



# Australian Government

## Department of Foreign Affairs and Trade

### ANNUAL REPORT 2003-2004



DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

ANNUAL REPORT 2003–2004



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**Department of Foreign Affairs and Trade**

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15 September 2004

The Hon Alexander Downer MP  
Minister for Foreign Affairs

The Hon Mark Vaile MP  
Minister for Trade

*Dear Ministers,*

It is my pleasure to present to you the Annual Report of the Department of Foreign Affairs and Trade for the financial year 2003–04.

The report has been prepared in accordance with section 63 of the *Public Service Act 1999*. Subsection 63(1) of the *Public Service Act 1999* requires that, after the end of the financial year, the Secretary of a department must give a report to ministers on the department's activities, for presentation to the Parliament.

This year, the report has again been divided into two volumes, Volume 1 being the report of the Department of Foreign Affairs and Trade (DFAT) proper and Volume 2 the report of the Australian Agency for International Development (AusAID). This division reflects the distinctive nature of the work of the two organisations and assists readers to locate more easily the information they seek.

In presenting the annual report, I take the opportunity to acknowledge the professionalism and dedication with which my colleagues in DFAT and AusAID have advanced the interests of Australia and Australians internationally over the past year.

*Yours sincerely*  
*Ashton Calvert*

Ashton Calvert



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## Guide to the Report

This is the Secretary's report to the Minister for Foreign Affairs and the Minister for Trade on the performance of the Department of Foreign Affairs and Trade (Volume 1) and the Australian Agency for International Development (AusAID) (Volume 2) during the financial year 2003–04. It is prepared in accordance with the Department of the Prime Minister and Cabinet's *Requirements for Annual Reports* of June 2004, as approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit. Information and statistics unless otherwise indicated cover the financial year 2003–04, or relate to the situation as at 30 June 2004. All dollars are Australian unless otherwise specified.

### Guide to Volume 1 *(See also glossary of terms, page 406)*

The report of the Department of Foreign Affairs and Trade (Volume 1) uses the same outcome–output structure that was used to present the department's 2003–04 portfolio budget statements.

We have included trade statistics covering services as well as goods. The latest goods and services trade statistics relate to calendar year 2003. They are not part of the department's performance reporting but are included as background information for the benefit of readers.

**Section 1** contains:

- the Secretary's review for 2003–04
- the departmental overview, including:
  - role and functions
  - organisational structure
  - senior executive structure
  - portfolio structure
  - outcomes and outputs framework
  - resources summary.

**Section 2** contains the department's outcome–output performance information reports. Performance is reported under the following headings:

- effectiveness (including administered items)
- quality and quantity measures for departmental outputs
- quality and quantity measures for administered items.

To enhance the flow of performance information in Section 2:

- effectiveness indicators are grouped at the beginning of reporting for each outcome
- quality and quantity indicators and reporting for each output appear at the end of reporting on effectiveness of outputs
- indicators and reporting for administered items are set out at the end of reporting on quality and quantity for the relevant outcome
- reporting covers all indicators. Headings and sub-headings within the text generally conform to the order of indicators appearing at the beginning of performance reporting.

**Section 3** reports on enabling services that do not appear under the outcome structure. It includes reporting on corporate governance, external scrutiny and management of human and financial resources.

**Section 4** contains the audited financial statements for 2003–04.

**Section 5** includes appendixes providing useful additional information and reports required under specific legislation. Some information included in previous annual reports but no longer obligatory under specific requirements or legislation is now available in the online version of this report ([www.dfat.gov.au/dept/annual\\_reports](http://www.dfat.gov.au/dept/annual_reports)).

**Section 6** contains glossaries of terms, acronyms and abbreviations and indexes.

#### **Further information**

Publications *Portfolio Budget Statements 2003–04 and 2004–05*  
*Portfolio Additional Estimates Statements 2003–04*  
*Corporate Plan*  
*Trade 2004*

Website [www.dfat.gov.au](http://www.dfat.gov.au)