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SECTION 5

appendixes

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The following additional appendixes are available on the Internet.

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

- Consultancy services
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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 WTO and 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.

Further information about the Ministers and the Parliamentary Secretary 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 2003	30 June 2002
APS Level 1	0	6	0	0	1	0	7	16
APS Level 2	23	50	1	12	7	1	94	124
APS Level 3	39	51	4	19	13	3	129	139
APS Level 4	65	30	33	46	11	21	206	276
APS Level 5	61	25	33	33	8	12	172	120
APS Level 6	76	2	58	101	9	43	289	355
Exec. Level 1	92	4	34	196	8	83	417	455
Exec. Level 2	42	0	29	101	2	71	245	252
Non-SES Unattached***	72	0	0	51	0	0	123	***
SES Band 1	13	1	11	32	1	34	92	99
SES Band 2	4	0	6	18	0	24	52	56
SES Band 3	0	0	2	5	0	8	15	12
SES (Spec.) Band 1	0	0	0	1	0	0	1	1
SES (Spec.) Band 2	1	0	0	0	0	0	1	2
SES Unattached***	3	0	0	10	0	0	13	***
Director of Safeguards**	0	0	0	1	0	0	1	***
Secretary	0	0	0	1	0	0	1	1
Cadet	2	0	0	4	0	0	6	3
Graduate APS	30	0	0	22	0	0	52	41
Medical Officer Cl. 2	0	0	2	0	0	4	6	6
Medical Officer Cl. 4	0	0	0	1	0	0	1	1
Total	523	169	213	654	60	304	1 923	1 959

* Broadband classifications applicable to APS1–6, Exec Levels 1–2, cadets and graduates are identified at Table 24 on page 299.

** 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. Counted as a specialist SES in the previous year's data.

*** Includes staff on leave without pay, long service leave, seconded to other agencies and staff covered by the Members of Parliament (Staff) Act. Not reported separately in previous years.

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 2003	30 June 2002
1 747	81	80	15	1 923	1 959

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 2003	Total 30 June 2002
Ongoing employees	840	988	1 828	1 826
Non-ongoing employees	65	30	95	133
Overseas employees* (locally engaged employees)	717	696	1 413	1 472
Total	1 622	1 714	3 336	3 431

* Includes permanent and contract employees.

Table 19. Senior Executive Service by level and location

Category	Canberra	State Offices	Overseas	Total 30 June 2003	Total 30 June 2002
SES Band 1	45	2	21	68	72
SES Band 2	22	0	4	26	31
SES Band 3	5	0	0	5	4
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	27
Head of Mission Band 2	0	0	26	26	25
Head of Mission Band 3	0	0	10	10	8
Secretary	1	0	0	1	1
SES unattached**	13	0	0	13	**
Total	89	2	85	176	171

* 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 & staff covered by the Members of Parliament (Staff) Act. Not reported separately in previous years.

Table 20. Senior Executive Service by gender

Category	Female	Male	Total 30 June 2003	Total 30 June 2002
SES Band 1	22	46	68	72
SES Band 2	6	20	26	31
SES Band 3	0	5	5	4
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	3	21	24	27
Head of Mission Band 2	4	22	26	25
Head of Mission Band 3	2	8	10	8
Secretary	0	1	1	1
SES unattached**	3	10	13	**
Total	41	135	176	171

* 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 & staff covered by the Members of Parliament (Staff) Act. Not reported separately in previous years.

Table 21. Senior Executive Service: gains and losses during the year

	Total
Commenced in the department*	19
Separated from the department	14

* 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	1	0	1	2
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 2003

Location/ Overseas Post Region	Australia- based: female	Australia- based: male	Australia- based: total	Locally engaged: female	Locally engaged: male	Locally engaged: total
Canberra	523	654	1177	–	–	–
Overseas post region						
North Asia	32	32	64	108	71	179
South and South-East Asia	54	82	136	189	244	433
Americas	33	40	73	92	75	167
Europe	49	80	129	201	167	368
New Zealand and the South Pacific	24	30	54	63	71	134
Middle East and Africa	21	40	61	64	68	132
Subtotal	213	304	517	717	696	1 413
State and territory offices						
New South Wales	61	13	74	–	–	–
Northern Territory	2	3	5	–	–	–
Queensland	31	9	40	–	–	–
South Australia	10	5	15	–	–	–
Tasmania	3	3	6	–	–	–
Victoria	44	17	61	–	–	–
Western Australia	18	10	28	–	–	–
Subtotal	169	60	229	–	–	–
Total	905	1018	1 923	717	696	1 413

Table 24. Employees covered by the Certified Agreement and Australian Workplace Agreements (AWAs) as at 30 June 2003

Classification	Certified Agreement		AWA		Total
	Salary range (\$)	No.	Salary range (\$)	No.	
APS Level 1–3 Broadband 1 (includes graduates and cadets)	28 994–40 336	287	16 405–32 811	6	293
APS Level 4–5 Broadband 2	42 978–49 264	389	*	3	392
APS Level 6–Exec. Level 1 Broadband 3	51 428–70 076	775	64 601–84 693	7	782
Exec. Level 2 Broadband 4	72 269–84 693	245	88 523–97 397	**28	273
Medical Officers	95 190–106 902	6	*	1	7
Sub-total non-SES		1 702		45	1 747
SES	n/a	n/a	105 191–190 260	175	175
Sub-total SES				175	175
Total		1 702		220	1 922 #

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 (HOM) 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.

Note: Details of non-salary benefits are provided in Section 3—Corporate Management and Accountability.

Performance pay

Ratings finalised and bonuses paid during 2002–03, as shown in the following tables, relate to the 2001–02 performance appraisal cycle under the department's *Certified Agreement 2000–2003*. Members of the SES continued to be eligible for performance pay in the form of bonuses only; 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.

In June 2002, staff agreed on variations to the *Certified Agreement 2000–2003* that modified aspects of the performance management system. The variations to the CA introduced a five-tier rating scale: Outstanding, Superior, Fully Effective, Effective and Unsatisfactory. Set ratios within salary broadbands attaching to these ratings were 10 per cent Outstanding and 20 per cent Superior, with no ratios attaching to Fully Effective, Effective or Unsatisfactory. The distribution of ratings is shown in Table 25.

Table 25. Ratings distribution by level, location and gender*

	Unsatisfactory	Effective	Fully Effective	Superior (20%)	Outstanding (10%)
Female	0.6%	11.5%	55.4%	21.8%	10.8%
Male	0.9%	9.9%	61.3%	18.7%	9.3%
Australia	1.0%	11.6%	56.7%	20.6%	10.0%
Overseas	0.0%	7.9%	63.5%	18.8%	9.9%
BB1 (APS level 1–3)	2.9%	20.2%	47.1 %	20.2%	9.6%
BB2 (APS level 4–5)	1.4%	12.9%	55.9%	19.8%	10.0%
BB3 (APS level 6–EL1)	0.0%	7.9%	62.1%	20.0%	9.9%
BB4 (Exec level 2)	0.0%	7.0%	61.7%	21.0%	10.3%
SES	0.0%	9.2%	60.1%	20.8%	9.8%

* Totals may not equal 100 per cent due to rounding.

Staff who have worked less than 3 months of the cycle, non-ongoing staff who have worked less than 12 months in the department plus three months of the current performance cycle and some seconded staff are not eligible to participate in the performance management system.

Under the revised system in 2001–02, non-SES employees rated 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 be combined with another Fully Effective 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 bonus payment or pay point movement.

The cash value of performance-related bonuses and pay point movements for the 2001–02 performance cycle was \$4.6 million (compared to \$5.2 million for 2000–01).

Table 26. Performance bonus payments by level: 2001–02 performance cycle

	Number	Aggregated Amount (\$'000)	Average Amount (\$)	Range of Payments (\$)
BB1	111	173	1 558	290–4 840
BB2 (APS level 4–5)	192	188	980	430–5 911
BB3 (APS level 6–EL1)	459	947	2 063	514–8 409
BB4 (Exec level 2)	205	614	2 996	723–10 163
SES (including heads of mission)	152	1 050	6 908	2 809–21 095
Total	1 119	2 972		

SES bonuses for the 2001–02 cycle cost \$1.1 million (around the same amount as for 2000–01). Bonuses ranged from three per cent to 12 per cent of annual salary. SES bonus payments ranged from \$2809 (SES Band 1 employees with a three per cent bonus) to \$21 095 (SES Band 3 employees with a 12 per cent bonus). The cost of performance bonuses and pay point movements for non-SES employees was around \$3.6 million and 618 (or 38.3 per cent of) non-SES employees advanced a pay point as a result of their 2001–02 performance rating.

Staff training and development

Table 27. Training days

Location	Number of training days 2002–03
Overseas posts: Australia-based	3 653
Overseas posts: Locally engaged	8 029
State offices	300
Divisions	6 388
Language training	10 589
Graduate training	1 630
Total number of training days	30 589
Average days of training per employee	9.1

Table 28. Training costs

Location	Amount (\$) 2002–03
Overseas posts: Australia-based	427 898
Overseas posts: Locally engaged	1 019 550
State offices	38 977
Divisions	257 107
Training and Development Section *	919 575
Language Training **	2 599 568
Information Technology Training	160 000
Total expenditure	5 422 675
Percentage of expenditure on training of total salary costs	2.9

* 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 courses.

** Includes language training both in Australia and in-country where paid for by the department's Training and Development 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) (OHS (CE)) Act 1991*.

The department's occupational health and safety policy

The department is committed to facilitating an organisational culture that actively seeks to improve work practices and to foster attitudes that sustain healthy and safe work environments. To help achieve this, a new Occupational Health and Safety (OHS) Policy Statement was issued by the Secretary in March 2003 and a new two-year Employer/Employee OHS Agreement is being negotiated between management, staff and union representatives.

The departmental Workplace Relations Committee (WRC) OHS Sub-Committee meets every three months and 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 assist in the dissemination of health and safety information.

In Australia, there are 31 designated work groups with, at present, 29 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 our OHS management systems comply with our 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. 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 the locally engaged staff at overseas posts. The case manager is also available to assist 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, 38 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. In response to requests from employees experiencing discomfort at their workstations, the OHS/rehabilitation case manager arranged 60 workstation assessments by external ergonomic consultants. We undertook training sessions on workplace safety for newly appointed SES staff, recently recruited employees and staff proceeding to or returning from overseas postings.

The Secretary approved measures to ensure appropriate long-term management and funding of the department's Fitness Centre. We invited professionally qualified consultants to conduct in-house health promotion activities, including yoga and fitness classes and a flu vaccination program. We communicated health and safety awareness messages throughout Australia and overseas with bulletins on the department's intranet and distributed a monthly electronic newsletter titled well@work.

Response to Comcare Planned Investigation Program (PIP) 2001–2002

Comcare Australia conducted a Planned Investigation Program (PIP) of three departmental worksites in Brisbane, Canberra and Sydney between March and June 2002 to assess our OHS policies and practices in line with the requirements of section 41 of the *OHS (CE) Act 1991*. In a report of its findings in October 2002, Comcare said that the main strengths of the department's OHS systems were the management of work processes and the movement of materials, while weaknesses were identified in our risk management and training strategies and in our incident notification procedures.

In early February 2003, the Senior Executive approved a whole-of-department OHS Action Plan responding to the recommendations and, in May 2003, Comcare advised that action proposed had adequately addressed its recommendations. Implementation of the Plan is expected to be completed by the end of 2003.

Reporting requirements under the Act

One potentially dangerous occurrence related to asbestos removal was 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 29. Occupational health and safety statistics

	2002-03	2001-02	2000-01
Total departmental staff covered by Comcare (includes employees located in Australia, Australia-based employees overseas and, where applicable, locally engaged staff)	2 578	2 673	2 759
Number of claims accepted by Comcare, comprising:	12	21	15
—back injuries	2	1	4
—sprains and strains, excluding backs	5	9	3
—occupational overuse injuries	2	4	1
—other	3	7	7
Average cost of compensation claims to date*	\$4 078	\$3 635	\$3 208
Departmental premium for Comcare coverage (as a percentage of total departmental wages and salaries)	0.46	0.48	0.70

* Information provided by Comcare; covers cost of sick leave taken and all associated hospital/medical/pharmaceutical costs associated with the claim.

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. Our policies and Service Charters—the Passports Australia Client Service Charter and the Consular Services Charter—expressed our commitment to providing appropriate and equitable services to people with disabilities.

The department's Workplace Diversity Program (WDP) includes specific reference to our commitment to employees with disabilities. In 2002–03, we introduced and trialled the departmental Workforce Skills Scheme to facilitate the development of workforce skills and experience, including for people with disabilities. Under the Scheme, we provided a three-month placement, from late April 2003, for a trainee employee with a disability in the department's Information Management Branch, where the trainee undertook information technology (IT) system support duties.

We also continued to seek new and improved ways of meeting the needs of individual employees with disabilities, including improved procedures to assist the movement of employees with limited vision within the department's headquarters in Canberra, the R G Casey Building, and assistance to expand work opportunities for employees with physical and learning disabilities.

To support employees with sight impairment and physical disability in typing, the department's IT Change Review Board facilitated the installation of WDP-related applications for SATIN, the Australian Government's secure international communications system. Officers with sight disabilities were provided with Zoomtext and Jaws software programs and with 21-inch flat screen monitors, and officers unable to type have access to Dragon Dictate software 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 2003, approximately 1.5 per cent of our employees identified themselves as having a disability. The collection of more comprehensive baseline data and the implementation of mechanisms for monitoring performance on CDS issues continue to be under review as areas for further improvement.

Policy adviser role

Performance indicator	Performance measure	Current level of performance, 2002–03
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	New policies are placed on the Internet at www.dfat.gov.au . The department's Workforce Skills Scheme was advertised in the Public Service Gazette in April 2003. Policies are expressed in clear English. The department is committed to making documents available in other formats (for example audio, large print) on request.

Provider role

Performance Indicator	Performance measure	Current level of performance, 2002–03
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 National Office for the Information Economy for people with disabilities or technical constraints, for example low bandwidth users.</p> <p>Information on travelling with a disability is included from time to time in the Consular newsletter.</p> <p>Client responses on the provision of consular services have made no references or requests concerning areas of improvement for people with disabilities.</p> <p>Client responses to Passports Australia's feedback questionnaires have made no references or requests concerning areas of improvement for people with disabilities.</p> <p>Revised physical security arrangements in the department during the year took into account 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, including for Australians with disabilities.</p> <p>Passports Australia's Client Service Charter includes a commitment to the provision of appropriate passport services for people with disabilities. In 2002–03 the department began a review of the Passports Australia Client Service Charter and the needs of people with disabilities form part of the review.</p>

Provider role (continued)

Performance Indicator	Performance measure	Current level of performance, 2002–03
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 concerning people with disabilities.</p> <p>Passports Australia's Client Service Charter states that complaints and other feedback can be provided to the Australian Passport Information Service; to the Passports Australia website; and directly in writing or by email to the Director, Passport Operations Section.</p> <p>The Consular Services Charter outlines mechanisms for lodging complaints, including an online form which can be submitted electronically, or sent by facsimile, raising it directly with the overseas office concerned, or directly in 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, 2002-03
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 2000-03</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 the percentage of recruitment information requested in accessible format, the department is committed to ensuring 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 reference to its legal underpinning.</p> <p>Recruitment documentation makes provision for potential applicants to identify any special needs as part of the recruitment process.</p>

Employer role (continued)

Performance indicator	Performance measure	Current level of performance, 2002-03
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.
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 disability issues is included in all training and development programs including leadership, graduate and pre-posting training.
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 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 2003.

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 63 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:

Freedom of Information Unit
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 Freedom of Information Unit.

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. Where the records contain potentially exempt material, a charge will be levied to cover the actual cost of assessment and administration. Inquiries about eligibility for special access or information on departmental history should be addressed to:

Director, Historical Research and Access
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 (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 WTO formal dispute settlement processes
 - negotiating amendments to the WTO Agreement
 - negotiating bilateral trade agreements, such as the Singapore–Australia Free Trade Agreement and the Australia–Thailand Closer Economic Relations Agreement
 - implementing bilateral trade agreements, such as the Australia New Zealand Closer Economic Relations 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.

- 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 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 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 the Department of Immigration and Multicultural and Indigenous Affairs 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 Australian 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, and Australia's obligations under the Organisation for Economic Co-operation and Development (OECD) Arrangement on Guidelines for Officially Supported Export Credits
- representing the Australian 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.

Organisation

A chart showing the department's senior executive structure as at 30 June 2003 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 Industries Development Association, the Confederation of Australian Industries (and the various business cooperation committees that meet under the Confederation's aegis), and Australian industry, including AWB Ltd, Australian Dairy Corporation, Meat and Livestock Australia, Australian Services Network, Australian Ricegrowers' Cooperative Limited, Sheepmeat Council of Australia, Horticulture Australia, National Farmers' Federation 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
- consultation with Australia's financial sector concerning the freezing of terrorist assets
- 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, including with Singapore, the United States, Thailand, Japan and China

- formal arrangements for consultations with interested bodies on trade-related matters, including the Trade Policy Advisory Council and the National Trade Consultations Agricultural Trade Consultative Group
- liaison with industry in the preparation of the annual trade outcomes and objectives statement
- consultation with industry 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
- consultations with the National Consultative Group on Biological Weapons
- liaison with the Council for Security Cooperation in the Asia Pacific (CSCAP) and its Australian Member Committee (AUS-CSCAP)
- 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.

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, disarmament, 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 cablegrams 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 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*
- documents of international agencies
- emergency task force papers
- Executive Council minutes and accompanying documentation
- annual post evaluation report papers
- 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, including *In the National Interest* (published 1997) and *Advancing the National Interest, Australia's Foreign and Trade Policy White Paper* (published 2003) and Trade Outcomes and Objectives Statements
- corporate planning documents, including the *Corporate Plan 2000–2002*, Portfolio Budget Statements and Portfolio Additional Estimates Statements
- 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 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*)
- magnetic storage and microfiche 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 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 www.dfat.gov.au and tradewatch.dfat.gov.au.

Registers of Australian births overseas

The Department of Immigration and Multicultural and Indigenous Affairs 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 the Department of Immigration and Multicultural and Indigenous Affairs, 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. A list of departmental publications produced or updated during the year in review is provided in the online version of this report.

APPENDIX 6

INQUIRIES BY PARLIAMENTARY COMMITTEES

The Senate Foreign Affairs, Defence and Trade Legislation Committee reported on the department's proposed expenditure (Estimates Reports) on 19 March 2003 (Additional Estimates) and 19 June 2003 (Budget Estimates), and tabled its *Scrutiny of Annual Reports No. 2 of 2002* on 18 September 2002 and *Scrutiny of Annual Reports No. 1 of 2003* on 20 March 2003.

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

Joint Standing Committee on Foreign Affairs, Defence and Trade

- *Annual review of Australia's relations with the United Nations*, on 2 July 2002
- *Scrutiny of the World Trade Organisation*, 23 August 2002
- *Review of the Annual Report*, on 5 February and 3 March 2003
- *Inquiry by the Trade Sub-Committee into Expanding Australia's Trade and Investment relationship with the countries of Central Europe*, on 18 February 2003
- *Inquiry by the Defence Sub-Committee into the Role of Maritime Strategy in Australia's Defence Policy*, on 26 February 2003
- *Inquiry by the Foreign Affairs Sub-Committee into Building Australia's Relations with Indonesia*, on 11 November 2002 and 1 May 2003
- *Inquiry by the Human Rights Sub-Committee into Human Rights and Good Governance Education in the Asia Pacific Region*, on 12 May 2003

Senate Foreign Affairs, Defence and Trade References Committee

- *Inquiry into Australia's relations with Papua New Guinea and the island states of the south-west Pacific*, on 25 October 2002 and 15 May 2003
- *Inquiry into the General Agreement on Trade in Services and the Australia-US Free Trade Agreement*, on 11 April 2003
- *Inquiry into Security Threats to Australians in South East Asia*, on 20 June 2003

Senate Legal and Constitutional References Committee

- *Inquiry into the Migration Legislation Amendment (Further Border Protection Measures) Bill 2002*, on 19 August 2002
- *Inquiry into Customs Legislation Amendment Bill*, on 19 March 2003

Joint Standing Committee on Electoral Matters

- *Inquiry into the Conduct of the 2001 Federal Election*, on 2 December 2002

House of Representatives Standing Committee on Transport and Regional Services

- *Inquiry into Commercial Regional Aviation Services in Australia and Alternative Transport Links to Major Populated Islands*, on 4 November 2002

Joint Committee on Public Works

- *Construction of a new Chancery building for the Australian High Commission, Colombo, Sri Lanka*, on 19 June 2003

Joint Committee of Public Accounts and Audit

- *Inquiry into the Management and Integrity of Electronic Information in the Commonwealth*, on 18 December 2002

Senate Standing Committee on Finance and Public Administration

- *Recruitment and Training in the Australian Public Service*, on 14 August 2002.

Joint Standing Committee on Treaties

Departmental officers also 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.

- Treaties Report no. 48 reviewed treaties tabled on 27 August and 17 September 2002. The department appeared on 16 and 23 September 2002 in respect of:
 - The Agreement with New Zealand relating to Air Services (done at Auckland on 8 August 2002)
 - The Treaty with the Hellenic Republic on Mutual Assistance in Criminal Matters (done at Athens on 4 July 2002)
 - An Amendment to the Limitation Amounts in the Protocol of 1992 to amend the International Convention on Civil Liability for Oil Pollution Damage (1969)
 - An Amendment to the Limits of Compensation in the Protocol of 1992 to amend the International convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (1971)
 - Amendments to the schedule for the International Whaling Convention

- Agreement with the United States concerning Security Measures for the Reciprocal Protection of Classified Information, done at Canberra on 25 June 2002
- An Amendment to the Double Taxation Agreement with Canada
- An Amendment to the Double Taxation Agreement with Malaysia.
- Treaties Report no. 49 reviewed treaties tabled on 25 June 2002. The department appeared on 12 July, 8 October and 14 October 2002 in respect of:
 - The Timor Sea Treaty
 - Exchange of Notes concerning Agreement with the Democratic Republic of East Timor concerning an arrangement for exploration and exploitation of petroleum in an area of the Timor Sea between Australia and East Timor.
- Treaties Report no. 50 reviewed treaties tabled on 15 October 2002. The department appeared on 21 October in respect of:
 - Exchange of Letters, done at Hanoi on 1 November 2000 and Canberra on 5 August 2002, constituting an Agreement to amend the Agreement with the Socialist Republic of Vietnam for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income, done at Hanoi on 13 April 1992, as amended by an Exchange of Letters done at Canberra on 22 November 1996
 - An Exchange of Letters with the Republic of Ireland constituting an Agreement to Amend the 1997 Agreement on Medical Treatment for Temporary Visitors, done at Canberra on 30 July 2002
 - Third Agreement to extend the 1987 Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology, done at Vienna, on 1 October 2001.
- Treaties Report no. 51 reviewed treaties tabled on 12 November and 3 December 2002. The department appeared on 9 December 2002 in respect of:
 - Amendments done at Bonn, Germany on 24 September 2002, to Appendices I and II of the Convention on the Conservation of Migratory Species of Wild Animals done at Bonn on 23 June 1979
 - Amendment, done at Cambridge, United Kingdom on 14 October 2002, to the schedule to the International Convention for the Regulation of Whaling, done at Washington on 2 December 1946
 - International Treaty on Plant Genetic Resources for Food and Agriculture (Rome, 3 November 2001)
 - Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, done at Vienna on 5 September 1997.
- Treaties Report no. 52 reviewed treaties tabled on 4 March 2003. The department appeared on 24 March and 16 June 2003 in respect of:
 - Singapore-Australia Free Trade Agreement, done at Singapore on 17 February 2003, and Associated Exchange of Notes

- International Convention on the Control of Harmful Anti-Fouling Systems on Ships, done at London on 18 October 2001
- Annex IV: Regulations for the Prevention of Pollution by Sewage from Ships (revised) of the Protocol of 1978 Relating to the International Convention for the Prevention of Pollution from Ships, 1973, as amended (MARPOL 73/78), done at London, 17 February 1978, revised text adopted at London, 13 March 2000
- Amendments, done at Santiago, in November 2002, to Appendices I and II of the Convention on International Trade in Endangered Species of Wild Fauna and Flora, of March 1973.
- The department also appeared on 16 and 23 June in respect of the following treaties tabled on 14 May and 17 June 2003:
 - Agreement with the Democratic Socialist Republic of Sri Lanka for the Promotion and Protection of Investments, done at Canberra on 12 November 2002
 - Agreement with the Kingdom of Belgium on Social Security, done at Canberra on 20 November 2002
 - Agreement with the Republic of Chile on Social Security, done at Canberra on 25 March 2003
 - Agreement with the Republic of Slovenia on Social Security, done at Vienna on 19 December 2002
 - International Labour Organisation Conventions (proposed denunciations)
 - : No. 83: Labour Standards (Non-Metropolitan Territories) Convention, 1947
 - : No. 85: Labour Inspectorates (Non-Metropolitan Territories) Convention, 1947
 - : No. 86: Contracts of Employment (Indigenous Workers) Convention, 1947
 - Amendments to the Annex to the International Convention for the Safety of Life at Sea, 1974, including consideration and adoption of the International Ship and Port Facility Security (ISPS) Code, done at London on 12 December 2002
 - Agreement with the Kingdom of Norway on Medical Treatment for Temporary Visitors, done at Canberra on 28 March 2003
 - Exchange of Notes, done at Canberra on 7 April—27 May 2003, amending the Agreement with the United States of America for the Financing of Certain Educational and Cultural Exchange Programmes, done at Canberra on 28 August 1964 (amendment to the Fulbright Agreement)
 - Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean, done at Honolulu on 5 September 2000
 - Agreement with the Government of the Democratic Republic of East Timor relating to the Unitisation of the Sunrise and Troubadour Fields, done at Dili on 6 March 2003.

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 department responded to a discovery request in relation to legal proceedings regarding a claim for compensation under way before the ACT Supreme Court against another Australian Government agency.
- The Federal Magistrates Court upheld a decision by the department not to issue a passport to the applicant.
- The department settled a claim lodged by a company in a foreign court regarding a lease at an overseas post.
- The Federal Court of Australia made orders in favour of the department in relation to a contractual dispute. A decision on costs handed down in July 2003 was made in favour of the department.
- An applicant sought special leave to appeal to High Court of Australia in relation to a Federal Magistrates Court decision affirming a Human Rights and Equal Opportunity Commission (HREOC) decision that the department had not discriminated against the applicant in relation to his employment. A decision is pending on whether the applicant will be granted special leave to appeal.
- An applicant discontinued legal proceedings in the Federal Court of Australia against the department arising out of an employment decision. Consent orders were agreed.
- An applicant lodged a personal injury claim against the department in the NSW Supreme Court. A directions hearing is scheduled for the second half of 2003.
- Legal proceedings against the department continued in the ACT Supreme Court in relation to a personal injury claim arising out of an incident at an overseas post. The claim is currently subject to settlement negotiations.
- The department settled legal proceedings against an overseas post by a former locally engaged employee in relation to a disputed employment termination.

Tribunals

- Seven decisions by the Minister for Foreign Affairs to cancel passports were appealed to the Administrative Appeals Tribunal (AAT). The AAT decided in favour of the Minister in four cases. One appeal was discontinued by the applicant. Two cases are yet to be resolved.

- An applicant appealed on three occasions to the AAT in relation to the processing of a passport application. The AAT dismissed the first appeal, referred the second to the department and found that it did not have jurisdiction to hear the third.
- Four decisions by the department under the *Passports Act 1938* were appealed to the AAT. The AAT decided in favour of the department in each case.
- The department settled two unfair dismissal claims lodged by former locally engaged employees before foreign tribunals. A foreign tribunal dismissed a separate employment claim by a locally engaged employee against an overseas post and the department is seeking to have another claim struck out. The department is defending two unfair dismissal claims lodged before overseas tribunals by former locally engaged employees.
- The department is seeking to settle administrative liabilities arising out of an earlier decision by a foreign tribunal against an overseas post in relation to an employment matter.
- An application before the AAT for review of a Freedom of Information (FOI) decision made by the department was withdrawn. The department is taking steps to have a separate matter before the AAT in respect of an FOI decision struck out. No action has been taken by the applicant in the matter since 2001.
- A claim against the department in the Australian Industrial Relations Commission on an employment matter was withdrawn. The matter was settled.
- An application was lodged with HREOC concerning a matter relating to the International Covenant on Civil and Political Rights. The parties are currently awaiting the Commissioner's finding. A separate complaint to HREOC regarding an alleged breach of privacy was dismissed.
- Two appeals have been lodged in the AAT in respect of security clearance decisions by the department. Hearing dates are yet to be set. One applicant also lodged a complaint with HREOC.
- An inquiry by the Victorian Coroner into the death of an Australian citizen overseas reopened briefly. The matter was adjourned pending resolution of overseas legal proceedings.

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, accord 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, aid and public diplomacy.

The department engaged constructively in the World Trade Organization's (WTO) Doha Round of multilateral trade negotiations to enhance the mutual supportiveness of trade and environment objectives while resisting efforts by others to condone the use of concepts such as precaution and multi-functionality in environmental forums for trade protectionist purposes. This has included tabling a proposal to advance the issue of the relationship between specific trade obligations in multilateral environment agreements and WTO rules. We supported observer status for secretariats of multilateral environment agreements in the WTO Committee on Trade and Environment in Special Session and increasing information exchange. We continue to explore the scope for increased trade liberalisation within the WTO for environmental goods and services.

The department made a major contribution to Australian engagement in the World Summit on Sustainable Development, focusing on practical outcomes that would advance sustainable development. Key outcomes included: a recognition of the key role of trade and investment flows in sustainable development and of agricultural trade liberalisation; a focus on good governance; and a range of practical environmental initiatives on, for example, high seas biodiversity and coral reefs.

The department led 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 efforts in the United Nations context included Australian leadership on the Agreement on the Conservation of Albatrosses and Petrels under the Convention on the Conservation

of Migratory Species (CMS) of Wild Animals. The department's overseas diplomatic network played a key role in having several species of whales and sharks added to the list of those species protected by the CMS. We worked with like-minded countries within the Ramsar Convention on Wetlands and the Convention on Illegal Trade in Endangered Species to pursue recognition of the particular needs of countries in the Oceania region and progress the marine species agenda, including a plan of action on sharks.

The department has also made an important contribution to development of international legal frameworks for ecologically sustainable development. For example, in the context of the Basel Convention on Hazardous Waste, we helped shape the debate on compliance by focusing on approaches which were facilitative rather than punitive, concentrating on assisting countries through capacity building measures to meet their obligations on the handling of hazardous wastes.

Departmental initiatives within the Commission for the Conservation of Antarctic Marine Living Resources have led to stronger safeguards against illegal, unregulated and unreported fishing, particularly in our exclusive economic zone. Australian efforts within the International Whaling Commission also led to enhanced mechanisms to protect relevant species.

The department 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 our 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 our network of bilateral nuclear safeguards agreements and through dialogue with nuclear shipping states and Pacific island countries.

The department has taken an active approach to outreach on trade and environment issues, including organising and chairing a high-level Asia Pacific Economic Cooperation workshop in Bangkok and providing assistance in the African region through the Indian Ocean Rim Association for Regional Cooperation, to raise awareness, particularly among developing countries, about how environment and trade objectives can be taken forward in a mutually supportive manner.

The department's Direct Aid Program contributes to ecologically sustainable development. Last year, several projects had an environmental focus, including: the purchase of equipment and raw materials to be used to teach women in northern Brazil to manufacture natural soap from the fruit of local palm trees; the preservation of a mangrove forest reserve in the Federated States of Micronesia; and an awareness campaign to inform locals and tourists about safe and environmentally sustainable ways of interacting with the coral reefs in the British Virgin Islands.

Public diplomacy at posts plays a key role in projecting a positive 'clean and green' image of Australia overseas. The department is 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 2002–03*, are:

1. Australia's national interests protected and advanced through contributions to international security, national economic and trade performance and global economic 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 wide 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 small, practical aid programs to protect the environment and participation in *Clean Up the World* campaigns as outlined on the previous page.

Outcome 4

The department contributes directly to ecologically sustainable development by managing construction and maintenance of the overseas-owned estate (see below).

Effect of the organisation's activities on the environment

The department's daily 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 taken in May 2001, the department has completed the development of an Environmental Management System (EMS) covering its offices in Australia and is in the process of implementing the system. The EMS provides a framework to improve operating efficiencies and to identify and improve environmental

performance. The department is on schedule to achieve accreditation of its Canberra headquarters, the R G Casey Building, under ISO14001 by the end of 2003.

The department has supported 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 energy contract with a 10 per cent green energy requirement.

The department is also working closely with the Australian Greenhouse Office to identify further mechanisms for energy conservation in the R G Casey Building. We are working with the building management on an energy efficiency audit of the operations of the building to identify areas where further efficiencies can be achieved.

Purchasing policies for major consumable items include consideration of their capacity to be recycled and energy efficiency ratings. Computer purchasing policy identifies the components' recyclable qualities as a high priority.

The department conducts its overseas property management and design in accordance with the requirements of the *Commonwealth Procurement Guidelines*. As part of the tender submission for Australian Government projects in the owned overseas estate, consultants are required to provide draft environmental management and waste management plans to enable evaluation panels to assess their management of environmental issues.

Following engagement, project designers are required to prepare a concept design report dealing with issues such as ecologically sustainable development and the life-cycle costings of proposed options. This report also considers the appropriate selection of materials and the setting of energy use targets that are then modelled to confirm that the design meets the targets. The department aims to achieve environmental best practice in all projects regardless of location or local regulatory requirements.

Capital works projects in the design and approvals stages in 2002–03 included the proposed new chancery complexes in Colombo and New Delhi and refurbishment of apartments in the Paris embassy complex. These projects, which are all subject to consideration by the Parliamentary Joint Standing Committee on Public Works, will be completed fully in accordance with the environmentally sustainable requirements outlined in their construction documentation.

Mechanisms for reviewing and increasing the effectiveness of these measures

The EMS, once fully operational, will provide a framework for measuring the effectiveness of the department's efforts in minimising the impact of its operations on the environment. The EMS includes guidelines for reducing power consumption and waste.

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 2002-03, 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 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 Health and Ageing
- 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 Veterans' Affairs
- Invest Australia
- National Library of Australia

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 has purchaser-provider arrangements with Australian Government agencies that require international telecommunications and office automation services for staff at Australia's overseas missions. The department provides these services to the following agencies:

- Attorney-General's Department
- AusAID
- Australian Centre for International Agricultural Research
- Australian Customs Service
- Australian Federal Police
- Austrade
- Department of Agriculture, Fisheries and Forestry (including the Australian Quarantine and Inspection 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 Treasury
- National Library of Australia

The department also has purchaser-provider arrangements with Australian Government agencies that require access to the department's information technology services within Australia. The department provides these services to the following agencies:

- Attorney-General's Department
- AusAID
- Australian Customs Service
- Australian Nuclear Science and Technology Organisation
- Austrade
- Department of Agriculture, Fisheries and Forestry
- Australian Federal Police
- Department of Defence
- Department of the Environment and Heritage
- Department of Immigration and Multicultural and Indigenous Affairs
- Department of the Prime Minister and Cabinet
- Department of the Treasury
- National Surveillance Centre
- Office of National Assessments
- Parliamentary offices for the Prime Minister, the Minister for Immigration and Multicultural and Indigenous Affairs, the Minister for Defence and the Minister for Arts and Sports

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 30. Advertising and market research

Agencies/Organisations	Description	Output	Amount (\$)
Advertising agencies			
RMS Distribution Services Pty Ltd	Promotion show bags for Travel Expo stand	2.1	2 000
Stand-out Promotions	Promotion items for Travel Expo stand	2.1	36 000
Market research organisations			
Open Mind Research Group	Development research for travel advisory campaign	2.1	53 890
Australian Trade Commission (Austrade)	Market research by Newspoll—community attitudes towards trade	3.1	19 285
Hay Menedzsmnt Tanacsadok Kft (Budapest)	Locally engaged staff salary survey	3.1	2 562
Polling and direct mail organisations			
Canberra Mailing	General Agreement on Trade and Services (GATS) Fact Sheet	3.1	1 819
Canberra Mailing	World Trade Organization (WTO) Brochures	3.1	1 566
Media advertising organisations			
HMA Blaze Pty Ltd	Advertisement for general recruitment	1.1	22 796
Hobsons Australia Pty Ltd	Advertisement for general recruitment	1.1	18 416
Starcom Worldwide (Aust) Pty Ltd	Advertisement for general recruitment	1.1	10 357
Spherion Pty Ltd	Advertisement for general recruitment	1.2	3 895
Starcom Worldwide (Aust) Pty Ltd	Advertisements for tenders	1.2	1 757
A Manzoni & C SpA (Rome)	Advertisement for general recruitment	1.4	3 388
RCS Editori SpA (Rome)	Advertisement for general recruitment	1.4	3 554
Tree Ad s.a.l. (Beirut)	Advertisement for register of Australians in Beirut	2.1	1 707
Volkan Reklam Ltd Sti (Ankara)	Advertisement for register of Australians in Lebanon	2.1	3 664
Adcorp Green	Development of front covers for DFAT trade magazine publications	3.1	5 020

Agencies/Organisations	Description	Output	Amount (\$)
Australian Institute of Company Directors	Advertisement promoting services DFAT can provide to businesses	3.1	2 600
HMA Blaze Pty Ltd	Advertising statistical services	3.1	10 058
HMA Blaze Pty Ltd	Visual Arts Touring Program tender advertisement	3.1	3 548
HMA Blaze Pty Ltd	Advertisement for general recruitment	3.1	3 669
Palamedia Ltd	Tradewatch advertisement in Export Magazine	3.1	3 500
Poner Rt (Budapest)	Advertisements for general recruitment	3.1	1 939
Publicidad Queiroz (Caracas)	Advertisement—Australian Film Festival—Venezuela	3.1	4 814
Starcom Worldwide (Aust) Pty Ltd	Advertisement for general recruitment	3.1	4 077
Starcom Worldwide (Aust) Pty Ltd	Advertisement for tenders-provision of Indigenous Curatorial Service	3.1	1 889
State of the Arts Publications	Advertising in the State of the Arts Publication	3.1	8 000
Xtreme Publicite (Port Louis)	Advertisement for Australian Film Festival	3.1	2 609
Zo Card (Singapore)	Advertisement for Australian Film Festival	3.1	7 690
Al Nasar Advertisement (Abu Dhabi)	Advertisement for general recruitment	4.2	5 063
Starcom Worldwide (Aust) Pty Ltd	Advertisement for general recruitment	4.2	3 879
Total			255 011

APPENDIX 11

GRANTS AND CONTRIBUTIONS

Following is a list of grants administered under the department's discretionary grants program and a list of contributions to international organisations and peacekeeping operations administered by the department during 2002-03. Details of grant recipients are available directly from the Australia–China Council, the Australia–India Council, the Australia–Indonesia Institute, the Australia–Korea Foundation and the Images of Australia Branch (for the Cultural Relations Grants Program), through the department's website.

Table 31. Discretionary grants

Title of grant	Brief description/rationale of grant	2002–2003 Budget (\$'000)	2002–2003 Actual (\$'000)
Australia–China Council	To foster people-to-people relations between Australia and China; to promote a greater awareness of Australia as a technologically sophisticated, multicultural, open and liberal society towards Asia; to build a greater awareness of China in Australia, with particular emphasis on customs, cultural and ethical values, business priorities and contemporary issues.	720	722
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.	720	750
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.	840	841
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.	720	720
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.	60	60

Title of grant	Brief description/rationale of grant	2002-2003 Budget (\$'000)	2002-2003 Actual (\$'000)
Australian National Commission for UNESCO	To assist the National Commission in its activities and meetings; to advise the Minister of 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.	50	50
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.	40	40
Cultural Relations Discretionary Grants program	To support key foreign and trade policy objectives by funding requests for cultural projects which promote a contemporary and positive image of Australia.	302	302
Indian Ocean Rim Association for Regional Cooperation Research Program	To develop and strengthen academic expertise on Indian Ocean regional issues, particularly in support of Australian interests in the region, and to provide independent research in support of Australia's key trade and investment objectives in the Indian Ocean region.	80	74
United Nations Youth Association	To enable the Youth Representative to attend the 56th session of the United Nations General Assembly in New York.	9	7
Sub-total Discretionary Grants Program		3 541	3 566

Table 32. Contributions to international organisations and peacekeeping operations¹

	Total (\$'000)
International Organisations	
APEC Business Advisory Council	50
APEC Secretariat	379
Commission for the Conservation of Antarctic Marine Living Resources	709
Commonwealth Secretariat	3 093
Comprehensive Nuclear Test-Ban Treaty Organisation	2 160
Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons	37
Energy Charter Conference Secretariat	240
International Bureau of Permanent Court of Arbitration	18
International Centre for the Study of the Preservation and Restoration of Cultural Property	188
International Criminal Tribunal for the former Yugoslavia	3 150
International Seabed Authority	167
International Tribunal for Law of the Sea	223
International Tribunal for Rwanda	2 591
OECD—Contribution	13 890
OECD—International Energy Agency	620
OECD—Nuclear Energy Agency	295
Organisation for the Prohibition of Chemical Weapons	1 883
Pacific Economic Cooperation Committee Central Fund	37
UN Capital Master Plan	680
UN—Assessed Contribution	45 312
United Nations Educational, Scientific and Cultural Organisation	9 668
World Trade Organization	2 177
Sub-total International Organisations	87 567
International Peacekeeping Operations	
UN Disengagement Observer Force	1 150
UN Force in Cyprus	638
UN Interim Administration Mission in Kosovo	6 566
UN Interim Force in Lebanon	2 150
UN Iraq–Kuwait Observation Mission	411

	Total (\$'000)
UN Mission for the Referendum in Western Sahara	1 202
UN Mission In Bosnia and Herzegovina	1 724
UN Mission of Support in East Timor	3 923
UN Mission in Ethiopia and Eritrea	5 673
UN Mission in Sierra Leone	13 797
UN Observer Mission in Georgia	715
UN Organisation Mission in the Democratic Republic of Congo	16 517
UN Transitional Administration in East Timor	5 086
Sub-total Peacekeeping Operations	59 552
Total	147 118

- 1 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 2002-03* and the *Portfolio Additional Estimates Statements 2002-2003*.

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 33. List of sponsors

Sponsor	Project/Program	Output	Amount (\$)
Australian Agency for International Development (AusAID)	APEC—Geographic Indicators Workshop	1.1	181 158
Australian Agency for International Development (AusAID)	APEC—Trade and Environment Workshop	1.1	55 630
Australian Bureau of Agricultural and Resource Economics (ABARE)	Study into the impact of USFTA on Australian Industry	1.1	30 000
AWB Services Ltd	Training for Egyptian Delegation	1.1	20 000
ABC Asia Pacific TV (ABCAP)	Shanghai International Arts Festival 2002	3.1	20 000
ABC Asia Pacific TV (ABCAP)	Australia at the Zoo Promotion (Taipei)	3.1	5 000
Allied Pickfords Japan	Australia Day in Spring 2003 (Tokyo)	3.1	6 510
Amcor Polska Sp. z.o.o.	Australian Film Festival (Warsaw)	3.1	8 968
Amity Oil International Pty Ltd	Australian Wine & Food Promotion (Ankara)	3.1	9 196
AMP Sanmar	Australian Film Festival (New Delhi)	3.1	3 697
ANZ Banking Group Ltd	Australia Day in Spring 2003 (Tokyo)	3.1	9 983
Arts—South Australia	Shanghai International Arts Festival 2002	3.1	50 000
ARUP GmbH	Book "The Australian Embassy in Berlin" printing costs	3.1	3 646
Australian Airlines	Australia at the Zoo Promotion (Taipei)	3.1	1 500
Australia Council for the Arts	Shanghai International Arts Festival 2002	3.1	100 000
Australia Council for the Arts	Shanghai International Arts Festival 2002	3.1	40 000
Australia Council for the Arts	Shanghai International Arts Festival 2002	3.1	60 000
Australia LNG Pty Ltd	Australia Day Reception (Seoul)	3.1	2 902
Australia New Zealand Chamber of Commerce in Korea	Australia Day Reception (Seoul)	3.1	1 515
Australia-China Council	Shanghai International Arts Festival 2002	3.1	50 000
Australian Agency for International Development (AusAID)	Australia Day (Honiara)	3.1	1 916

Sponsor	Project/Program	Output	Amount (\$)
Australian Federal Police	Australia Day (Honiara)	3.1	1 912
Australian Film Commission	Annecy International Animated Film Festival	3.1	2 011
Australian Meat and Livestock Corporation	Australia Day in Spring 2003 (Tokyo)	3.1	12 593
Australian Tourist Commission	Australian Film Festival (New Delhi)	3.1	1 997
Australian Tourist Commission	Rugby World Cup Promotion Reception (Paris)	3.1	2 771
Australian Tourist Commission	Australian Film Festival (Hong Kong)	3.1	3 449
Australian Tourist Commission	Celebrate Australia 2003 (Hong Kong)	3.1	3 449
Australian Tourist Commission	Rugby Event—Australia 'A' Team Japan Tour	3.1	3 993
Australian Trade Commission	Australia Day Reception (Seoul)	3.1	5 307
Australian Trade Commission	Rugby Event—Australia 'A' Team Japan Tour	3.1	4 008
Australian Trade Commission	Sponsorship for Economic Analytical Unit ICT report	3.1	5 000
Australian Wine and Brandy Corporation	Public Affairs and Cultural Relations Program (Brussels)	3.1	3 094
Australia-New Zealand- Mexico Business Council (ACANZMEX)	Australian Film Festival (Mexico City)	3.1	2 127
Austrian Airlines Group	Australian Film Festival (Warsaw)	3.1	4 385
AUSvacations	Tennis Function—US Open	3.1	1 827
AUSvacations	Tennis Function—US Open	3.1	1 965
BHP Billiton (Japan) Ltd	Australia Day in Spring 2003 (Tokyo)	3.1	6 865
BHP Billiton (Korea) Ltd	Australia Day Reception (Seoul)	3.1	3 031
BHP Billiton Ltd	Sponsorship for Economic Analytical Unit reports	3.1	20 000
Braun & Schlockermann und Partner	Book "The Australian Embassy in Berlin" printing costs	3.1	12 898
Brisbane Symphonic Band Inc.	Brisbane Symphonic Band (Taipei)	3.1	15 000
Chevron Texaco Corporation (Korean representative office)	Australia Day Reception (Seoul)	3.1	3 031
Chuang Shan Hall	Rawmoves touring exhibition (Taipei)	3.1	10 000
Commonwealth Bank of Australia Ltd	Australian Film Festival (Hong Kong)	3.1	10 961
Cultural Bureau of Keelung City Government	Rawmoves touring exhibition (Taipei)	3.1	5 000
Department of Defence	Australia Day (Honiara)	3.1	2 000
Department of Industry, Tourism and Resources	Rugby Event—Australia "A" Team Japan Tour	3.1	3 897

Sponsor	Project/Program	Output	Amount (\$)
Drees & Sommer Projektmanagement und bautechnische Beratung GmbH	Book "The Australian Embassy in Berlin" printing costs	3.1	3 555
Emirates Airlines	Australian Film Festival (Malta)	3.1	1 871
Government of Western Australia	Rugby Event—Australia 'A' Team Japan Tour	3.1	3 993
GSM Operations Pty Ltd (Billabong)	Surf Exhibition and Promotion	3.1	18 057
Harvey Norman	Australian Film Festival (Singapore)	3.1	2 364
Hsinchu County Culture Bureau	Rawmoves touring exhibition (Taipei)	3.1	12 600
IDP Education Australia	Australian Film Festival (Mexico City)	3.1	1 733
IDP Education Australia	Bell Shakespeare Company Workshop	3.1	6 667
Invest Australia	Sponsorship for Economic Analytical Unit Africa report	3.1	10 000
Invest Australia	Rugby Event—Australia "A" Team Japan Tour	3.1	3 915
Ireland Blyth Ltd	Australian Film Festival (Port Louis)	3.1	2 683
JB Were Ltd	Australian Film Festival (Singapore)	3.1	11 366
Jen Ai Hospital	Art in Public Places (Taipei)	3.1	5 000
Jen-Hsin Hospital	Art in Public Places (Taipei)	3.1	6 000
KK Aristocrat Technologies	Australia Day in Spring 2003 (Tokyo)	3.1	6 420
Leam Chabung	Wooden Sailboat Regatta (Bangkok)	3.1	2 064
Macquarie Bank Ltd	Sponsorship for Economic Analytical Unit China report	3.1	10 000
Mincom International Pty Ltd	Australian Film Festival (Caracas)	3.1	1 904
Mitsukoshi Ltd	Rawmoves touring exhibition (Taipei)	3.1	15 000
Monash University Ensemble	Australia at the Zoo Promotion (Taipei)	3.1	10 000
Movie City	Australian Film Festival (Caracas)	3.1	3 892
National Australia Bank Ltd (Seoul)	Australia Day Reception (Seoul)	3.1	3 031
New South Wales Government Office	Rugby Event—Australia 'A' Team Japan Tour	3.1	3 918
New South Wales Ministry of the Arts	Shanghai International Arts Festival 2002	3.1	60 000
North West Shelf Liaison Company	Australia Day in Spring 2003 (Tokyo)	3.1	3 265
NY NY Shopping Centre	NAIDOC week (Taipei)	3.1	40 000
Ogawa Foods Co Ltd	Australia Day in Spring 2003 (Tokyo)	3.1	1 688
Castillo Peralada Vinos v Cavas	Australian Film Festival (Madrid)	3.1	3 325
Platan Group Sp. z.o.o.	Australian Film Festival (Warsaw)	3.1	2 233
Qantas Airways Limited	Newsletter—l'Australie en France	3.1	1 693
Qantas Airways Limited	Opening ceremony new chancery (Berlin)	3.1	5 484

Sponsor	Project/Program	Output	Amount (\$)
Queensland Government Trade & Investment Office	Rugby Event—Australia 'A' Team Japan Tour	3.1	3 975
Quicksilver	Surf Exhibition and Promotion	3.1	36 463
Rio Tinto Japan Ltd	Australia Day in Spring 2003 (Tokyo)	3.1	3 323
Servcorp Tokyo K K	Australia Day in Spring 2003 (Tokyo)	3.1	3 158
Shinhan Macquarie Financial Advisory Co Ltd	Australia Day Reception (Seoul)	3.1	6 061
Srbija BK-Ptt	Australian Film Festival (Belgrade)	3.1	1 784
St. James Cavalier Centre for Creativity	Australian Film Festival (Malta)	3.1	8 316
Taichung City Government Cultural Affairs Bureau	Rawmoves touring exhibition (Taipei)	3.1	5 000
Taipei Artist Village	Art in Public Places (Taipei)	3.1	5 500
Taipei Indigenous Peoples Commission	Art in Public Places (Taipei)	3.1	1 500
Taipei Indigenous Peoples Commission	NAIDOC week (Taipei)	3.1	3 500
Taipei Zoo	Australia at the Zoo Promotion (Taipei)	3.1	20 000
The Eslite Bookstore (Tunhua South)	Rawmoves touring exhibition (Taipei)	3.1	8 600
The New Straits Times Press	Bell Shakespeare Company Workshop	3.1	13 538
The Splendor Hotel Kaoshiung	Rawmoves touring exhibition (Taipei)	3.1	7 000
Times Square (Project) Hong Kong	Celebrate Australia 2003 (Hong Kong)	3.1	104 783
Top Trading Co Ltd	Australia Day in Spring 2003 (Tokyo)	3.1	3 518
UA Cinemas	Australian Film Festival (Hong Kong)	3.1	2 780
Victorian Government Business Office	Rugby Event—Australia "A" Team Japan Tour	3.1	3 918
Warner Village Cinemas	Matrix screening (Taipei)	3.1	2 200
Western Australian Ministry of Culture & Arts	Shanghai International Arts Festival 2002	3.1	22 000
Wilhelm Füssler GmbH & Co	Book "The Australian Embassy in Berlin" printing costs	3.1	53 581
Total			1 398 411

APPENDIX 13

SUMMARY OF THE OVERSEAS NETWORK

Following is a summary of the overseas network at 30 June 2003. 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. These listings are updated regularly.

Table 34. Embassies, high commissions, consulates and multilateral missions managed by the Department of Foreign Affairs and Trade (84 posts)

Country of location	City	Post type
Argentina	Buenos Aires	Embassy
Austria	Vienna	Embassy/Permanent Mission to the United Nations
Bangladesh	Dhaka	High Commission
Barbados	Bridgetown	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	Embassy
	Guangzhou	Consulate-General
	Hong Kong SAR	Consulate-General
	Shanghai	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 ¹	Embassy
	Paris	Delegation to the OECD

Country of location	City	Post type
Germany	Berlin	Embassy
Greece	Athens	Embassy
Hungary	Budapest	Embassy
India	New Delhi	High Commission
Indonesia	Jakarta	Embassy
	Bali (Denpasar)	Consulate-General
Iran	Tehran	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	Lagos ²	High Commission
Pakistan	Islamabad	High Commission
Papua New Guinea	Port Moresby	High Commission
Philippines	Manila	Embassy
Poland	Warsaw	Embassy
Portugal	Lisbon	Embassy
Russia	Moscow	Embassy
Samoa	Apia	High Commission
Saudi Arabia	Riyadh	Embassy
Serbia and Montenegro ³	Belgrade	Embassy

Country of location	City	Post type
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
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 ⁴	Embassy
Venezuela	Caracas	Embassy
Vietnam	Hanoi Ho Chi Minh City	Embassy Consulate-General
Zimbabwe	Harare	High Commission

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

2 The high commission moved to Abuja on 8 September 2003.

3 The Federal Republic of Yugoslavia (FRY) was officially dissolved on 4 February 2003 after the establishment of the state of Serbia and Montenegro.

4 Embassy to the Holy See.

Note:

In Baghdad, the Australian Government maintains the Australian Representative Office. The Office facilitates our contribution to Iraq's rehabilitation, liaises with the Coalition Provisional Authority and key Iraqis, pursues other Australian interests, including in the commercial sphere, and provides limited consular services to Australian citizens in Iraq.

In Nauru, the department maintains an Australian Administrative Centre to facilitate mutual cooperation on processing applications from asylum seekers.

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 35. 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 36. Consulates headed by honorary consuls (49 posts)

Note: This list includes all locations for which a bilateral agreement is current.

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
French Polynesia	Papeete
Ghana	Accra*
Greece	Thessaloniki
Indonesia	Balikpapan* Kupang* Medan
Korea, Republic of	Pusan
Latvia	Riga*
Lithuania	Vilnius
Malaysia	Kota Kinabalu Kuching Penang
Mexico	Guadalajara Monterrey
Mozambique	Maputo
Norway	Oslo
Pakistan	Karachi
Papua New Guinea	Lae
Russia	St Petersburg Vladivostok
Slovenia	Ljubljana

Country of location	City
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

* Currently vacant

During the year the Government of Bosnia-Herzegovina agreed to the establishment of a Consulate headed by an honorary consul in Sarajevo.

Table 37. Places where Canada provides consular services to Australian citizens

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

Table 38. 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	Pohnpei	Canberra
Guam		
Marshall Islands		
Northern Marianas		
Palau		
French Polynesia	Noumea	Wellington
Bali	Bali (Denpasar)	Jakarta
Nusa Tenggara Barat		
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

6

SECTION 6

glossaries and index

Glossary of Terms

Glossary of Acronyms and Abbreviations

Index

GLOSSARY OF TERMS

Accrual accounting	System of accounting where items are brought to account and included in the financial statements as they are earned or incurred, rather than as they are received or paid.
Administered items	Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs.
Agency	Agencies are departments of state, departments of parliament and 'prescribed agencies' for the purposes of the <i>Financial Management and Accountability Act 1997</i> . Where the term is used generally in this document, it is meant to refer to departments, agencies, authorities and non-commercial companies.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
APS employee	A person engaged under section 22, or a person who is engaged as an APS employee under section 72, of the <i>Public Service Act 1999</i> .
Australian Workplace Agreement (AWA)	Individual written agreement between an employer and employee about terms and conditions of employment, made under the <i>Workplace Relations Act 1996</i> .
Certified Agreement	Collective agreement between an employer and a group of employees, or between an employer and a union or unions representing employees, made under the <i>Workplace Relations Act 1996</i> .
Competitive tendering and contracting (CTC)	The process of contracting out the delivery of government activities previously performed by a Commonwealth agency to another organisation. The activity is submitted to competitive tender, and the preferred provider of the activity is selected from the range of bidders by evaluating offers against predetermined selection criteria.
Consolidated Revenue Fund	Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (CRF). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.

Consultancy services	Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts by the nature of the work performed. A consultant is an entity, whether an individual, a partnership or a corporation, engaged to provide professional independent and expert advice or services. Typically, the term consultancy services is used to describe the application of expert professional skills to: investigate or diagnose a defined issue or problem, carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist the agency in management decision making.
Corporate governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.
Effectiveness	The extent to which actual outcomes are achieved, in terms of planned outcomes, via relevant outputs or administered expenses. An intervention's <i>effectiveness</i> should be distinguished from <i>efficiency</i> , which concerns the adequacy of its administration.
Inputs	Resources in the form of people, materials, energy, facilities and funds that an agency uses in activities to produce outputs.
Internal auditing	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
Non-ongoing APS employee	An APS employee who is not an ongoing APS employee.
Ongoing APS employee	A person engaged as an ongoing APS employee as mentioned in paragraph 22(2)(a) of the <i>Public Service Act 1999</i> .
Outcomes	The results, impacts or consequences of actions by the Commonwealth on the Australian community. Planned outcomes are the results or impacts that the Government wishes to achieve. Actual outcomes are the results or impacts actually achieved.
Outputs	The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs include goods and services produced for other areas of government external to the agency.

Performance information	Evidence about performance that is collected and used systematically. Evidence may relate to appropriateness, effectiveness and efficiency. It may be about outcomes, factors that affect outcomes and what can be done to improve them. Performance information may be quantitative (numerical) or qualitative (descriptive). Its usefulness is enhanced by applying standards and other types of comparison (eg, with past performance, other lines of business, or level of need before the intervention) which allow judgments to be made about the extent to which interventions are achieving desired results.
Performance pay	Also known as performance-linked bonuses and usually taking the form of a one-off payment in recognition of performance.
Purchaser-provider arrangements	Arrangements under which the outputs of one agency are purchased by another agency to contribute to outcomes.
Service charters	It is Government policy that departments which provide services directly to the public have service charters in place. A service charter is a public statement about the service that a department will provide and what customers can expect from the department.

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

AAT	Administrative Appeals Tribunal
ABAC	APEC Business Advisory Council
ABC	Australian Broadcasting Corporation
ABCAP	ABC Asia Pacific (television service)
ACC	Australia–China Council
ACIAR	Australian Centre for International Agricultural Research
ADCNET	Australian Diplomatic Communications Network
ADF	Australian Defence Force
AFTA-CER	ASEAN Free Trade Area—Australia New Zealand Closer Economic Relations Trade Agreement
AIC	Australia–India Council
AICC	Australia International Cultural Council
All	Australia–Indonesia Institute
AJF	Australia–Japan Foundation
AKF	Australia–Korea Foundation
ANAO	Australian National Audit Office
APEC	Asia-Pacific Economic Cooperation (forum)
APIS	Australian Passport Information Service
APS	Australian Public Service
AQIS	Australian Quarantine and Inspection Service
ARF	ASEAN Regional Forum
ASEAN	Association of Southeast Asian Nations
ASNO	Australian Safeguards and Non-Proliferation Office
AusAID	Australian Agency for International Development
AUSFTA	Australia–United States Free Trade Agreement
AUSMIN	Australia–United States Ministerial Consultations
Austrade	Australian Trade Commission

AWA	Australian Workplace Agreement
BTT	Bougainville Transition Team
BWC	Biological Weapons Convention
CA	Certified Agreement
CAAR	Council for Australian–Arab Relations
CAD	Canada–Australia Dialogue
Cairns Group	A group of 17 agricultural exporting countries chaired by Australia.
CAP	Common Agricultural Policy (European Union)
CAS	Cultural Awards Scheme
CDS	Commonwealth Disability Strategy
CEP	Closer Economic Partnership (AFTA-CER)
CER–FTA	Closer Economic Relations Free Trade Area
CMAG	Commonwealth Ministerial Action Group
CMIS	Consular Management Information System
COALAR	Council on Australia Latin America Relations
CODEX	Codex Alimentarius Commission (food standards)
CPA	Coalition Provisional Authority
CTBT	Comprehensive Nuclear Test Ban Treaty
CWC	Chemical Weapons Convention
DAP	Direct Aid Program
DFAT	Department of Foreign Affairs and Trade
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs
DPRK	Democratic People’s Republic of Korea (also known as North Korea)
ECOSOC	UN Economic and Social Council
EFIC	Export Finance and Insurance Corporation
EMS	Environmental Management System
ESD	Ecologically Sustainable Development
EU	European Union
FEALAC	Forum for East Asia–Latin America Cooperation

FMCT	Fissile Material Cut-off Treaty
FMIS	Financial Management Information System
FOI	Freedom of Information
FTA	Free Trade Agreement
GST	Goods and Services Tax
HRMIS	Human Resources Management Information System
HRTC	Human Rights Technical and Cooperation Program
IAEA	International Atomic Energy Agency
ICT	Information and Communications Technology
ICTCG	International Counter-Terrorism Coordination Group
IMF	International Monetary Fund
IMV	International Media Visits
IOR-ARC	Indian Ocean Rim Association for Regional Cooperation
IPMT	International Peace Monitoring Team (Solomon Islands)
ITCS	Indirect Tax Concession Scheme
IWC	International Whaling Commission
JCPAA	(Parliamentary) Joint Committee on Public Accounts and Audit
JSCFADT	(Parliamentary) Joint Standing Committee on Foreign Affairs, Defence and Trade
JSCOT	(Parliamentary) Joint Standing Committee on Treaties
KEDO	Korean Peninsula Energy Development Organization
LES	Locally Engaged Staff
LNG	Liquefied Natural Gas
MDG	Market Development Group
MOU	Memorandum of Understanding
MTCR	Missile Technology Control Regime
NAFTA	North American Free Trade Agreement
NAIDOC	National Aborigines and Islanders Day Observance Committee
NATO	North Atlantic Treaty Organisation

NCCPD	National Consultative Committee on Peace and Disarmament
NGO	Non-Government Organisation
NIA	National Interest Account
NPT	Nuclear Non-Proliferation Treaty
NSG	Nuclear Suppliers Group
NTC	National Trade Consultations
OECD	Organisation for Economic Co-operation and Development
OH&S	Occupational Health and Safety
OPCW	Organization for the Prohibition of Chemical Weapons
OPO	Overseas Property Office
OSCU	Open Source Collection Unit
Paris Club	A group of nations (including Australia) that meets on a case-by-case basis to reach a common approach on rescheduling or reducing the debt service on official loans from their countries.
PBS	Portfolio Budget Statements
PIF	Pacific Islands Forum
PMG	Peace Monitoring Group (Bougainville)
PNG	Papua New Guinea
PSI	Proliferation Security Initiative
ROK	Republic of Korea (also known as South Korea)
SAFTA	Singapore–Australia Free Trade Agreement
SAR	Special Administrative Region (eg Hong Kong SAR)
SARS	Severe Acute Respiratory Syndrome
SATIN	Secure Australian Telecommunications and Information Network
SES	Senior Executive Service
SLA	Service Level Agreement
STARS	Statistical Trade Analysis and Retrieval System
SVP	Special Visits Program
TPAC	Trade Policy Advisory Council
TRIPS	Agreement on Trade Related Aspects of Intellectual Property Rights

TTMRA	Trans Tasman Mutual Recognition Arrangement
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNMOVIC	UN Monitoring, Verification and Inspection Commission
UNSC	United Nations Security Council
US	United States of America
WDP	Workplace Diversity Program
WEF	World Economic Forum
WMD	Weapons of Mass Destruction
WTO	World Trade Organization

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