricultural trading nations. WTO rules cover trade in goods (both agricultural and non-agricultural products), trade in services, trade-related intellectual property rights, as well as the dispute settlement system for managing trade disputes between WTO members. When travelling overseas to promote and advance Australian trade and commercial interests, Mr Vaile often leads industry missions.

**Parliamentary Secretary to the Minister for Foreign Affairs,
The Hon. Christine Gallus, MP**



Mrs Gallus is responsible for the day-to-day management of issues related to Australia's overseas aid program, and provides assistance to Mr Downer in carrying out his responsibility for aid policy. She liaises closely with non-government organisations, business groups and other key stakeholders in relation to overseas aid, and is actively involved in encouraging an understanding of Australia's official aid program among the wider community. Mrs Gallus is the Government's Special Representative on Mine Action, Chair of the Consultative Council of the Centre for Democratic Institutions and Deputy Chair of the Aid Advisory Council. She is also strongly engaged in promoting recognition of the efforts of Australian volunteers in developing countries. Mrs Gallus also takes an active role in promoting and supporting the consular and passport functions of the portfolio, in particular raising community awareness about the travel advisory service.

**Parliamentary Secretary to the Minister for Trade,
The Hon. De-Anne Kelly, MP**



Mrs Kelly provides assistance to Mr Vaile in carrying out his trade policy responsibilities. Her broad areas of responsibility include the domestic promotion of Australian trade policy and Austrade activities, with a special focus on rural and regional Australia. Mrs Kelly assists Mr Vaile in his consultations with state and territory ministers on trade issues, as well as in outreach to business on opportunities arising from free trade agreements. She is active in briefing small business and the community on the benefits of the Government's key trade policy achievements, including through seminars on the Thailand–Australia Free Trade Agreement (TAFTA) and Australia–United States Free Trade Agreement (AUSFTA). Mrs Kelly is also active in promoting a number of key Austrade services including TradeStart, the Export Market Development Grants Scheme, the New Exporter Development Program and the Exporting for the Future Schools Program. She is closely engaged in Australia's preparations for the 2005 World Expo in Aichi, Japan, including in efforts to secure support for the event from state and territory governments, and the corporate sector.

Further information about the Ministers and the Parliamentary Secretaries is available from the department's website at <http://www.dfat.gov.au/minister..>

APPENDIX 2 Staffing overview

Note: All figures in tables 16–24 include staff in transit to and from post as well as staff temporarily seconded to other agencies.

TABLE 16. EMPLOYEES BY CLASSIFICATION, GENDER AND LOCATION (EXCLUDING LOCALLY ENGAGED EMPLOYEES OVERSEAS)

Classification*	Female		Male		Total Staff	
	Canberra State Offices	Overseas	Canberra State Offices	Overseas	30 June 2004	30 June 2003
APS Level 1	0	14	0	0	20	7
APS Level 2	28	50	1	13	108	94
APS Level 3	42	54	3	12	127	129
APS Level 4	64	22	31	49	192	206
APS Level 5	65	36	27	38	189	172
APS Level 6	78	2	53	86	272	289
Exec. Level 1	110	6	35	199	430	417
Exec. Level 2	45	2	29	94	254	245
Non SES Unattached†	65	0	0	51	116	123
SES Band 1	15	0	11	36	97	92
SES Band 2	5	0	5	17	50	52
SES Band 3	1	0	1	3	15	15
SES (Spec.) Band 1	0	0	0	1	1	1
SES (Spec.) Band 2	1	0	0	0	1	1
SES Unattached†	3	0	0	10	13	13
Director of Safeguards‡	0	0	0	1	1	1
Secretary	0	0	0	1	1	1
Cadet	2	0	0	4	6	6
Graduate APS	31	0	0	19	50	52
Medical Officer Cl. 2	0	0	1	0	6	6
Medical Officer Cl. 4	0	0	0	1	1	1
Total	555	186	197	635	1950	1923

* Broadband classifications applicable to APS1-6, Exec Levels 1-2, cadets and graduates are identified at Table 24 on page 347.

† Includes staff on leave without pay, long service leave, seconded to other agencies and staff covered by the Members of Parliament (Staff) Act.

‡ Director of Safeguards, a statutory officer responsible to the Minister for Foreign Affairs, occupies the position of Director-General of the Australian Safeguards and Non-Proliferation Office.

**TABLE 17. ONGOING AND NON-ONGOING EMPLOYEES
(EXCLUDING LOCALLY ENGAGED EMPLOYEES OVERSEAS), FULL-TIME AND PART-TIME**

Ongoing employees		Non-ongoing employees		Total	Total
Full-time	Part-time	Full-time	Part-time	30 June 2004	30 June 2003
1 720	97	107	26	1 950	1 923

**TABLE 18. EMPLOYEES BY CATEGORIES OF EMPLOYMENT
(AS DEFINED UNDER SECTIONS 22 AND 74 OF THE PUBLIC SERVICE ACT 1999)**

Category	Female	Male	Total 30 June 2004	Total 30 June 2003
Ongoing employees	851	966	1 817	1 828
Non-ongoing employees	87	46	133	95
Overseas employees* (locally engaged employees)	723	683	1406	1 413
Total	1 661	1 695	3 356	3 336

* Includes permanent and contract employees.

TABLE 19. SENIOR EXECUTIVE SERVICE BY LEVEL AND LOCATION

Category	Canberra	State Offices	Overseas	Total 30 June 2004	Total 30 June 2003
SES Band 1	51	0	22	73	68
SES Band 2	22	0	5	27	26
SES Band 3	4	0	0	4	5
SES (Spec.) Band 1	1	0	0	1	1
SES (Spec.) Band 2	1	0	0	1	1
Director of Safeguards*	1	0	0	1	1
Head of Mission Band 1	0	0	24	24	24
Head of Mission Band 2	0	0	23	23	26
Head of Mission Band 3	0	0	11	11	10
Secretary	1	0	0	1	1
SES Unattached†	13	0	0	13	13
Total	94	0	85	179	176

* /Director of Safeguards, a statutory officer responsible to the Minister for Foreign Affairs, occupies the position of Director-General of the Australian Safeguards and Non-Proliferation Office.

† /Includes staff on leave without pay, long service leave, seconded to other agencies and staff covered by the Members of Parliament (Staff) Act.

TABLE 20. SENIOR EXECUTIVE SERVICE BY GENDER

Category	Female	Male	Total 30 June 2004	Total 30 June 2003
SES Band 1	22	51	73	68
SES Band 2	6	21	27	26
SES Band 3	1	3	4	5
SES (Spec.) Band 1	0	1	1	1
SES (Spec.) Band 2	1	0	1	1
Director of Safeguards*	0	1	1	1
Head of Mission Band 1	4	20	24	24
Head of Mission Band 2	4	19	23	26
Head of Mission Band 3	1	10	11	10
Secretary	0	1	1	1
SES Unattached†	3	10	13	13
Total	42	137	179	176

* / Director of Safeguards, a statutory officer responsible to the Minister for Foreign Affairs, occupies the position of Director-General of the Australian Safeguards and Non-Proliferation Office.

† / Includes staff on leave without pay, long service leave, seconded to other agencies and covered by the Members of Parliament (Staff) Act.

TABLE 21. SENIOR EXECUTIVE SERVICE: GAINS AND LOSSES DURING THE YEAR

	Total
Commenced in the department*	14
Separated from the department	11

* Includes promotions of non-SES staff to the SES from within the department.

TABLE 22. SENIOR EXECUTIVE SERVICE: INTER-AGENCY MOBILITY DURING THE YEAR*

	Band 1	Band 2	Band 3	Total
To the department	3	0	0	3
From the department	2	1	2	5

* Includes SES staff on temporary movement to or from other agencies.

TABLE 23. EMPLOYEES BY LOCATION AND GENDER AS AT 30 JUNE 2004

Location/Overseas Post Region	Australia-based: female	Australia-based: male	Australia-based: total	Locally engaged: female	Locally engaged: male	Locally engaged: total
Canberra						
<i>Subtotal</i>	555	635	1 190	–	–	–
Overseas Post Region						
North Asia	26	35	61	107	73	180
South and South-East Asia	48	80	128	197	244	441
Americas	30	42	72	92	75	167
Europe	47	75	122	191	148	339
New Zealand and the South Pacific	26	35	61	72	73	145
Middle East and Africa	20	42	62	64	70	134
<i>Subtotal</i>	197	309	506	723	683	1 406
State and Territory Offices						
New South Wales	61	16	77	–	–	–
Northern Territory	2	2	4	–	–	–
Queensland	39	11	50	–	–	–
South Australia	12	5	17	–	–	–
Tasmania	4	2	6	–	–	–
Victoria	49	23	72	–	–	–
Western Australia	19	9	28	–	–	–
<i>Subtotal</i>	186	68	254	–	–	–
Total	938	1 012	1 950	723	683	1 406

TABLE 24. EMPLOYEES COVERED BY THE CERTIFIED AGREEMENT AND AUSTRALIAN WORKPLACE AGREEMENTS AS AT 30 JUNE 2004

Classification	Certified Agreement		AWA		Total
	Salary range (\$)	No.	Salary range (\$)	No.	
APS Level 1–3. Broadband 1. (includes graduates and . cadets)	30 154 – 42 080	317	n.a.	0	317.
APS Level 4–5 Broadband 2	44 797 – 51 335	399	*	1	400
APS Level 6–Exec. Level 1 Broadband 3	53 485 – 74 959	756	*	5	761
Exec. Level 2 Broadband 4†	79 297 – 91 721	282	*	4	286
Medical Officers	88 598 – 111 178	6	*	1	7
<i>Subtotal non-SES</i>		<i>1 760</i>		<i>11</i>	<i>1 771</i>
SES	n.a.	0	105 191 – 190 260	178	178
<i>Subtotal SES</i>				<i>178</i>	<i>178</i>
Total		1 760		189	1 949‡

n.a. not applicable

* / Where there is a possibility that payments to individuals may be identified (ie: 5 or fewer employees at a classification level on AWAs) the salary range is not shown.

† Includes Broadband 4 staff acting in Head of Mission SES positions overseas.

‡ / The Secretary has not been included in this table as the relevant salary is set by Prime Ministerial Determinations and does not come under any of the above categories.

Performance pay

Performance bonuses paid during 2003–04, as shown in the following table, relate to the 2002–03 performance appraisal cycle under the department's *Certified Agreement 2003–2006*. Non-SES employees were entitled to be paid a bonus or (where applicable) receive a pay point movement, or in some cases a combination of both. Members of the SES continued to be eligible for performance pay in the form of bonuses only.

Performance appraisal is made on the basis of a five-point rating scale: Outstanding, Superior, Fully Effective, Effective and Unsatisfactory. Staff are initially assessed as Fully Effective, Effective or Unsatisfactory. All those who are assessed as being Fully Effective are entitled to performance rewards. Additional rewards are provided to the top 10 per cent of staff (Outstanding) and the next 20 per cent of staff (Superior) according to a comparative rating system across broadbands and work units.

TABLE 25. PERFORMANCE BONUS PAYMENTS BY LEVEL: 2002–03 PERFORMANCE CYCLE

	Number	Aggregated Amount (\$'000)	Average Amount (\$)	Range of Payments (\$)
Non-SES				
APS 2	6	10	1 700	684–2 183
APS 3	95	172	1 814	532–4 840
APS 4	35	65	1 844	896–2 714
APS 5	39	89	2 293	968–3 080
APS 6	50	129	2 581	841–3 597
EL 1	71	261	3 674	1 262–4 373
EL 2	39	159	4 088	1 181–5 082
Other	1	8	7 613	7 613–7 613
<i>Subtotal Non-SES</i>	336	893	2 658	532–7 613
<i>Subtotal SES (including heads of mission)</i>	186	1 173	6 304	813–22 831
Total	522	2 066	3 958	532–22 831

Non-SES employees rated as Outstanding advanced one pay point and received a six per cent bonus or, if they were at the top of a broadband, received a 12 per cent bonus. Those rated Superior advanced one pay point or, if they were at the top of a broadband, received a six per cent bonus. Fully Effective ratings are banked and can then be combined with another Fully Effective rating in a following year to advance a pay point movement. Employees received a three per cent bonus if they were at the top of a broadband. Employees rated Effective did not receive a performance-related reward. Employees rated Unsatisfactory were subject to the underperformance provisions of the Certified Agreement.

The cash value of performance-related bonuses and pay-point movements for the 2002–03 performance cycle was \$4 million (compared to \$4.6 million for 2001–02). The reduction in costs is attributed to changes introduced in the June 2002 variation to the *Certified Agreement 2000–2003* that removed bonus payments for employees banking performance ratings and the *Certified Agreement 2003–2006* that introduced new top pay points in the EL 1 and EL 2 ranges.

SES bonuses for the 2002–03 cycle cost \$1.2 million (compared with \$1.1 million in 2001–02). Bonuses ranged from three per cent to 12 per cent of annual salary. Bonus payments ranged from \$813 (SES Band 1 employees with a part-year three per cent bonus) to \$22 831 (SES Band 3 employees with a full year 12 per cent bonus). For non-SES employees, the cost of performance bonuses and pay point movements was around \$2.8 million. 663 (or 43 per cent of) non-SES employees advanced a pay point as a result of their 2002–03 performance rating.

Staff training and development

TABLE 26. TRAINING DAYS

Location	Number of training days 2003–04
Overseas posts: Australia-based staff	3 673
Overseas posts: Locally engaged staff	8 282
State offices	231
Divisions	7 031
Language training	8 703
Graduate training	1 907
Total number of training days	29 827
Average days of training per employee	8.9

TABLE 27. TRAINING COSTS

Location	Amount (\$) 2003–04
Overseas posts: Australia-based staff	614 581
Overseas posts: Locally engaged staff	1 112 982
State offices	31 550
Divisions	455 241
Training, Development & Performance Management Section*	779 721
Language Training†	2 435 713
Information Technology Training	183 000
Total expenditure	5 612 788
Percentage of expenditure on training of total salary costs	3.0

* /Includes training in management/leadership, finance, and professional skills training, but does not include specialist training provided by divisions such as consular, trade policy and human rights.

† /Includes language training both in Australia and in-country where paid for by the department's Training, Development and Performance Management Section, but does not include language training paid for by posts.

APPENDIX 3

Occupational health and safety

Information in this appendix is provided in accordance with Section 74 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (the Act).

The department's occupational health and safety policy

The department attaches a high priority to the wellbeing of its employees and aims to improve work practices and foster attitudes which sustain healthy and safe work environments. To help achieve this, a revised two-year Employer/Employee OHS Agreement was signed on 9 September 2003. The agreement was negotiated between management, staff and union representatives and defines the structural framework within which OHS is managed in the department.

The departmental Workplace Relations Committee (WRC) OHS Sub-Committee meets every three months. It represents the collective interests of the employer, employees, contractors, clients and visitors. All business decisions are referred to the WRC for endorsement and/or acknowledgement. OHS forums also operate in state and territory offices and at our overseas posts to facilitate cooperation on OHS matters between management and employees and to help disseminate health and safety information.

In Australia, there are 31 designated work groups with, at present, 30 elected or nominated health and safety representatives. Each overseas post is also a designated work group.

The OHS/rehabilitation case manager is located in the department's Staffing Branch. A key purpose of the position is to provide policy and procedural advice to senior management with a view to ensuring the department's OHS management systems comply with its obligations under the Act. Close liaison is maintained with the Medical Unit, the departmental Counsellor, personnel and property managers and information technology staff to promote a safe and healthy workplace. Regular contact is also maintained with staff responsible for OHS at overseas posts.

The potential Comcare client group includes all departmental Australian Public Service employees located in Australia and overseas and about half of locally engaged staff at overseas posts. The case manager is also available to help staff not covered by Comcare; this includes locally engaged staff covered under overseas insurance agreements and contract employees.

Measures taken during the year to ensure the health, safety and welfare at work of employees and contractors

During the year, 43 OHS incidents were reported to the OHS/rehabilitation case manager, none of which resulted in serious personal injury. Remedial action was undertaken to eliminate or minimise recurrences where possible. A health surveillance program was implemented for employees exposed to asbestos at our embassy in Rangoon.

In consultation with Comcare Australia, training modules on OHS and workers' compensation and rehabilitation were developed and incorporated into mandatory management courses for newly appointed SES and staff at each APS level. Briefings were also provided to recently recruited employees and staff proceeding to or returning from overseas postings, including Heads of Mission/Post.

In response to requests from employees experiencing discomfort at their workstations, the OHS/rehabilitation case manager arranged 105 workstation assessments by external ergonomic consultants. A number of in-house health promotion activities were conducted by professionally qualified consultants, including fitness classes and a flu vaccination program. Health and safety awareness messages were communicated throughout Australia and overseas by bulletins on the department's intranet. Other measures taken during the year to ensure the welfare of employees included employer-subsidised eyesight testing for screen-based work and first aid and fire warden training.

Reporting requirements under the Act

Two potentially dangerous occurrences related to asbestos removal were reported to Comcare under section 68 of the Act. No serious accidents occurred.

No directions were given to the department under section 45.

No notices were issued under section 29, section 46 or section 47.

No investigations were conducted.

TABLE 28. OCCUPATIONAL HEALTH AND SAFETY STATISTICS*

	2001-02	2002-03	2003-04
Total departmental staff covered by Comcare (includes employees located in Australia, Australia-based staff overseas and, where applicable, locally engaged staff)	2 673	2 518	2 464
Number of claims accepted by Comcare, comprising:	24	20	16
— back injuries	1	2	4
— sprains and strains, excluding backs	10	8	2
— occupational overuse injuries	6	4	6
— other	7	6	4
Average cost of compensation claims to date	\$8 852.07	\$10 488.66	\$3 871.97
Departmental premium for Comcare coverage (as a percentage of total departmental wages and salaries)	0.46	0.48	0.65

* /Based on customer information data compiled by Comcare for all years shown as at 30 June 2004; covers cost of sick leave taken and all hospital/medical/pharmaceutical costs associated with claims made in each financial year.

APPENDIX 4

Commonwealth disability strategy

The department continued to implement the Commonwealth Disability Strategy (CDS) in its core roles as policy adviser, provider and employer. The department implements its commitment to services for people with disabilities through human resource management policies and two service charters, the Passports Client Service Charter and the Consular Services Charter.

The department's Workplace Diversity Program (WDP) refers specifically to our commitment to employees with disabilities. In 2003–04, we engaged the services of the Royal Blind Society and Advance Personnel to develop and deliver information technology (IT) skills training for a sight impaired employee to assist in compiling the bulletin issued by the department's H V Evatt Library and to perform other IT system support duties.

To support employees with sight impairment and physical disability, the department has installed WDP-related applications for SATIN, the Australian Government's secure international communications system. Staff with sight disabilities have Zoomtext and Jaws software programs and 21-inch flat screen monitors. Employees whose disabilities prevent their use of IT keyboards have been provided with access to Dragon Dictate software to enable them to produce documents.

We promoted the WDP throughout the year through a network of Workplace Diversity Contact Officers in all divisions, passport, state and territory offices, and overseas posts. The officers disseminated information to employees and ensured continuing awareness of the needs and contributions of employees with disabilities.

As at June 2004, approximately 1.3 per cent of our employees identified themselves as having a disability. We continued to seek more comprehensive baseline data and to explore means for monitoring performance on CDS issues.

Policy adviser role

Performance indicator	Performance measure	Current level of performance, 2003–04
New or revised program/policy proposals: assess the impact on the lives of people with disabilities prior to decision	Percentage of new or revised policy/program proposals that document that the impact of the proposal was considered prior to the decision-making stage	The department's role in formulating Australia's foreign and trade policies is such that its direct impact on people with disabilities, if any, cannot be quantified easily. Where Australia participates, for example, in an international meeting involving the rights of the disabled, the relevant Australian Government agency would have prime carriage for developing Australia's position, including consultation as appropriate with the disabled community.
People with disabilities are included in consultations about new or revised policy/program proposals	Percentage of consultations about new or revised policy/program proposals that are developed in consultation with people with disabilities	See above comment..
Public announcements of new, revised or proposed policy/program initiatives are available in accessible formats for people with disabilities in a timely manner	Percentage of new, revised or proposed policy/program announcements in a range of accessible formats Time taken in providing announcements in accessible formats	The department regularly updates its internet site at www.dfat.gov.au to ensure that information on foreign and trade policy is current and accurate. Policies are expressed in clear English. The department makes documents available in other formats (for example audio, large print) on request.

Provider role

Performance indicator	Performance measure	Current level of performance, 2003–04
Providers have established mechanisms for quality improvement and assurance	Evidence of quality improvement and assurance systems in operation	<p>Access to online consular services meets the accessibility standards set by the Australian Government Information Management Office.</p> <p>Information for travellers with disabilities is included in the booklet <i>Hints for Australian travellers</i> (issued free with every passport and updated annually) and on the <i>smartraveller</i> website at www.smartraveller.gov.au.</p> <p>Client responses to passports feedback questionnaires have made no references or requests concerning areas of improvement for people with disabilities.</p> <p>Physical security arrangements in the department take account of the needs of people with disabilities. These include special escort arrangements.</p>
Providers have an established service charter that specifies the roles of provider and consumer and service standards which address accessibility for people with disabilities	Established service charter that adequately reflects the needs of people with disabilities in operation	<p>The department has a Consular Services Charter in place. The Charter states the department's commitment to provide consular services in an equitable way.</p> <p>The department's Passports Branch Client Service Charter includes a commitment to the provision of appropriate passport services for people with disabilities. The needs of people with disabilities were included in the review of the Charter completed in 2003–2004.</p>

Provider role *(continued)*

Performance indicator	Performance measure	Current level of performance, 2003–04
Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about performance	Established complaints/grievance mechanisms, including access to external mechanisms, in operation	<p>The department has complaints and grievances mechanisms to handle any matters relating to harassment and discrimination, including those which concern people with disabilities.</p> <p>The department's Passports Branch Client Service Charter states that complaints and other feedback can be provided to the Australian Passport Information Service; to the passports website (www.passports.gov.au); and directly in writing or by email to the Director, Passport Operations Section.</p> <p>The Consular Services Charter outlines various ways of lodging complaints. They can be taken up directly with the overseas office concerned, submitted electronically to centre.conops@dfat.gov.au, or by writing to the Assistant Secretary, Consular Branch.</p> <p>Complainants can use external mechanisms such as the Commonwealth Ombudsman, the Human Rights and Equal Opportunity Commission and the Administrative Appeals Tribunal.</p>

Employer role

Performance indicator	Performance measure	Current level of performance, 2003–04
Employment policies, procedures and practices comply with the requirements of the <i>Disability Discrimination Act 1992</i>	Number of employment policies, procedures and practices that meet the requirements of the <i>Disability Discrimination Act 1992</i>	<p>The department's <i>Certified Agreement 2003–2006</i> precludes discrimination on the basis of physical or mental disability, consistent with the <i>Disability Discrimination Act 1992</i>.</p> <p>The department's Workplace Diversity Program precludes discrimination on the basis of physical and mental disability, consistent with the <i>Disability Discrimination Act 1992</i>.</p>
Recruitment information for potential job applicants is available in accessible formats on request	<p>Percentage of recruitment information requested and provided in:</p> <ul style="list-style-type: none"> — accessible electronic formats — accessible formats other than electronic <p>Average time taken to provide accessible material in:</p> <ul style="list-style-type: none"> — electronic format. — formats other than electronic 	<p>Although no data are available on requests for recruitment information in other accessible formats, the department ensures that recruitment information in accessible format is available on request.</p> <p>Guidelines provided to employee Selection Advisory Committees include advice to avoid discrimination on the grounds of disability and relevant legal issues.</p> <p>Recruitment documentation makes provision for potential applicants to identify any special needs as part of the recruitment process.</p>
Agency recruiters and managers apply the principle of 'reasonable adjustment'	Percentage of recruiters and managers provided with information on 'reasonable adjustment'	All recruitment/employment managers are aware of and implement, as a matter of routine, the principle of 'reasonable adjustment' to the extent practicable. Examples of adjustment made by the department include the use of specific interpreters; large computer screens for the visually impaired; provision of voice-activated software; and specially designed furniture as appropriate.

Employer role *(continued)*

Performance indicator	Performance measure	Current level of performance, 2003–04
Training and development programs consider the needs of staff with disabilities	Percentage of training and development programs that consider the needs of staff with disabilities	All training and development programs take into account the needs of individuals with disabilities on a case-by-case basis.
Training and development programs include information on disability issues as they relate to the content of the program	Percentage of training and development programs that include information on disability issues as they relate to the program	Information on the department's policies and programs addressing disability issues is included in training and development programs.
Complaints/grievance mechanisms, including access to external mechanisms, in place to address issues raised by staff	Established complaints/grievance mechanisms, including access to external mechanisms, in operation	The department has established complaints/grievances mechanisms as part of its human resource management arrangements. These include the department's <i>Certified Agreement 2003–2006</i> , the Workplace Diversity Contact Officer Network and the Workplace Relations Committee.

APPENDIX 5

Freedom of information

This statement is provided in accordance with section 8 of the *Freedom of Information Act 1982* and is correct to 30 June 2004.

It covers:

- access to records under the *Freedom of Information Act 1982*
- access to records under the *Archives Act 1983*
- functions and powers
- organisation
- outside participation
- categories of documents
- registers of Australian births overseas
- documents for sale and free of charge.

Access to records under the *Freedom of Information Act 1982*

The *Freedom of Information Act 1982* extends the right to obtain access to documents in the Government's possession. Access is limited only by exemptions that protect essential public interests and the private and business affairs of people about whom departments and statutory authorities collect and hold information. During the year, we met our obligations under the *Freedom of Information Act 1982*, processing 68 requests..

Members of the public seeking access to documents should lodge a formal Freedom of Information request. This must be made in writing, be accompanied by a \$30 application fee, and include a telephone number, a fax number (if available) and an address within Australia to which notifications are to be addressed. Requests should be sent to:

Document Access and FOI Section.
Department of Foreign Affairs and Trade.
R G Casey Building.
John McEwen Crescent.
Barton ACT 0221.
Tel: (02) 6261 2903.
Tel: (02) 6261 1170.

The department's state and territory offices can also be contacted for this purpose (see inside back cover of this annual report for a list of addresses).

Decisions on granting access to documents under the *Freedom of Information Act 1982* are generally made by the departmental Senior Executive Service member responsible for the work area to which the request relates.

The department levies the applicable fees and charges imposed under the Freedom of Information Regulations (Fees and Charges). Such fees and charges may be remitted, reduced or not imposed for any reason, including if grounds of financial hardship or general public interest can be established. Further advice regarding fees and charges may be obtained from the department's Document Access and FOI Section.

Access to records under the *Archives Act 1983*

Records more than 30 years old are available for public access under the *Archives Act 1983*, except for information that falls into an exempted category. Archival records are not subject to the *Privacy Act 1988* and most exemptions in departmental records relate to intelligence, security, defence or international relations sensitivities. Records are mostly held by the National Archives of Australia.

Applications for access under the *Archives Act 1983* should be addressed to:

Director.
Access and Information Services.
National Archives of Australia.
PO Box 7425.
Canberra Mail Centre ACT 2610.
Tel: (02) 6212 3600.

The *Archives Act 1983* also allows the department to grant approved individuals special access to records not generally available to the public. Inquiries about eligibility for special access or information on departmental history should be addressed to:

Director.
Document Access and FOI Section.
Department of Foreign Affairs and Trade.
R G Casey Building.
John McEwen Crescent.
Barton ACT 0221.
Tel: (02) 6261 2619.
Tel: (02) 6261 2628.

We also publish a comprehensive range of public information on our website at <http://www.dfat.gov.au>.

Functions and powers

The department exercises, or participates in the exercise of, the following functions and decision-making powers:

- / entering into multilateral and bilateral treaties and arrangements, and their administration, including:
 - implementing the World Trade Organization (WTO) Agreement and its annexed agreements, including formal dispute settlement processes
 - negotiating amendments to the WTO Agreement
 - negotiating bilateral trade agreements, such as the Australia–United States Free Trade Agreement
 - implementing bilateral trade agreements, such as the Australia New Zealand Closer Economic Relations (CER) Trade Agreement, the Singapore–Australia Free Trade Agreement and the Thailand–Australia Free Trade Agreement
 - negotiating and implementing investment promotion and protection agreements
 - negotiating commodity agreements
 - fulfilling responsibilities under the Torres Strait Treaty and Timor Gap Exchange of Notes
 - implementing the provisions of the Vienna conventions on diplomatic and consular relations
 - fulfilling Australia’s obligations under the United Nations (UN) Charter and international conventions
 - implementing Australia’s nuclear safeguards agreements and related multilateral arrangements
 - implementing treaties and agreements relating to arms control and disarmament
 - negotiating and implementing agreements to promote and protect human rights
 - negotiating and implementing the Statute of the International Criminal Court
 - monitoring the implementation of Australia’s extradition treaties and similar arrangements with Commonwealth and other countries and treaties of mutual assistance on criminal matters and the negotiation of further treaties
 - negotiating and implementing environmental treaties
 - implementing the UN Convention on the Law of the Sea and associated maritime delimitation and fisheries agreements
 - implementing the Antarctic Treaty, associated conventions and protocols and negotiating related instruments
 - fulfilling Australia’s obligations in relation to the Headquarters Agreement under the Convention for the Conservation of Antarctic Marine Living Resources

- administering Australia's bilateral cultural agreements
- negotiating bilateral arrangements on cooperation to combat international terrorism.
- / representing and negotiating Australian interests in the Asia–Pacific Economic Cooperation forum
- assisting Australian citizens travelling and residing overseas, including:
 - providing welfare assistance in cases such as death, arrest, hospitalisation, war, civil unrest and disaster
 - granting relief to, and assisting with repatriation of, Australians in difficulty overseas, where appropriate
 - registering Australian citizens
 - performing notarial acts
 - registering children born overseas to Australian parents as Australian citizens, as provided for under the *Citizenship Act 1948*, where the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) is not represented
 - taking evidence overseas on the authority of an Australian court order
- / providing postal voting facilities overseas under the direction of the Australian Electoral Commission and state and territory electoral authorities
- / issuing passports and other travel documents under the *Passports Act 1938* and reviewing decisions under the Act
- granting territorial and extra-territorial asylum
- / processing full-time student applications on behalf of the Department of Education, Science and Training
- facilitating and supervising exams on behalf of Australian educational bodies
- issuing visas for entry into Australia in countries where DIMIA is not represented
- / undertaking and publishing analyses of economic and political developments affecting Australia, with a view to encouraging informed debate on their implications
- / providing advice and export permits to Australian government agencies and the private sector with regard to Australia's obligations under UN sanctions regimes
- / certifying that countries have acceded to relevant international agreements in respect of international arbitration
- / representing the Government in international litigation, including in the International Court of Justice

- / assisting Australian exporters through the provision of advice to the Minister for Trade on trade finance issues, including the operations of the Export Finance and Insurance Corporation (EFIC), and Australia's obligations under the Organisation for Economic Co-operation and Development (OECD) Arrangement on Guidelines for Officially Supported Export Credits
- / representing the Government at meetings of the Paris Club group of official creditors to consider the coordinated treatment of debts owed by developing countries
- / granting official financial assistance for holding international conferences in Australia
- / authorising official expenditure on cultural exchanges, tours, exhibitions, academic exchanges and visits
- / overseas property management, including acquisition, ownership and disposal of real property
- / performing duties overseas under the *Shipping Registration Act 1981* and the *Navigation Act 1912* under the direction of the Australian Maritime Safety Authority.
- / consultation with the Australian Olympic Committee and the Australian Paralympic Committee in the preparation of contingency planning for the Athens Olympics
- authorising official expenditure under the Direct Aid Program
- / negotiating bilateral employment agreements or arrangements, which allow dependants of Australian diplomatic and consular personnel posted overseas to seek paid employment

Organisation

A chart showing the department's senior executive structure as at 30 June 2004 appears in the Departmental Overview section of this report. Further information on the organisation of the department can be found in Section 3—Corporate Management and Accountability.

Outside participation

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 international relations through:

- / representation on bodies such as the Council for Australian–Arab Relations, Foreign Affairs Council, Australia International Cultural Council, Australia–China Council, Australia–France Foundation (whose director is located in the Australian

Embassy in Paris), Australia–India Council, Australia–Indonesia Institute, Australia–Japan Foundation (whose director is located in the Australian Embassy in Tokyo), Australia–Korea Foundation, the Council on Australia Latin America Relations, Australian National Commission for UNESCO, and the National Consultative Committee on Peace and Disarmament

- / consultations with the Australian Industry Group, the Business Council of Australia, the Australian Chamber of Commerce and Industry, the National Farmers' Federation (and a number of other organisations representing specific industry sectors), and Australian industry, including AWB Ltd, Dairy Australia, Meat and Livestock Australia, Australian Services Roundtable, Australian Ricegrowers' Cooperative Limited, Sheepmeat Council of Australia, Horticulture Australia, and Queensland Sugar Ltd. These consultations consider market access priorities for multilateral trade negotiations and other negotiations.
- / consultations with firms, industry organisations and other groups in the development and prosecution of Australia's approach to dispute settlement cases and issues in the WTO, including through the department's WTO disputes enquiry point
- / broad-based community consultations on Australia's position on multilateral trade negotiations in the WTO, including through the WTO Advisory Group, calls for public submissions, consultations with industry, non-government organisations, community groups and state and territory governments
- / consultations with the business community, state and territory governments, and non-government organisations, on Australia's interests in negotiating bilateral free trade agreements or developing new bilateral trade and economic arrangements
- / formal arrangements for consultations with interested bodies on trade-related matters, including the Trade Policy Advisory Council and the Agricultural Trade Consultative Group
- / consultation with industry and the academic community in preparation of Economic Analytical Unit reports
- / business relations programs operated by the department's state and territory offices, which provide briefings and organise seminars on trade policy and development issues, and conduct other regular consultations with business
- / liaison with the business and academic community to shape Australia's position in the Indian Ocean Rim Association for Regional Cooperation (IOR–ARC) through our representatives to the Indian Ocean Rim Business Forum (IORBF) and Indian Ocean Rim Academic Group (IORAG)
- / liaison with other departments and agencies with relevant technical competencies in areas such as quarantine, mining and air services

- / consultations with state and territory governments, industry and environmental organisations in respect of negotiations affecting specific multilateral environment treaties, such as the Biosafety Protocol and the Stockholm Convention on Persistent Organic Pollutants
- / consultation with Australia's financial sector concerning the freezing of terrorist assets
- consultations with the National Consultative Group on Biological Weapons
- / liaison with the Council for Security Cooperation in the Asia Pacific and its Australian Member Committee
- / regular exchanges of views with organisations including Amnesty International and other human rights organisations, and the UN Association of Australia
- participation in consultations with the UN Sanctions Committee
- / participation in Australian delegations to certain international meetings and/or conferences
- / consultation with the Australian Federation of Travel Agents and other peak travel industry bodies on promoting awareness and use of the department's travel advisories

Categories of documents

Documents more than five years old are transferred into archival custody or destroyed in accordance with a disposal schedule. Australia's overseas posts have documentary holdings of their own, which may parallel those the department holds in Canberra and in state and territory offices.

The department has extensive documentary holdings, including:

- / cables, minutes, memorandums, file notes, and other documents concerning political and economic matters, human rights, refugees, international arms control, security, trade, environment and other issues in foreign countries and international organisations
- submissions to portfolio ministers and senior officers
- electronic records of departmental file titles
- storage of texts of inwards and outwards cables and some email
- computer disk storage of statistical and other material
- / working files, including passport case files, consular case files and case management databases, and correspondence

- / documents and database records related to implementation of the Nuclear Non-Proliferation (Safeguards) Act 1987
- / documents and database records related to visa applications referred for clearance under Public Interest Criteria 4003 of the Migration Regulations
- / documents received from foreign governments, including notes verbale and aides memoire
- Australian and foreign intelligence community documents
- documents prepared for use in legal proceedings
- texts of speeches and press statements on foreign affairs and trade
- / documents prepared to brief the business community on the economic/business environment of overseas countries
- ministerial correspondence
- / the Australian treaty collection and the collection of agreements of less-than-treaty status
- / National Interest Analysis on treaties submitted to Parliament's Joint Standing Committee on Treaties
- briefs for Australian delegations and ministers visiting overseas
- programs for ministers visiting overseas
- cabinet submissions and decisions
- series *Documents on Australian Foreign Policy 1937–1949* and *Documents on Australian Foreign Policy* (post-1950 series)
- series *Current Notes 1936–1972*, *Australian Foreign Affairs Record 1973–1988*, *Australian Foreign Affairs and Trade Record 1989–1992*, *Backgrounder journal 1992–1993*, *Insight 1993–1996* and *Australian Foreign Affairs and Trade Record 1997–2000*
- Department of Foreign Affairs and Trade publications register
- documents of international agencies
- emergency task force papers
- Executive Council minutes and accompanying documentation
- annual reports
- post evaluation reports

- divisional evaluation reviews
- office evaluation reports
- evaluation and audit reports and audit plans
- reports and working papers of the Economic Analytical Unit
- directives to, instructions to, and briefings for overseas posts
- reports on meetings and conferences
- reports to UN treaty bodies
- / briefings for ministers on possible parliamentary questions, records of appearances by departmental officers before the Joint Standing Committee on Foreign Affairs, Defence and Trade, and other parliamentary committees
- / ad hoc reports on overseas official travel by federal and state members of Parliament
- briefs for, and reports on, post liaison visits
- policy planning documents
- corporate planning documents
- Portfolio Budget Statements and Portfolio Additional Estimates Statements
- business continuity plans
- resumes and contracts for contractors/consultants
- information on employees' qualifications
- documents and databases relating to budget and human resources management
- / documents on office supplies and equipment, motor vehicles, telephones and general office services matters
- documents on property and accommodation matters within Australia
- documents relating to overseas property
- documents relating to agreement-making
- / documents relating to the selection of experts, engagements of individual and institutional experts, advisory board members, project managers and contracts for the engagement of consultants
- / documents on personnel planning, conditions of service, career development counselling, and discipline and review of action and termination matters

- / reports of selection advisory committees and independent selection advisory committees
- information on individual graduate trainee applications
- documents on average staffing levels
- / documents and databases relating to staff employed overseas (locally engaged staff), their salaries, conditions, classifications and numbers
- / documents and databases relating to the design, implementation and operation of the department's computer-based information handling, storage, retrieval and control systems serving the areas of communications, accounting, records management, consular, passports, freedom of information, training, management, aid projects and training awards
- documents on fraud investigations
- / documents on personnel security, physical and protective security, funding of protective security measures, post inspection reports, technical and information technology security, and contingency plans in relation to the department's operations abroad and in Australia
- a database on incidents affecting security overseas
- a database of business clients in the department's state and territory offices
- / documents and a database relating to foreign diplomatic and consular personnel in Australia
- / documents relating to funding, financial operations, debtors and payment of claims in Australia and overseas
- / documents relating to claims under the Scheme for Compensation Due to Defective Administration
- / compiled information on employment histories and biographical details (the *Statement of Service: Appointments and Biographies*)
- / records of passport issue details, electronic record of passport applications and relevant attachments
- master sets of *DFATNEWS*, an internal departmental bulletin
- organisation charts and related information
- / documents and databases relating to staff employed in Canberra, state and territory offices and overseas, their salaries, conditions, classifications and numbers
- staff medical and compensation information

- documents and databases relating to former staff of the department
- documents and databases relating to staff performance management
- / documents and databases relating to staff training and development, including individual records
- personal security files on security-cleared personnel
- records of travel, removals and storage
- sets of administrative circulars
- sets of current and discontinued information papers
- discretionary grant program annual review papers
- / public information materials projecting Australia and its policies overseas on film, video cassette, radio tape, compact disc, slide, dvd and written forms
- documents relating to cultural promotion activities and visits programs
- training material in various forms
- / documents and database records related to implementation of the *Chemical Weapons (Prohibition) Act 1994*
- / survey returns relating to the identification of companies and organisations subject to permit and notification requirements of the *Chemical Weapons (Prohibition) Act 1994*
- / documents and records related to implementation of the Comprehensive Nuclear Test Ban Treaty
- / documents and database records related to policy and transactional issues under the *Export Finance and Insurance Corporation Act 1991* (note: EFIC's activities under parts 4 and 5 of the Act are exempt from the *Freedom of Information Act 1982*)
- / documents presented in electronic form on the publicly accessible websites maintained by the department at <http://www.dfat.gov.au> and <http://www.tradewatch.dfat.gov.au>.

Registers of Australian births overseas

The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) records details of Australians born overseas. People may seek extracts from the registers through that department. Consular officials of the Department of Foreign Affairs and Trade performing functions under the *Australian Citizenship Act 1948* at Australian overseas posts also maintain registers of Australians born overseas. Although data entered in our registers is regularly notified to DIMIA, the registers themselves are held at the posts concerned. People may request and obtain extracts from the relevant posts.

Documents for sale and free of charge

A range of documents, including the department's annual report, are available either for purchase or for free from the department. Many are also accessible on the department's website.

APPENDIX 6

Inquiries by parliamentary committees

The Senate Foreign Affairs, Defence and Trade Legislation Committee reported on the department's proposed expenditure on 1 April 2004 (Additional Estimates 2003–04) and 24 June 2004 (Budget Estimates 2004–05), and tabled its reports *Annual reports (No. 2 of 2003)* on 9 September 2003 and *Annual reports (No. 1 of 2004)* on 10 March 2004.

During the review period, the department made submissions or gave evidence to thirteen parliamentary committee inquiries, as follows:

Joint Standing Committee on Foreign Affairs, Defence and Trade

- *Inquiry into Australia's relations with Indonesia*, on 5 August and 13 October 2003
- *Inquiry into Australia's defence relations with the United States*, on 26 March 2004
- *Inquiry into expanding Australia's trade and investment relationships with the economies of the Gulf States*, on 5 and 29 March 2004

Senate Foreign Affairs, Defence and Trade References Committee

- *Inquiry into the White Paper on Australia's foreign affairs and trade policy, 'Advancing the National Interest'*, on 21 August 2003
- *Inquiry into the General Agreement on Trade in Services and an Australia—US Free Trade Agreement*, on 2 October 2003
- *Inquiry into Security Threats to Australians in South-East Asia*, on 24 September and 28 November 2003 and 28 May 2004

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

- *Inquiry into the Free Trade Agreement between Australia and the United States of America*, on 10 and 18 May 2004

Joint Committee on Public Accounts and Audit

- *Review of Aviation Security in Australia*, on 5 September 2003

Parliamentary Joint Committee on ASIO, ASIS and DSD

- *Review of the Intelligence Services Amendment Bill 2003*, on 27 October 2003

Joint Committee on Public Works

- / *Construction of a new chancery for the Australian High Commission in New Delhi*, on 22 August 2003
- / *Refurbishment of staff apartments at the Australian Embassy in Paris*, on 22 August 2003

Senate Legal and Constitutional References Committee

- *Inquiry into Australian Expatriates*, February 2004

Senate Standing Committee on Economics

- / *Provisions of the Greater Sunrise Unitisation Implementation Bill and Customs Tariff Amendment (Greater Sunrise) Bill 2004*, on 22 March 2004

Joint Standing Committee on Treaties

Departmental officers appeared before the Joint Standing Committee on Treaties in respect of the proposed treaty actions shown below, with the date of the hearings and the number of the Committee's Report where available.

- / Report no. 54 reviewed treaties tabled on 12 August 2003. The department appeared on 18 August 2003 in respect of:
 - Agreement between Australia and the Kingdom of Belgium on the Gainful Employment of Certain Dependants of Diplomatic and Consular Personnel, done at Sydney on 19 November 2002
 - Protocol, done at Sydney on 30 June 2003, concerning the Bougainville Transition Team, made pursuant to the Agreement, done at Port Moresby on 5 December 1997, between Australia, Papua New Guinea, Fiji, New Zealand and Vanuatu concerning the Neutral Truce Monitoring Group for Bougainville, as amended by the Protocol, done at Port Moresby on 29 April 1998

- Agreement between the Government of Australia and the Government of the Kingdom of Belgium on 'Working Holiday' Arrangements, done at Canberra on 20 November 2002.
- / Report no. 55 reviewed treaties tabled in September 2003. The Department appeared on 8 September 2003 in respect of:
 - Agreement between the Government of Australia and the Government of the United Mexican States for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income, and Protocol, done at Mexico City on 9 September 2002
 - Convention between the Government of Australia and the Government of the United Kingdom of Great Britain and Northern Ireland for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income and Capital Gains, done at Canberra on 21 August 2003, and an Associated Exchange of Notes
 - Agreement between the European Community and Australia amending the Agreement between Australia and the European Community on Trade in Wine, and Protocol, of 1994
 - Agreement, done at Townsville on 24 July 2003, between Solomon Islands, Australia, New Zealand, Fiji, Papua New Guinea, Samoa and Tonga concerning the operations and status of the Police and Armed Forces and Other Personnel deployed to Solomon Islands to assist in the restoration of law and order and security
 - International Labour Organization Convention No.155: Occupational Safety and Health, 1981
 - Stockholm Convention on Persistent Organic Pollutants (POPS), done at Stockholm on 22 May 2001
 - Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, done at Rotterdam on 10 September 1998
 - Amendments, done at Berlin, Germany on 19 June 2003, to the Schedule to the International Convention for the Regulation of Whaling, done at Washington on 2 December 1946.
- / Report no. 56 reviewed treaties tabled on 8 October 2003. The department appeared on 13 October 2003 in respect of:
 - Agreement between the Government of Australia and the Government of the Republic of Kazakhstan on Economic and Commercial Cooperation, done at Almaty on 7 May 1997
 - International Labour Organization Convention No.182: Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, done at Geneva on 17 June 1999.

- / Report no. 58, Inquiry into the United Nations Optional Protocol to the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, was referred to the Committee on 26 November 2003. The department appeared on 9 February 2004.
- / Report no. 59 reviewed treaties tabled in December 2003. The department appeared on 13 February 2004 in respect of:
 - Exchange of letters constituting an Agreement between the Government of Australia and the Government of the Italian Republic on the Civil Registry Documentation to be Submitted by Australian Citizens Wishing to Marry in Italy, done at Rome on 10 February and 11 April 2000
 - Agreement Establishing an International Foot and Mouth Disease Vaccine Bank, done at London on 26 June 1985
 - Protocol of 1997 to Amend the International Convention for the Prevention of Pollution from Ships of 2 November 1973, as Modified by the Protocol of 17 February 1978, done at London on 26 September 1997
 - United Nations Convention Against Transnational Organized Crime, done at New York on 15 November 2000
 - Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, done at New York on 15 November 2000
 - Protocol against the Smuggling of Migrants by Land, Sea and Air (People Smuggling Protocol), supplementing the United Nations Convention against Transnational Organized Crime, done at New York on 15 November 2000.
- / Report no. 60 reviewed treaties tabled on 2 March 2004. The department appeared on 8 and 22 March 2004 in respect of:
 - Amendments, made at Marrakesh 2002, to the Constitution and Convention of the International Telecommunication Union (Geneva 1992) as amended by the Plenipotentiary Conference (Kyoto 1994) and by the Plenipotentiary Conference (Minneapolis 1998)
 - Consular Agreement between Australia and the Socialist Republic of Vietnam, done at Hanoi on 29 July 2003
 - Withdrawal from the Agreement Establishing the International Fund for Agricultural Development, done at Rome on 13 June 1976
 - World Tourism Organization (WTO) Statutes, done at Mexico City on 27 September 1979.
- / Report no. 61 reviewed the Australia–United States Free Trade Agreement, agreed at Washington on 8 February 2004, referred by the Minister for Trade on 8 March 2004 and due to be signed after 13 May 2004. The department appeared on 2 April and 14 May 2004.

Briefings provided to parliamentary committees

The department provided fifteen briefings to the Joint Standing Committee on Foreign Affairs, Defence and Trade, on the following issues:

- United Nations General Assembly, on 29 July 2003.
- Australia's relations with Indonesia, on 30 July 2003.
- Doha Round of World Trade Organization negotiations, on 20 August 2003.
- / Australia's intervention in Solomon Islands and the implications of this for . Australia's involvement in the region, on 20 August 2003.
- / Progress on free trade agreement negotiations with Thailand and the outcome . of free trade agreement negotiations with Singapore, on 10 September 2003.
- United Nations General Assembly, on 10 September 2003.
- Australia–China human rights dialogue, on 11 September 2003.
- / Progress on free trade agreement negotiations with the United States, on . 17 September 2003.
- World Trade Organization, on 24 November 2003.
- / Australia's bilateral human rights dialogue with the Republic of Vietnam, on . 27 November 2003.
- Australia's relations with the countries of Central Asia, on 1 December 2003.
- Australia's relations with Russia, on 4 December 2003.
- / Australia's election to the presidency of the United Nations Commission on Human . Rights, on 12 February 2004.
- Australia's relations with Papua New Guinea, on 22 March 2004.
- The Enhanced Cooperation Program with Papua New Guinea, on 21 June 2004.

APPENDIX 7

Decisions by courts and administrative tribunals

During the year the department was involved in the following matters before courts and administrative tribunals.

Courts

- / The Federal Court made costs orders in favour of the department in a matter arising from a long-running contractual dispute.
- / The department responded to two discovery orders in relation to proceedings under way in the Victorian Supreme Court against another Australian Government agency. One of these matters was settled; the second is ongoing. The department also responded to a discovery order in relation to proceedings under way before the ACT Supreme Court against another Australian Government agency.
- / The High Court deemed that an application for special leave to appeal a Federal Magistrates Court decision (affirming a Human Rights and Equal Opportunity Commission (HREOC) decision in favour of the department) was abandoned by the applicant.
- / The department appealed a preliminary decision made by the NSW Supreme Court relating to jurisdictional issues in a personal injuries claim against the department. The appeal has not been heard yet.
- / The department sought to have set aside a subpoena served on the Minister for Foreign Affairs (along with other Commonwealth Ministers) in a family law matter. A decision has not been handed down yet.
- / Legal proceedings against the department continued in the ACT Supreme Court in another personal injuries claim arising out of an incident at an overseas post. The matter is ongoing.
- / A claim for unspecified damages against the department and another Australian Government agency was struck out by the Federal Court in favour of the Commonwealth for not disclosing a cause of action. An appeal has been lodged by the applicant.
- / The department commenced proceedings in the ACT Magistrates' Court for recovery of a financial grant.

Tribunals

- / A foreign tribunal dismissed a claim by a former locally engaged employee in favour of the department.
- / A foreign local labour court heard a compensation claim by a locally engaged employee against the department. A decision has not yet been handed down.
- / The Administrative Appeals Tribunal (AAT) overturned a decision not to issue a passport to a minor.
- / Four decisions by the Minister for Foreign Affairs to cancel passports were appealed to the AAT. No hearings have been held yet. One related application to stay a decision by the Minister for Foreign Affairs to cancel a passport was withdrawn.
- / A foreign tribunal dismissed an unfair dismissal claim by a former locally engaged employee.
- / A foreign tribunal found an unfair dismissal claim by a former locally engaged employee to be out-of-time.
- / The department sought to settle administrative liabilities arising out of an earlier decision by a foreign tribunal against an overseas post in relation to an unfair dismissal claim by a former locally engaged employee. The matter is ongoing.
- / An application before the AAT for review of a Freedom of Information (FOI) decision was struck out as no action had been taken by the applicant since 2001.
- / An application before the AAT for review of an FOI decision by the department was withdrawn by the applicant.
- / Three applications were made to the AAT for review of FOI decisions by the department. Two of these matters have been heard but decisions have not been handed down yet.
- / The HREOC dismissed, in favour of the Minister for Foreign Affairs, a matter relating to the International Covenant on Civil and Political Rights.
- / The HREOC dismissed a claim made by a former locally engaged employee on the basis that it did not have jurisdiction.
- / The AAT dismissed, in favour of the Commonwealth, two appeals in respect of security clearance decisions relating to the department.
- / An unfair dismissal claim before the Australian Industrial Relations Commission was settled.

APPENDIX 8

Ecologically sustainable development and environmental performance

Following is the department's report on its ecologically sustainable development and environmental performance in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*.


How the activities of the organisation, and the administration of legislation by the organisation, accorded with the principles of ecologically sustainable development

The department, in pursuing the interests of Australia and Australians internationally, seeks to the extent possible to ensure that its policy activities and other operations accord with and contribute to the principles of ecologically sustainable development, and are shaped and implemented with appropriate reference to environmental impact. Relevant activities across a wide range of policy issues include multilateral environment agreements, international legal frameworks, sustainable development, climate change, fisheries, nuclear waste, trade, development assistance and public diplomacy.

The department worked constructively in the World Trade Organization (WTO) over the past year to achieve outcomes in the Doha Round that will strengthen both the multilateral trading system and promote sustainable development. We continued to argue that multilateral environment agreements and WTO obligations are mutually supportive and that both sets of obligations must be respected. We also encouraged WTO members to develop domestic regulatory frameworks and administrative arrangements which ensure that trade and environment policies are implemented in a mutually supportive manner. We contributed positively to the work of the Committee on Trade and Environment in Special Session on liberalising trade in environmental goods and services, which will have trade and environmental benefits.

The department was active in international environment meetings, including the 7th Conference of the Parties to the Convention on Biological Diversity, in opposing attempts by some parties to misuse concepts such as the 'precautionary principle' and 'multifunctionality' for trade protectionist purposes. The department was the lead agency in the first Meeting of Parties to the Cartagena Protocol on Biosafety.

The department continued to lead a whole-of-government effort on international climate change issues and pursued the development of a more effective global response. In doing so, we focused on developing and supporting concrete, practical measures at the multilateral, regional and bilateral levels, and on encouraging all major emitters to contribute to actions addressing the causes of climate change.



Other international environment efforts included the department's leadership in bringing into force the Agreement on the Conservation of Albatrosses and Petrels under the Convention on the Conservation of Migratory Species of Wild Animals. Together with the Department of the Environment and Heritage, and the Attorney-General's Department, we worked with like-minded countries within the Convention on Illegal Trade in Endangered Species to advance the marine species agenda, including a plan of action on sharks.

The department remained involved in efforts to maintain a moratorium on whaling through the International Whaling Commission. In the United Nations we also coordinated efforts to help Pacific island countries develop a regional plan for input into the 10 Year Review of the Barbados Plan of Action on Sustainable Development for Small Island Developing States. The department co-hosted, with Indonesia, an APEC Workshop on Trade and Sustainable Use of Biodiversity, in Jakarta.

The department made an important contribution to the development of international legal frameworks for ecologically sustainable development, including the Basel Convention on Hazardous Waste. In consultation with other agencies we are developing a negotiating position on these issues for the first Conference of Parties to the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade.

Along with other agencies, the department continued to drive initiatives within the Commission for the Conservation of Antarctic Marine Living Resources to protect marine species and to combat illegal, unregulated and unreported fishing, particularly of Patagonian toothfish. Australia is participating in a trial operation of a centralised vessel monitoring system, agreed at the 2003 meeting, as a further tool to address illegal fishing activities.

We worked actively to ensure the environment was protected from potential damage from nuclear and radioactive materials: through initiatives within the Nuclear Non-Proliferation Treaty and other instruments to prevent the proliferation of nuclear weapons; through Australia's membership of the Board of Governors of the International Atomic Energy Agency (which serves as the global focal point for cooperation on the peaceful uses of nuclear energy, including safeguards, safety and security issues); and through Australia's network of bilateral nuclear safeguards agreements and through our dialogue with nuclear shipping states and Pacific island countries.

The department, via the Australian Safeguards and Non-Proliferation Office (ASNO), worked actively with the International Atomic Energy Agency (IAEA) and counterpart organisations in other countries to ensure the environment was protected by providing training to countries in the Asia-Pacific region on issues related to the security of nuclear material and to efficient and effective application of international safeguards to nuclear material and facilities. ASNO hosted the first ever course on the physical protection of research reactor facilities and large radioactive sources with the active

cooperation of the IAEA and the United States Department of Energy. ASNO also hosted the fifth of its triennial regional courses on states systems of accountancy for and control of nuclear material. ASNO also conducted outreach activities in regional countries, which were aimed at improving the application of nuclear non-proliferation safeguards in the Asia–Pacific region.

The department’s Direct Aid Program contributes to ecologically sustainable development. Last year several projects had an environmental focus including: rehabilitation of the rain-fed Zibqin water reservoir, situated in a demined area in the former Israeli occupied zone of Southern Lebanon; a model aquaculture project to teach sustainable fishing practices and fish/algae breeding in Ceara, Brazil; and environmental conservation to protect the sea turtles and monitor changes in sea bed flora and fauna in Barbados.

Public diplomacy at posts plays a key role in projecting a positive ‘clean and green’ image of Australia overseas. The department remains an official sponsor of the *Clean Up the World* campaign. By supporting posts’ engagement with *Clean Up the World* campaigns in host countries, the department contributes to identifying and remedying local environmental problems.

How the department’s outcomes contribute to ecologically sustainable development

The department’s outcomes, specified in the *Portfolio Budget Statements 2003–04*, are:

1. /Australia’s national interests protected and advanced through contributions to international security, national economic and trade performance and global cooperation
2. /Australians informed about and provided access to consular and passport services in Australia and overseas
3. /Public understanding in Australia and overseas of Australia’s foreign and trade policy and a positive image of Australia internationally
4. Efficient management of the Commonwealth overseas-owned estate..

Outcome 1.

The department contributes to ecologically sustainable development through . participation in international negotiations across a range of policy areas..

Outcome 2.

Activities under this outcome do not directly contribute to ecologically . sustainable development..

Outcome 3.

The department's Direct Aid Program and public diplomacy programs at overseas . posts contribute to ecologically sustainable development through modest, practical . aid programs to protect the environment and participation in *Clean Up the World* campaigns as earlier outlined..

Outcome 4.

Activities under this outcome do not directly contribute to ecologically . sustainable development..

Effect of the organisation's activities on the environment

The department's operations in Canberra and through its overseas network and state and territory offices have a range of impacts on the environment. Measures to address these impacts are outlined below.

Measures being taken by the organisation to minimise the impact of its activities on the environment

In accordance with the Government's decision of May 2001, the department has completed the development of an Environmental Management System (EMS) covering its Central Office, the RG Casey Building in Canberra. The department has selected an accredited certifying body, NCS International, to audit its EMS against ISO 14001:1996, the International Standard for Environmental Management Systems. The EMS external audit process began on 7 April 2004 with the introductory visit by the accredited auditor.

In keeping with EMS requirements, the Secretary endorsed the department's Environmental Policy, which is available on the DFAT website. The EMS manual and integral electronic reporting forms are also publicly available, along with the first two issues of the *Greening DFAT* newsletter. In addition, an EMS General Awareness Training module has been introduced to provide all staff and contractors with key information on: the importance of conforming with the department's environmental policy and EMS procedures; the significant environmental impacts of their work activities and the environmental benefits of improved personal performance; and their roles and responsibilities in meeting the policy and procedures.

The department's Senior Executive approved the establishment of an EMS Committee to implement, monitor and audit the departmental EMS. The EMS Committee comprises representatives from all divisions within the department, and includes the Domestic Property and Services Section, including the Chief Fire Warden and the Information and Communication Technology Branch.

The department's EMS is aimed at reducing negative impacts on the environment, in particular through reduction in the use of energy and minimisation of waste, and improvement in recycling and re-use of materials.

The department supported the Australian Greenhouse Office-led negotiations with energy suppliers for a whole-of-government electricity supply contract for the Australian Capital Territory that incorporates energy generated from renewable sources (Greenpower). The department has a three-year contract with a 10 per cent green energy requirement. In addition, with the agreement of the building owners, the department has begun the installation of additional electricity meters to improve monitoring of power consumption. Measures have also been taken to reduce water consumption.

Additional key EMS procedures undertaken during the period included: the introduction of a Switch Off and Save campaign (prompts staff to switch off lights and office equipment when not in use); amended procurement guidelines incorporating departmental EMS requirements (eg energy efficiency ratings; re-use or recycling capacity; procurement of printers and photocopiers with duplex printing functionality and power-save modes; and steps to reduce/recycle packaging materials); individual paper recycling boxes were provided for each desk; a Stationery Recycling Depot for collection and re-use of stationery items was established; co-mingled waste bins (for plastics, glass, tins, cartons and clean paper) were placed in the cafeteria, childcare centre and kitchens throughout the department; and, water conservation signs and sink plugs were provided in all kitchens. Regular use is made of the department's electronic bulletin board to introduce and promote these new procedures.

Remanufactured printer toners are now used in lieu of purchasing new toner cartridges. The department also sends to auction all obsolete IT equipment that has a possibility of being sold and uses PC Graveyard Pty Ltd to recycle equipment that is not auctioned.

The department received EMS support from the Brindabella Café, located in the R G Casey Building, which has introduced a 20 cent levy on takeaway polystyrene cups to reduce the number going to landfill. In the first full month of operation, the number of takeaway cups was reduced by almost 50 per cent with the accumulated levy of \$775.00 donated to Greening Australia for the planting of Australian native trees in areas affected by the Canberra bushfires in 2003.

Mechanisms for reviewing and increasing the effectiveness of these measures

The EMS measures the effectiveness of the department's efforts in minimising the impact of its operations on the environment. This is achieved through regular meetings of an EMS Committee, internal and external EMS audits and the implementation of the Monitoring and Measurement Plan. The effectiveness of EMS is also enhanced by completion by staff of the EMS General Awareness Training module. Through these measures we are establishing a culture of environmental awareness, energy efficiency and waste recycling.

APPENDIX 9

Purchaser–provider arrangements

During the year in review, the department had a cross-agency arrangement, the Service Level Agreement (SLA), under which it provided common administrative services to Australian Government agencies overseas..

In 2003–04, the department provided services under the SLA to:

Australian Agency for International Development (AusAID).
Australian Centre for International Agricultural Research.
Australian Customs Service.
Australian Federal Police.
Australian Government Information Management Office.
Australian Nuclear Science and Technology Organisation.
Australian Protective Service.
Australian Security Intelligence Organisation.
Commonwealth Scientific and Industrial Research Organisation.
Department of Agriculture, Fisheries and Forestry.
Department of Defence.
Department of Education, Science and Training.
Department of Family and Community Services.
Department of Immigration and Multicultural and Indigenous Affairs.
Department of Industry, Tourism and Resources.
Department of the Prime Minister and Cabinet.
Department of the Treasury.
Department of Veteran's Affairs (including Office of Australian War Graves).
Invest Australia.
National Library of Australia.
Office of National Assessments.

The main purchasers of services under the SLA were the Department of Immigration and Multicultural and Indigenous Affairs, the Department of Defence and AusAID..

The Australian Trade Commission (Austrade) is not a signatory to the SLA agreement and has elected to purchase management (common) services from the department under a separate memorandum of understanding..

The department also had purchaser/provider arrangements with Australian Government agencies that required information and communication technology (ICT) services for staff at Australia's overseas missions and at a number of agency sites within Australia. The Department provided ICT services to the following agencies:

Attorney-General's Department.
Australian Agency for International Development (AusAID).
Australian Centre for International Agricultural Research.
Australian Customs Service (including National Surveillance Centre).
Australian Federal Police.
Australian Maritime Safety Authority.
Australian Nuclear Science and Technology Organisation.
Australian Trade Commission (Austrade).
Defence Intelligence Organisation.
Department of Agriculture, Fisheries and Forestry (including the Australian Quarantine Inspections Service).
Department of Defence.
Department of Education, Science and Training.
Department of Family and Community Services.
Department of Immigration and Multicultural and Indigenous Affairs.
Department of Industry, Tourism and Resources.
Department of the Environment and Heritage (including Australian Antarctic Division).
Department of the Prime Minister and Cabinet.
Department of the Treasury.
Department of Transport and Regional Services.
National Library of Australia.
Office of National Assessments.
Parliamentary Relations Office.

See quality and quantity information under output 1.3 for further detail on the SLA; and quality and quantity information under output 1.2 for further detail on provision of communications and related services to client agencies..

APPENDIX 10

Advertising and market research

As required under Section 311A of the *Commonwealth Electoral Act 1918*, following is a list of agencies and organisations contracted by the department (including at overseas posts) to provide advertising and market research services. The list includes payments of \$1500 and above.

TABLE 29. ADVERTISING AND MARKET RESEARCH

Agencies/Organisations	Description	Output	Amount (\$)
Advertising agencies			
Clemenger BBDO	Smarttraveller campaign	2.1	7 397
Direct Contracts Pty Ltd	Preparation of passports information kits for overseas posts	2.1	4 427
Infobreak Pty Ltd	Advertising changes to the Australian passport policy on ABC Asia Pacific TV	2.1	77 910
Infobreak Pty Ltd	Production of passports information video	2.1	60 210
Infobreak Pty Ltd	Advertising on ABC website on protecting your passport	2.1	5 300
Killey Withy Punshon	Smarttraveller campaign	2.1	164 851
M & C Saatchi	Smarttraveller campaign	2.1	6 567
Universal McCann	Smarttraveller campaign	2.1	3 589 670
Marktforschung und Kommunikation	Advertising the establishment of the Council for Australian Arab Relations internationally	3.1	3 993
Market research organisations			
Hay Group Kft (Budapest)	Locally engaged staff salary survey	1.1	1 938
Wyatt Watson Worldwide (Seoul)	Locally engaged staff salary survey	1.1	5 663
Open Mind Research Group	Research on community reactions to the Smarttraveller campaign	2.1	262 446
Newspoll Market Research	Community awareness study into attitudes to trade	3.1	22 545
Polling and direct mail organisations			
Avant Card Pty Ltd/	Trade Benefits You promotional postcards	3.1	4 095

Agencies/Organisations	Description	Output	Amount (\$)
Media advertising organizations			
A Manzoni & C SpA (Rome)	Advertisements for general recruitment	1.1	1 891
APS Gazette	Advertisement for general recruitment	1.1	5 349
HMA Blaze Pty Ltd	Advertisement for general recruitment	1.1	56 493
HMA Blaze Pty Ltd	Advertisements for tenders	1.1	3 491
Trinidad Guardian (Port of Spain)	Advertising for general recruitment	1.1	4 869
HMA Blaze Pty Ltd	Advertisements for tenders	1.2	3 320
HMA Blaze Pty Ltd	Advertisements for general recruitment	1.3	1 566
Trinidad Express (Port of Spain)	Advertisement for general recruitment	1.3	6 863
A Manzoni & C SpA (Rome)	Advertising changes to the Australian passport policy	2.1	2 962
RCS Editori SpA (Rome)	Advertising changes to the Australian passport policy	2.1	2 818
HMA Blaze Pty Ltd	Advertising changes to the Australian passport policy	2.1	45 750
HMA Blaze Pty Ltd	Advertisements on protecting your passport and identity in <i>Qantas Magazine</i>	2.1	13 170
HMA Blaze Pty Ltd	Advertisements for tenders	2.1	1 782
HMA Blaze Pty Ltd	Advertisements for general recruitment	2.1	1 694
Australian Institute of Export (NSW) Ltd	Advertisement promoting trade information	3.1	5 000
Executive Media Pty Ltd	Advertising statistical services	3.1	2 086
HMA Blaze Pty Ltd	Advertisements for tenders	3.1	13 816
HMA Blaze Pty Ltd	Advertisement for general recruitment	3.1	4 797
Husen Pty Ltd	Advertising statistical services	3.1	1 610
Palamedia Ltd	Advertising Tradewatch in <i>My Business</i> magazine	3.1	3 750
Palamedia Ltd	Advertising statistical services	3.1	3 750
Zo Card (Singapore)	Advertisements for Australian art exhibitions	3.1	2 999
Zo Card (Singapore)	Advertisements for Australian Film Festival	3.1	6 759

Agencies/Organisations	Description	Output	Amount (\$)
HMA Blaze Pty Ltd	Advertisements for tenders	4.1	26 032
Sadolin Albæk A/S (Copenhagen)	Advertisement for leasing of excess office space	4.1	4 294
Al Nisr Publishing LLC (Abu Dhabi)	Advertisement for general recruitment	4.2	2 103
Khaleej Times (Abu Dhabi)	Advertisement for general recruitment	4.2	1 664
Volkan Reklam Ltd Sti (Ankara)	Advertisement for general recruitment	4.2	1 705
Total			4 449 395

APPENDIX 11

Grants and contributions

Following is a list of grants administered under the department's discretionary grants program, the International Relations Grants Program, and a list of contributions to international organisations and peacekeeping operations administered by the department during 2003–04.

TABLE 30. INTERNATIONAL RELATIONS GRANTS PROGRAM

Title of grant	Brief description/rationale of grant	2003–2004	2003–2004
		Budget (\$'000)	Actual (\$'000)
Australia–China Council	To foster people-to-people relations between Australia and China; to promote a greater awareness in China of Australia as a technologically sophisticated, multicultural, open and liberal society; to build a greater awareness of China in Australia, with particular emphasis on customs, cultural and ethical values, business priorities and contemporary issues.	725	725
Australia–India Council	To initiate and support activities designed to enhance awareness and understanding between the peoples and institutions of Australia and India, including through the promotion of visits and exchanges between the two countries and the development of institutional links.	727	727
Australia–Indonesia Institute	To contribute to a more broadly based and enduring relationship with Indonesia by increasing people-to-people contacts and institutional links; to portray Australia as culturally diverse, educationally, scientifically and technologically advanced and economically enterprising; and to increase understanding of Indonesia in Australia and of Australia in Indonesia.	785	785
Australia–Korea Foundation	To broaden and deepen the Australia–Korea relationship by promoting and facilitating people-to-people and institutional links, especially in the fields of commerce, industry and tourism, science and technology, education, the arts, sport and the media.	725	725

Title of grant	Brief description/rationale of grant	2003–2004	2003–2004
		Budget (\$'000)	Actual (\$'000)
Australian Institute of International Affairs	To raise the level of understanding of the role of foreign and trade policy in Australia. The institute facilitates debate and awareness in Australia through lectures, conferences and publications.	65	65
Australian National Commission for UNESCO	To assist the National Commission in its activities and meetings; to advise the Minister for Foreign Affairs on UNESCO matters; and to enhance regional cooperation by providing seed funding for small national/international projects in UNESCO's fields of competence of education, natural and social science, culture, communications and youth affairs.	75	74
Council for Security and Cooperation in the Asia-Pacific/	To facilitate Australian involvement in the council and thereby contribute significantly to the pursuit of Australia's goals in regional governmental security processes, in particular the ASEAN Regional Forum, and to a more informed debate among academics and the broader Australian community on foreign policy, security and strategic issues.	90	90
Cultural Relations Grants Programme	To support key foreign and trade policy objectives by funding requests for cultural projects which promote a contemporary and positive image of Australia.	342	340
United Nations Youth Association	To enable the Youth Representative to attend the United Nations General Assembly in New York.	7	7
Total		3 541	3 538

TABLE 31. CONTRIBUTIONS TO INTERNATIONAL ORGANISATIONS AND PEACEKEEPING OPERATIONS

	Total (\$'000)
International Organisations	
APEC Business Advisory Council	43
APEC Secretariat	287
Commission for the Conservation of Antarctic Marine Living Resources	454
Commonwealth Secretariat	2 372
Comprehensive Nuclear-Test-Ban Treaty Organization	2 034
Energy Charter Conference Secretariat	222
G8 Global Partnership Against the Spread of Weapons of Mass Destruction	9 867
International Atomic Energy Agency	6 188
International Bureau of Permanent Court of Arbitration	24
International Centre for the Study of the Preservation and Restoration of Cultural Property	91
International Criminal Tribunal for the former Yugoslavia	3 232
International Criminal Tribunal for Rwanda	2 321
International Humanitarian Fact-Finding Commission	15
International Seabed Authority	119
International Tribunal for Law of the Sea	173
Organisation for Economic Co-operation and Development	7 703
Organisation for the Prohibition of Chemical Weapons	1 801
United Nations—Assessed Contribution	29 855
United Nations Educational, Scientific and Cultural Organization	6 525
Wassenaar Arrangement	74
World Trade Organization	1 912
<i>Subtotal International Organisations</i>	<i>75 312</i>

	Total (\$'000)
International Peacekeeping Operations	
UN Disengagement Observer Force	838
UN Force in Cyprus	415
UN Interim Administration Mission in Kosovo	5 285
UN Interim Force in Lebanon	1 493
UN Mission for the Referendum in Western Sahara	614
UN Mission of Support in East Timor	4 149
UN Mission in Ethiopia and Eritrea	3 684
UN Mission in Sierra Leone	9 338
UN Observer Mission in Georgia	605
UN Observer Mission in Liberia	8 916
UN Organization Mission in the Democratic Republic of the Congo	10 211
<i>Subtotal Peacekeeping Operations</i>	<i>45 548</i>
Total	120 860

* /Contributions to international organisations and UN peacekeeping operations are administered under Outcome 1. Reporting of payments under the outcome structure provides consistency with the reporting of these items in the *Portfolio Budget Statements 2003-04* and the *Portfolio Additional Estimates Statements 2003-04*.

APPENDIX 12

List of sponsors

Following is a list of sponsors who supported projects or programs undertaken by the department during the year. The list includes sponsorship equivalent to \$1500 and above.

TABLE 32. LIST OF SPONSORS

Sponsor	Project/Program	Output	Amount (\$)
Allied Pickfords Japan Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	6 335
ANZ Banking Group Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	12 460
Australian Trade Commission	Australia Day Reception (Seoul)	1.1	5 000
Australia New Zealand Chamber of Commerce	Australia Day Reception (Seoul)	1.1	2 281
Australian Tourist Commission	Australia Day in Spring 2004 (Tokyo)	1.1	25 060
AWB Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	6 335
BHP Billiton (Japan) Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	6 250
Beringer Blass Wine Estates	Australia Day Reception (Rome)	1.1	1 643
BHP Billiton (Korea) Ltd	Australia Day Reception (Seoul)	1.1	4 897
Chevron Texaco Australia Pty Ltd	Australia Day Reception (Seoul)	1.1	4 634
Chevron Texaco International Gas Inc	Australia Day Reception (Seoul)	1.1	4 897
Government of Western Australia	Australia Day in Spring 2004 (Tokyo)	1.1	1 760
Hilton Hotel Tokyo	Australia Day in Spring 2004 (Tokyo)	1.1	6 335
KK Aristocrat Technologies	Australia Day in Spring 2004 (Tokyo)	1.1	12 250
Meat and Livestock Australia Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	12 670
National Australia Bank Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	6 305
National Australia Bank Ltd	Australia Day 2004 (Seoul)	1.1	4 563
North West Shelf Australia LNG Pty Ltd	Australia Day 2004 (Seoul)	1.1	4 868
North West Shelf Liaison Company	Australia Day in Spring 2004 (Tokyo)	1.1	6 305
Oakwood Residence Azabujyuban Tokyo	Australia Day in Spring 2004 (Tokyo)	1.1	3 168
Qantas Airways Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	35 729
Queensland Government Trade & Investment Office	Australia Day in Spring 2004 (Tokyo)	1.1	3 168

Sponsor	Project/Program	Output	Amount (\$)
Rio Tinto Japan Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	3 130
Schiavello Japan Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	3 170
Servcorp Tokyo K K	Australia Day in Spring 2004 (Tokyo)	1.1	3 130
Shinhan Macquarie Financial Advisory Co Ltd	Australia Day 2004 (Seoul)	1.1	4 897
Tony's Tuna International Pty Ltd	Australia Day in Spring 2004 (Tokyo)	1.1	3 168
Woodside Energy Ltd	Australia Day 2004 (Seoul)	1.1	4 596
AWB Ltd	Delivery of trade policy workshop	1.3	18 182
Australian Tourist Commission	Working Holiday Brochure (Paris)	2.1	1 942
Department of Immigration and Multicultural and Indigenous Affairs	Working Holiday Brochure (Paris)	2.1	1 942
ISIC (International Student Identity Card)	Working Holiday Brochure (Paris)	2.1	1 942
OTU Voyages	Working Holiday Brochure (Paris)	2.1	1 942
Qantas Airways Ltd	Working Holiday Brochure (Paris)	2.1	1 942
Abdel Hadi (Jordan Today Magazine)	Australian Film Festival (Amman)	3.1	1 540
Amorim Group	Mini Festival Australia (Lisbon)	3.1	1 699
ANZ Banking Group Ltd	Sponsorship for <i>PNG: The Way Ahead</i> report	3.1	5 000
ANZ Banking Group Ltd	Australian Film Festival (Beijing)	3.1	33 931
Australia Council	Ancient Future Australian Arts Program (Tokyo)	3.1	238 000
Australian Agency for International Development (AusAID)	Sponsorship for <i>Solomon Islands: Rebuilding an island economy</i> report	3.1	10 000
Australian Agency for International Development (AusAID)	Sponsorship for <i>PNG: The Way Ahead</i> report	3.1	20 000
Australian Agency for International Development (AusAID)	Sponsorship for <i>Globalisation: Keeping the Gains</i> report	3.1	32 000
Australian Agency for International Development (AusAID)	Delivery of services trade workshop	3.1	16 860
Australian Trade Commission	Australia 2004 advertisement (Washington)	3.1	8 992
Australian Education International	Australia in Brief (Buenos Aires)	3.1	5 000
Australian Greenhouse Office	2005 Aichi Expo	3.1	20 000
Australia–Korea Foundation	Reproduction of George Rose stereographs project (Seoul)	3.1	9 285

Sponsor	Project/Program	Output	Amount (\$)
Australian Tourist Commission	Australian Film Festival (Hong Kong)	3.1	4 799
Australian Tourist Commission	Australian Wine Week 2004 (Berlin)	3.1	1 500
Bartercard Jordan	Australian Film Festival (Amman)	3.1	3 080
BHP Billiton	Australian Film Festival (Santiago)	3.1	1 964
BHP Billiton Petroleum Pty Ltd	Public Affairs Program (Brunei)	3.1	15 116
Brasseries Kronenbourg (Fosters)	Australia Land of Fun Project (Paris)	3.1	2 591
Caixa Geral Depositos	Mini Festival Australia (Lisbon)	3.1	8 721
Cardinal Properties	Australian Film Festival (Bucharest)	3.1	3 915
Commonwealth Bank of Australia	Australian Film Festival (Hong Kong)	3.1	12 834
Commonwealth Bank of Australia	Australian Film Festival (Singapore)	3.1	9 769
Fosters Brewing Group	Australia Day Function 2004 (Berlin)	3.1	1 530
Fundação Oriente	Mini Festival Australia (Lisbon)	3.1	1 649
George Prelea	Australian Film Festival (Bucharest)	3.1	3 313
Hong Kong Arts Centre	Australian Film Festival (Hong Kong)	3.1	7 001
IDP Education Australia Ltd	Bell Shakespeare (Kuala Lumpur)	3.1	5 278
InterContinental Hotels Group	Australian Wine Week 2004 (Berlin)	3.1	5 000
JE Javei Beijing	Performance by the Australian String Quartet	3.1	5 524
JFL Distribution	Australia Land of Fun Project (Paris)	3.1	3 012
Lexington Partners Inc	'Boy From Oz' Reception (New York)	3.1	7 562
Macquarie Holdings	'The Interpreter' Reception (New York)	3.1	27 999
Mincom International Ltda	Australian Film Festival (Santiago)	3.1	2 021
Nick Cojocar	Australian Film Festival (Bucharest)	3.1	4 489
Orica Chile	Australian Film Festival (Santiago)	3.1	2 006
Parmalat	Cultural Relations (Rome)	3.1	7 990
Price Waterhouse Coopers	Australian Film Festival (Bucharest)	3.1	3 324
Price Waterhouse Coopers	Australian Film Festival (Budapest)	3.1	3 025
Qantas Airways Ltd	Australia in Brief publication (Paris)	3.1	4 243
Qantas Airways Ltd	Australia Day Function 2004 (Berlin)	3.1	4 942
Radacini SRL	Australian Film Festival (Bucharest)	3.1	3 525
Recall	Australian Film Festival (Brasilia)	3.1	2 141

Sponsor	Project/Program	Output	Amount (\$)
Seoul Metropolitan Government	Australian Indigenous Festival (Seoul)	3.1	5 457
South Australian Film Corporation	Australian Film Festival (Beijing)	3.1	5 199
South Australian Government Office, London	Australian Wine Week 2004 (Berlin)	3.1	6 000
Toyota Affiliated	2005 Aichi Expo	3.1	179 000
Toyota Australia	2005 Aichi Expo	3.1	500 000
Vodafone Hungary Ltd	Australian Film Festival (Budapest)	3.1	1 957
Voyageurs du Monde	Australia Land of Fun Project (Paris)	3.1	2 591
Warner Bros	Australia Land of Fun Project (Paris)	3.1	88 480
Western Lobster Development Association	Australia Land of Fun Project (Paris)	3.1	3 603
William Angliss Institute of International Education	Australian Film Festival (Budapest)	3.1	1 978
Total			1 593 331

APPENDIX 13

Summary of the overseas network

Following is a summary of the overseas network as at 30 June 2004. .
A comprehensive listing of the overseas network, including arrangements for the .
accreditation and responsibilities of overseas posts is available at the department's .
website, www.dfat.gov.au/dept. This information is updated regularly..

**TABLE 33. EMBASSIES, HIGH COMMISSIONS, CONSULATES AND MULTILATERAL MISSIONS
MANAGED BY THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (85 POSTS)**

Country of location	City	Post type
Argentina	Buenos Aires	Embassy
Austria	Vienna	Embassy/Permanent Mission to the United Nations
Bangladesh	Dhaka	High Commission
Belgium	Brussels	Embassy/Mission to the European Union
Brazil	Brasilia	Embassy
Brunei Darussalam	Bandar Seri Begawan	High Commission
Burma	Rangoon	Embassy
Cambodia	Phnom Penh	Embassy
Canada	Ottawa	High Commission
Chile	Santiago	Embassy
China, People's Republic of/	Beijing Guangzhou Hong Kong SAR Shanghai	Embassy Consulate-General Consulate-General Consulate-General
Croatia	Zagreb	Embassy
Cyprus	Nicosia	High Commission
Denmark	Copenhagen	Embassy
East Timor	Dili	Embassy
Egypt	Cairo	Embassy
Federated States of Micronesia	Pohnpei	Embassy
Fiji	Suva	High Commission
France/	Paris* Paris	Embassy Delegation to the OECD

Country of location	City	Post type
Germany	Berlin	Embassy
Ghana	Accra	High Commission
Greece	Athens	Embassy
Hungary	Budapest	Embassy
India	New Delhi	High Commission
Indonesia	Jakarta Bali (Denpasar)	Embassy Consulate-General
Iran	Tehran	Embassy
Iraq	Baghdad	Embassy
Ireland	Dublin	Embassy
Israel	Tel Aviv	Embassy
Italy	Rome	Embassy
Japan	Tokyo	Embassy
Jordan	Amman	Embassy
Kenya	Nairobi	High Commission
Kiribati	Tarawa	High Commission
Korea, Republic of	Seoul	Embassy
Laos	Vientiane	Embassy
Lebanon	Beirut	Embassy
Malaysia	Kuala Lumpur	High Commission
Malta	Valletta	High Commission
Mauritius	Port Louis	High Commission
Mexico	Mexico City	Embassy
Nepal	Kathmandu	Embassy
Netherlands	The Hague	Embassy
New Caledonia	Noumea	Consulate-General
New Zealand	Wellington	High Commission
Nigeria	Abuja	High Commission
Pakistan	Islamabad	High Commission
Papua New Guinea	Port Moresby	High Commission
Philippines	Manila	Embassy
Poland	Warsaw	Embassy
Portugal	Lisbon	Embassy

Country of location	City	Post type
Russia	Moscow	Embassy
Samoa	Apia	High Commission
Saudi Arabia	Riyadh	Embassy
Serbia and Montenegro	Belgrade	Embassy
Singapore	Singapore	High Commission
Solomon Islands	Honiara	High Commission
South Africa	Pretoria	High Commission
Spain	Madrid	Embassy
Sri Lanka	Colombo	High Commission
Sweden	Stockholm	Embassy
Switzerland	Geneva Geneva	Permanent Mission to the United Nations Permanent Mission to the WTO/ Consulate-General
Thailand	Bangkok	Embassy
Tonga	Nuku'alofa	High Commission
Trinidad and Tobago	Port of Spain	High Commission
Turkey	Ankara	Embassy
United Arab Emirates	Abu Dhabi	Embassy
United Kingdom	London	High Commission
United States of America	Washington DC Chicago Honolulu Los Angeles New York New York	Embassy Consulate-General Consulate-General Consulate-General Consulate-General Permanent Mission to the United Nations
Vanuatu	Port Vila	High Commission
Vatican City	Vatican City†	Embassy
Vietnam	Hanoi Ho Chi Minh City	Embassy Consulate-General
Zimbabwe	Harare	Embassy

* The permanent delegation to UNESCO is located within the embassy in Paris.

† Embassy to the Holy See.

In Nauru, the department maintains an Australian Administrative Centre to facilitate mutual cooperation on processing applications from asylum seekers and coordinating the activity of Australian officials working with the Nauru Government.

In Ramallah, the Australian Government maintains the Australian Representative Office. The Office manages dealings with the Palestinian Authority in the West Bank and Gaza and has responsibility for Australia's development assistance program for the Palestinians.

In Taipei, the Australian Chamber of Commerce and Industry maintains the Australian Commerce and Industry Office, the staff of which includes staff seconded from the Department of Foreign Affairs and Trade, Austrade, the Department of Education, Science and Training and the Department of Immigration and Multicultural and Indigenous Affairs.

TABLE 34. CONSULATES MANAGED BY AUSTRADE (17 POSTS)

Country of location	City	Post type
Brazil	Sao Paulo	Consulate-General
Canada	Toronto	Consulate-General
Germany	Frankfurt	Consulate-General
India	Mumbai	Consulate-General
Italy	Milan	Consulate-General
Japan	Fukuoka	Consulate-General
	Nagoya	Consulate
	Osaka	Consulate-General
	Sapporo	Consulate
	Sendai	Consulate
New Zealand	Auckland	Consulate-General
Peru	Lima	Consulate-General
Romania	Bucharest	Consulate-General
Turkey	Istanbul	Consulate-General
United Arab Emirates	Dubai	Consulate-General
United States of America	Atlanta	Consulate-General
	San Francisco	Consulate-General

TABLE 35. CONSULATES HEADED BY HONORARY CONSULS (49 POSTS)

Country of location	City
Angola	Luanda
Bolivia	La Paz
Brazil	Rio de Janeiro
Bosnia-Herzegovina	Sarajevo*
Bulgaria	Sofia
Canada	Vancouver
Colombia	Bogota
Czech Republic	Prague
Ecuador	Guayaquil
Estonia	Tallinn
Finland	Helsinki*
Former Yugoslav Republic of Macedonia	Skopje

Country of location	City
French Polynesia	Papeete
Greece	Thessaloniki
Indonesia/	Balikpapan* Kupang* Medan
Korea, Republic of	Pusan
Latvia	Riga
Lithuania	Vilnius
Malaysia/	Kota Kinabalu Kuching Penang
Mexico/	Guadalajara Monterrey
Mozambique	Maputo
Nigeria	Lagos
Norway	Oslo
Pakistan	Karachi
Papua New Guinea	Lae
Russia/	St Petersburg Vladivostok
Slovenia	Ljubljana
South Africa/	Cape Town* Durban
Spain/	Barcelona Seville
Thailand/	Chiang Mai Koh Samui
Ukraine	Kyiv
United Kingdom/	Edinburgh Manchester
United States of America/	Boston* Denver Detroit Houston Miami Seattle
Uruguay	Montevideo

* Vacant as at 30 June 2004

TABLE 36. PLACES WHERE CANADA PROVIDES CONSULAR SERVICES TO AUSTRALIAN CITIZENS

Consular area	Canadian post responsible	Australian supervising post
Afghanistan	Kabul	Islamabad
Burkina Faso	Ouagadougou	Abuja
Cameroon	Yaounde	Abuja
Congo, Democratic Republic of	Kinshasa	Harare
Costa Rica	San Jose	Mexico City
Côte d'Ivoire	Abidjan	Accra
Cuba	Havana	Mexico City
Ecuador	Quito	Santiago
Ethiopia	Addis Ababa	Nairobi
Gabon	Libreville	Abuja
Guatemala	Guatemala City	Mexico City
Guinea	Conakry	Abuja
Mali	Bamako	Abuja
Morocco	Rabat	Paris Embassy
Niger	Niamey	Abuja
Senegal	Dakar	Accra
The Gambia		
Syria	Damascus	Cairo
Tanzania	Dar es Salaam	Nairobi
Tunisia	Tunis	Cairo
Venezuela	Caracas	Brasilia

TABLE 37. PLACES WHERE AUSTRALIA PROVIDES CONSULAR SERVICES TO CANADIAN CITIZENS

Consular area	Australian post responsible	Canadian supervising post
Burma	Rangoon	Bangkok
Cambodia	Phnom Penh	Bangkok
East Timor	Dili	Jakarta
Federated States of Micronesia Guam Marshall Islands Northern Marianas Palau	Pohnpei	Canberra
French Polynesia	Noumea	Wellington
Bali Nusa Tenggara Barat	Bali (Denpasar)	Jakarta
Hawaii	Honolulu	Los Angeles
Kiribati	Tarawa	Wellington
Laos	Vientiane	Bangkok
Nauru	Suva	Canberra
New Caledonia	Noumea	Canberra
Papua New Guinea	Port Moresby	Canberra
Samoa	Apia	Wellington
Solomon Islands	Honiara	Canberra
Tonga	Nuku'alofa	Wellington
Vanuatu	Port Vila	Canberra

