

# APPENDIXES

## Section 4

Appendixes



# APPENDIXES

## CONTENTS

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

# 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 Water Resources. 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 and the Australian Centre for International Agricultural Research.

### Minister for Trade, The Hon. Warren Truss, MP



Mr Truss 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 and New Zealand Closer Economic Relations Trade Agreement (AFTA–CER) arrangements. Multilateral responsibilities include the World Trade Organization (WTO) and Organisation for Economic Co-operation and Development (OECD). In the WTO context, Mr Truss chairs the 19-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 Truss often leads industry missions.

**Parliamentary Secretary to the Minister for Foreign Affairs,  
The Hon. Greg Hunt, MP**



Mr Hunt is responsible for the day-to-day management of issues related to the aid program, and provides assistance to Mr Downer in carrying out his responsibility for aid policy. Mr Hunt takes an active role in informing the Australian public about the aid program and in raising awareness through the media and public events. He works with non-government organisations, the business community, academia and other key stakeholders to engage them in Australia's aid program. Mr Hunt promotes recognition of the efforts of Australian volunteers in developing countries. Mr Hunt is the Government's Special Representative on Mine Action. He also takes an active role in the promotion and support of the consular and passports functions of the portfolio, in particular raising community awareness about travel advisory services and taking forward the relationship with the travel industry, including through the Charter for Safe Travel and the Smartraveller Consultative Group.

Further information about the Ministers and the Parliamentary Secretary is available from the department's website at [www.dfat.gov.au/minister](http://www.dfat.gov.au/minister).

## APPENDIX 2

### Staffing overview

Note: Canberra figures include staff in transit to or from overseas posts as well as staff seconded or temporarily transferred to or from other agencies.

| Classification *          | Female        |            |            | Male          |           |            | Total staff  |              |
|---------------------------|---------------|------------|------------|---------------|-----------|------------|--------------|--------------|
|                           | State offices |            |            | State offices |           |            | 30 June 2006 |              |
|                           | Canberra      | Overseas   | Canberra   | Canberra      | Overseas  | Canberra   | Overseas     | 30 June 2007 |
| APS Level 1               | 0             | 0          | 0          | 0             | 0         | 0          | 0            | 0            |
| APS Level 2               | 32            | 49         | 0          | 11            | 15        | 0          | 0            | 107          |
| APS Level 3               | 17            | 60         | 2          | 8             | 13        | 0          | 0            | 100          |
| APS Level 4               | 101           | 20         | 37         | 43            | 9         | 30         | 30           | 240          |
| APS Level 5               | 70            | 56         | 34         | 28            | 19        | 16         | 16           | 223          |
| APS Level 6               | 114           | 3          | 33         | 85            | 6         | 36         | 36           | 277          |
| Exec. Level 1             | 154           | 9          | 53         | 205           | 10        | 94         | 94           | 525          |
| Exec. Level 2             | 71            | 1          | 30         | 119           | 5         | 86         | 86           | 312          |
| Non SES Unattached**      | 55            | 5          | 0          | 34            | 0         | 0          | 0            | 94           |
| SES Band 1                | 17            | 0          | 18         | 42            | 0         | 32         | 32           | 109          |
| SES Band 2                | 5             | 0          | 7          | 17            | 2         | 22         | 22           | 53           |
| SES Band 3                | 1             | 0          | 0          | 4             | 0         | 11         | 11           | 16           |
| SES (Spec.) Band 1        | 0             | 0          | 0          | 1             | 0         | 0          | 0            | 1            |
| SES (Spec.) Band 2        | 1             | 0          | 0          | 0             | 0         | 0          | 0            | 1            |
| SES Unattached**          | 6             | 0          | 0          | 16            | 0         | 0          | 0            | 22           |
| Director of Safeguards*** | 0             | 0          | 0          | 1             | 0         | 0          | 0            | 1            |
| Secretary                 | 0             | 0          | 0          | 1             | 0         | 0          | 0            | 1            |
| Cadet                     | 5             | 0          | 0          | 2             | 0         | 0          | 0            | 7            |
| Graduate APS              | 32            | 1          | 0          | 35            | 0         | 0          | 0            | 68           |
| Medical Officer Cl. 2     | 0             | 0          | 0          | 0             | 0         | 0          | 0            | 0            |
| Medical Officer Cl. 3     | 0             | 0          | 2          | 0             | 0         | 5          | 5            | 7            |
| Medical Officer Cl. 4     | 0             | 0          | 0          | 1             | 0         | 0          | 0            | 1            |
| <b>Total</b>              | <b>681</b>    | <b>204</b> | <b>216</b> | <b>653</b>    | <b>79</b> | <b>332</b> | <b>332</b>   | <b>2165</b>  |
|                           |               |            |            |               |           |            |              | <b>2040</b>  |

\* Broadband classifications applicable to APS1-6, Exec Levels 1-2, cadets and graduates are identified in Table 24 on page 287.

\*\* Includes staff on leave without pay, on long service leave, seconded to other agencies and staff covered by the Members of Parliament (Staff) Act 1984.

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

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

| Ongoing employees |           | Non-ongoing employees |           | Total<br>30 June 2007 | Total<br>30 June 2006 |
|-------------------|-----------|-----------------------|-----------|-----------------------|-----------------------|
| Full-time         | Part-time | Full-time             | Part-time |                       |                       |
| 1917              | 128       | 99                    | 21        | <b>2165</b>           | 2040                  |

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

| Category                                       | Female      | Male        | Total<br>30 June 2007 | Total<br>30 June 2006 |
|--|-------------|-------------|-----------------------|-----------------------|
| Ongoing employees                              | 1028        | 1017        | <b>2045</b>           | 1915                  |
| Non-ongoing employees                          | 73          | 47          | <b>120</b>            | 125                   |
| Overseas employees (locally engaged employees) | 784         | 707         | <b>1491</b>           | 1449                  |
| <b>Total</b>                                   | <b>1885</b> | <b>1771</b> | <b>3656</b>           | 3489                  |

**TABLE 19. SENIOR EXECUTIVE SERVICE BY LEVEL AND LOCATION**

| Category                | Canberra   | State offices | Overseas  | Total<br>30 June 2007 | Total<br>30 June 2006 |
|-------------------------|------------|---------------|-----------|-----------------------|-----------------------|
| SES Band 1              | 59         | 0             | 22        | <b>81</b>             | 76                    |
| SES Band 2              | 22         | 2             | 7         | <b>31</b>             | 26                    |
| SES Band 3              | 5          | 0             | 0         | <b>5</b>              | 5                     |
| SES (Spec.) Band 1      | 1          | 0             | 0         | <b>1</b>              | 1                     |
| SES (Spec.) Band 2      | 1          | 0             | 0         | <b>1</b>              | 1                     |
| Director of Safeguards* | 1          | 0             | 0         | <b>1</b>              | 1                     |
| Head of Mission Band 1  | 0          | 0             | 28        | <b>28</b>             | 26                    |
| Head of Mission Band 2  | 0          | 0             | 22        | <b>22</b>             | 24                    |
| Head of Mission Band 3  | 0          | 0             | 11        | <b>11</b>             | 10                    |
| Secretary               | 1          | 0             | 0         | <b>1</b>              | 1                     |
| SES Unattached**        | 22         | 0             | 0         | <b>22</b>             | 20                    |
| <b>Total</b>            | <b>112</b> | <b>2</b>      | <b>90</b> | <b>204</b>            | 191                   |

\* 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, on long service leave, seconded to other agencies and staff covered by the *Members of Parliament (Staff) Act 1984*.

**TABLE 20. SENIOR EXECUTIVE SERVICE BY GENDER**

| Category                | Female    | Male       | Total<br>30 June 2007 | Total<br>30 June 2006 |
|-------------------------|-----------|------------|-----------------------|-----------------------|
| SES Band 1              | 25        | 56         | <b>81</b>             | 76                    |
| SES Band 2              | 8         | 23         | <b>31</b>             | 26                    |
| SES Band 3              | 1         | 4          | <b>5</b>              | 5                     |
| SES (Spec.) Band 1      | 0         | 1          | <b>1</b>              | 1                     |
| SES (Spec.) Band 2      | 1         | 0          | <b>1</b>              | 1                     |
| Director of Safeguards* | 0         | 1          | <b>1</b>              | 1                     |
| Head of Mission Band 1  | 10        | 18         | <b>28</b>             | 26                    |
| Head of Mission Band 2  | 4         | 18         | <b>22</b>             | 24                    |
| Head of Mission Band 3  | 0         | 11         | <b>11</b>             | 10                    |
| Secretary               | 0         | 1          | <b>1</b>              | 1                     |
| SES Unattached**        | 6         | 16         | <b>22</b>             | 20                    |
| <b>Total</b>            | <b>55</b> | <b>149</b> | <b>204</b>            | 191                   |

\* 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, on long service leave, seconded to other agencies and staff covered by the *Members of Parliament (Staff) Act 1984*.

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

|                               | Total |
|-------------------------------|-------|
| Commenced in the department*  | 18    |
| Separated from the department | 5     |

\* 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   | 2      | 0      | 0      | 2     |
| From the department | 1      | 0      | 0      | 1     |

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

**TABLE 23. EMPLOYEES BY LOCATION AND GENDER AS AT 30 JUNE 2007**

| <b>Location/<br/>Overseas Post Region</b> | <b>Australia-<br/>based:<br/>female</b> | <b>Australia-<br/>based:<br/>male</b> | <b>Australia-<br/>based:<br/>total</b> | <b>Locally<br/>engaged:<br/>female</b> | <b>Locally<br/>engaged:<br/>male</b> | <b>Locally<br/>engaged:<br/>total</b> |
|---|---|---------------------------------------|--|--|--------------------------------------|---------------------------------------|
| <b>Canberra</b>                           |   |                                       |  |  |                                      |                                       |
| <i>Subtotal</i>                           | 681                                     | 653                                   | 1334                                   | –                                      | –                                    | –                                     |
| <b>Overseas Post Regions</b>              |   |                                       |  |  |                                      |                                       |
| North Asia                                | 27                                      | 48                                    | 75                                     | 129                                    | 85                                   | 214                                   |
| South and South-East Asia                 | 55                                      | 88                                    | 143                                    | 219                                    | 245                                  | 464                                   |
| Americas                                  | 30                                      | 45                                    | 75                                     | 97                                     | 77                                   | 174                                   |
| Europe                                    | 57                                      | 72                                    | 129                                    | 191                                    | 143                                  | 334                                   |
| New Zealand and the<br>South Pacific      | 24                                      | 34                                    | 58                                     | 76                                     | 71                                   | 147                                   |
| Middle East and Africa                    | 23                                      | 45                                    | 68                                     | 72                                     | 86                                   | 158                                   |
| <i>Subtotal</i>                           | 216                                     | 332                                   | 548                                    | 784                                    | 707                                  | 1491                                  |
| <b>State and Territory Offices</b>        |   |                                       |  |  |                                      |                                       |
| New South Wales                           | 74                                      | 15                                    | 89                                     | –                                      | –                                    | –                                     |
| Northern Territory                        | 6                                       | 2                                     | 8                                      | –                                      | –                                    | –                                     |
| Queensland                                | 35                                      | 18                                    | 53                                     | –                                      | –                                    | –                                     |
| South Australia                           | 11                                      | 6                                     | 17                                     | –                                      | –                                    | –                                     |
| Tasmania                                  | 2                                       | 4                                     | 6                                      | –                                      | –                                    | –                                     |
| Victoria                                  | 55                                      | 24                                    | 79                                     | –                                      | –                                    | –                                     |
| Western Australia                         | 21                                      | 10                                    | 31                                     | –                                      | –                                    | –                                     |
| <i>Subtotal</i>                           | 204                                     | 79                                    | 283                                    | –                                      | –                                    | –                                     |
| <b>Total</b>                              | <b>1101</b>                             | <b>1064</b>                           | <b>2165</b>                            | <b>784</b>                             | <b>707</b>                           | <b>1491</b>                           |

**TABLE 24. EMPLOYEES COVERED BY THE COLLECTIVE AGREEMENT AND AUSTRALIAN WORKPLACE AGREEMENTS AS AT 30 JUNE 2007**

| Classification   | Collective Agreement |              | AWA               |            | Total        |
|--|----------------------|--------------|-------------------|------------|--------------|
|  | Salary range (\$)    | No.          | Salary range (\$) | No.        |              |
| APS Level 1–3<br>Broadband 1<br>(includes graduates<br>and cadets) | 35 659–50 524        | 228          | n.a.              | 0          | 228          |
| APS Level 4–5<br>Broadband 2                                       | 52 407–61 206        | 531          | *                 | 2          | 533          |
| APS Level 6–Exec. Level 1<br>Broadband 3                           | 62 599–87 691        | 838          | *                 | 5          | 843          |
| Exec. Level 2<br>Broadband 4**                                     | 92 767–107 301       | 300          | 103 042–123 059   | 29         | 329          |
| Medical Officers   | *                    | 1            | 109 940–148 432   | 7          | 8            |
| <i>Subtotal<br/>non-SES</i>  |                      | 1 898        |                   | 43         | 1 941        |
| SES***   | n.a.                 | 0            | 135 670–205 588   | 192        | 192          |
| <i>Subtotal<br/>SES</i>  |                      | 0            |                   | 192        | 192          |
| <b>Total</b>   |                      | <b>1 898</b> |                   | <b>235</b> | <b>2 133</b> |

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) the salary range is not shown.

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

\*\*\* The Secretary and the Director General of the Australian Safeguards and Non-Proliferation Office have not been included in the above figures as their remuneration is set by Prime Ministerial Determinations and the Remuneration Tribunal respectively.

Note: This table excludes 20 staff on temporary transfer to other organisations including the Office of the Governor-General, Parliament House and other government agencies. Also excluded are 10 staff who were not covered by the Collective Agreement or a departmental AWA as at 30 June 2007.

## Performance pay

Performance bonuses paid during 2006–07, as shown in the following table, relate to the 2005–06 performance appraisal cycle. Information on the outcomes of the 2006–07 performance appraisal cycle is not available as at the date of publication of this report. Performance bonuses are paid in August (non-SES) and September (SES) following the end of the performance management cycle on 30 June. Non-SES employees receiving appropriate ratings are entitled to be paid a bonus, or (where applicable) receive a pay-point movement or in some cases a combination of both. Members of the SES continued to be eligible for performance pay in the form of bonuses only.

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

Non-SES employees rated as Outstanding advance one pay-point and receive a 6 per cent bonus or, if they were at the top of a broadband, receive a 12 per cent bonus. Those rated Superior advance one pay-point or, if they are at the top of a broadband, receive a 6 per cent bonus. Fully Effective ratings are banked and can then be combined with another Fully Effective rating in a following year to advance a pay-point. Employees rated Fully Effective receive a 3 per cent bonus if they are at the top of a broadband. Employees rated Effective do not receive a performance-related reward. Employees rated Unsatisfactory are subject to the underperformance provisions of the Collective Agreement.

The total cash value of performance-related bonuses and pay-point movements for the 2005–06 performance cycle was \$5.3 million (compared to \$5.4 million for 2004–05).

For non-SES employees, the cost of performance bonuses and pay-point movements was around \$3.96 million. Pay-point advancements were received by 567 non-SES employees (37 per cent of non-SES staff) as a result of their 2005–06 performance ratings. The number of employees advancing a pay-point was down by approximately 3 per cent.

SES employees rated Outstanding receive a 12 per cent bonus, those rated Superior receive a 6 per cent bonus, and those rated Fully Effective receive a 3 per cent bonus. SES bonuses for the 2005–06 cycle cost \$1.37 million (up from \$1.3 million in 2004–05). Bonus payments ranged from \$1705 (SES Band 1 employees with a part-year 3 per cent bonus) to \$26 094 (SES Band 3 employees with a full-year, 12 per cent bonus).

**TABLE 25. PERFORMANCE BONUS PAYMENTS BY LEVEL: 2005–06 PERFORMANCE CYCLE**

|  | <b>Number</b> | <b>Aggregated amount (\$'000)</b> | <b>Average amount (\$)</b> | <b>Range of payments (\$)</b> |
|--|---------------|-----------------------------------|----------------------------|-------------------------------|
| Non-SES  |               |                                   |                            |                               |
| APS 2  | 6             | 13                                | 2 180                      | 992–2 565                     |
| APS 3  | 79            | 170                               | 2 158                      | 583–5 830                     |
| APS 4  | 29            | 83                                | 2 870                      | 758–6 362                     |
| APS 5  | 110           | 337                               | 3 061                      | 947–7 062                     |
| APS 6  | 28            | 97                                | 3 476                      | 964–7 223                     |
| EL 1   | 254           | 947                               | 3 727                      | 538–10 118                    |
| EL 2   | 103           | 526                               | 5 108                      | 1 638–12 381                  |
| Other  | 0             | 0                                 | 0                          | 0                             |
| <i>Subtotal Non-SES</i>                          | 609           | 2 173                             | 3 226                      | 538–12 381                    |
| <i>Subtotal SES (including heads of mission)</i> |               |                                   |                            |                               |
|  | 198           | 1 366                             | 6 649                      | 1 705–26 094                  |
| <b>Total</b>                                     | <b>807</b>    | <b>3 539</b>                      | <b>4 385</b>               | <b>538–26 094</b>             |

Note: low minimum payment figures are due to the payment of pro-rata bonuses to staff who worked only part of the performance management cycle.

## APPENDIX 3

### Occupational health and safety

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

#### The department's health and safety management arrangements

The department attaches a high priority to the wellbeing of its employees and is committed to improving work practices and fostering attitudes that sustain healthy and safe work environments.

The Occupational Health and Safety (OHS) Employer/Employee Agreement defines the structural framework for managing OHS. The Agreement came into effect in 2003 and notionally expires in December 2007. We commenced drafting new Health and Safety Management Arrangements, as required by the *Occupational Health and Safety (Commonwealth Employment) Amendment Act 2006*. The new Arrangements will replace the Agreement.

#### *OHS committees*

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

#### *Health and safety representatives*

In Canberra, there are 29 designated work groups with, at present, 27 elected or nominated health and safety representatives. Each overseas post and state and territory office is also a designated work group.

#### *Health and safety of employees and contractors*

The OHS/rehabilitation case manager is located in the Staffing branch. The case manager provides policy and procedural advice to senior management to ensure our OHS management systems comply with our obligations under the OH&S Act. The case manager liaises with the Medical Unit, the Staff Counsellors Office, personnel and property managers and IT staff to promote a safe and healthy workplace. The case manager maintains regular contact with staff responsible for OHS at overseas posts. The potential Comcare client group includes all APS employees located in Australia and overseas and 40 per cent of locally engaged staff at overseas posts. The case manager is also

available to assist staff not covered by Comcare, which 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**

The Occupational Health and Safety Coordinator briefed recently recruited employees about occupational health and safety arrangements. Before taking up new assignments overseas, senior staff responsible for post administration are routinely briefed on their whole of government occupational health and safety responsibilities.

The OHS/rehabilitation case manager arranged for external ergonomic consultants to assess 47 workstations for employees experiencing discomfort at their workplace. The department paid for influenza vaccinations to employees covered under the Collective Agreement 2006–2009 and staff covered under the department’s Australian Workplace Agreements. First aid training continues to be provided and a register of staff trained in first aid is available on the department’s intranet, listing 71 staff in Canberra and 95 staff in state and territory offices and overseas posts. We used the department’s intranet to communicate health and safety awareness to staff throughout Australia and overseas. The department provided employer-subsidised eyesight testing for screen-based work and training for fire warden and health and safety representatives. Sixty-one OHS incidents were reported to the OHS/rehabilitation case manager in accordance with section 69 of the OH&S Act. There were two incidents involving serious personal injury. We undertook remedial action to eliminate or minimise recurrences where possible.

### **Reporting required under the OH&S Act**

Two incidents or potentially dangerous occurrences were notified to Comcare under section 68.

No investigations were conducted and no notices were issued under section 29, 46 or 47 during the year.

**TABLE 26. OCCUPATIONAL HEALTH AND SAFETY STATISTICS**

|  | 2004–05  | 2005–06  | <b>2006–07</b>  |
|--|----------|----------|-----------------|
| Total staff covered by Comcare (includes employees located in Australia, Australia-based employees overseas and, where applicable, locally engaged staff overseas) | 2 400    | 2 454    | <b>2 506</b>    |
| Number of claims accepted by Comcare*:   |          |          |                 |
| — falls, trips and slips   | 3        | 6        | <b>7</b>        |
| — being hit by a moving object   | 4        | 2        | <b>1</b>        |
| — body stressing   | 5        | 4        | <b>4</b>        |
| — heat/chemical, biological or other substances  | 3        | 1        | <b>0</b>        |
| — mental stress  | 3        | 1        | <b>0</b>        |
| — other  | 4        | 6        | <b>2</b>        |
| total  | 22       | 20       | <b>14</b>       |
| Average cost of compensation claims to date*   | \$21 554 | \$30 780 | <b>\$16 260</b> |
| Premium for Comcare coverage (as a percentage of total departmental wages and salaries) as at 30 June 2007**   | 0.60     | 0.51     | <b>0.61</b>     |

\* Based on customer data compiled by Comcare as at 30 June 2007; covers the cost of sick leave taken and all hospital/medical/pharmaceutical costs. These figures are represented in the year an injury or illness occurred and can change from year to year as additional claims are lodged or costs incurred.

\*\* The Comcare coverage premium for current and previous years is reviewed annually by Comcare based on changes during the year in the number of claims and the average cost of all claims relating to injury or illness.

# APPENDIX 4

## 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 2007.

It covers:

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

### Functions, organisation and powers

The broad functions of the department are described in the Departmental Overview in section 1 of this report. A chart showing the department's senior executive structure as at 30 June 2007 appears on page 16. Further information on the organisation of the department can be found in Section 3: Corporate management and accountability. Legislation administered by the Minister for Foreign Affairs and the Minister for Trade is published in the Administrative Arrangements Order, which is available at <http://www.pmc.gov.au/parliamentary/docs/aao.pdf>

### 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.

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 the \$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:

Director, FOI Section  
Department of Foreign Affairs and Trade  
R G Casey Building  
John McEwen Crescent  
Barton ACT 0221  
Tel: (02) 6261 3775  
Fax: (02) 6261 2144

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 FOI Section.

### **Access to records under the *Archives Act 1983***

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

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

Director  
National Reference Service  
National Archives of Australia  
PO Box 7425  
Canberra Business Centre ACT 2610  
Tel: (02) 6212 3900 or 1300 886 881 (within Australia)

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

Director  
Historical Publications and Information Section  
Department of Foreign Affairs and Trade  
R G Casey Building  
John McEwen Crescent  
Barton ACT 0221  
Tel: (02) 6261 1422  
Fax: (02) 6261 1445

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

Performance reporting regarding the department's processing of FOI and archival access examination requests is found on page 224 of this report.

## Outside participation

Members of the public are able to make representation in writing to portfolio ministers about the range of policy and other matters dealt with by the department.

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 various bodies

- 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
- Australia–Malaysia Institute
- Australian National Commission for UNESCO
- Australian New Zealand Leadership Forum
- Australia–Thailand Institute
- Council for Australian–Arab Relations
- Council on Australia Latin America Relations
- Foreign Affairs Council
- National Consultative Committee on International Security Issues

---

### Consultations regarding market access priorities for trade negotiations and other negotiations, and Australia's interests in negotiating free trade agreements or developing new trade and economic arrangements

- state and territory governments
  - industry associations, peak bodies and organisations
  - companies and business people
  - public interest groups
  - academic institutions
  - individuals
  - calls for public submissions
-

|  |  |
|--|--|
| <b>Consultations regarding development and prosecution of Australia's approach to dispute settlement cases and issues in the WTO through the department's WTO disputes inquiry point</b> | <ul style="list-style-type: none"> <li>• firms</li> <li>• industry organisations</li> <li>• other groups</li> </ul>  |
| <b>Broad-based community consultations on Australia's position on multilateral trade negotiations in the WTO</b>   | <ul style="list-style-type: none"> <li>• calls for public submissions</li> <li>• consultations with industry, non-government organisations, community groups and state and territory governments</li> </ul>                              |
| <b>Formal arrangements for consultations with interested bodies on trade-related matters</b>   | <ul style="list-style-type: none"> <li>• ASEAN Free Trade Area–Australia–New Zealand Closer Economic Relations (AFTA–CER) Business Council</li> <li>• Agricultural Trade Consultative Group</li> <li>• Trade Advisory Council</li> </ul> |
| <b>Consultations regarding Australian participation in international expositions</b>   | <ul style="list-style-type: none"> <li>• companies and business people</li> <li>• industry associations, peak bodies and organisations</li> <li>• state and territory governments</li> </ul>   |
| <b>Consultation on Australia's policy approach to the Asia-Pacific Economic Cooperation (APEC) forum</b>   | <ul style="list-style-type: none"> <li>• APEC Business Advisory Council (ABAC)</li> <li>• Australian Chapter of the Pacific Economic Cooperation Committee (PECC)</li> </ul>   |
| <b>Consultation on security in the Asia-Pacific region</b>   | <ul style="list-style-type: none"> <li>• academic community</li> <li>• foreign and strategic policy institutions</li> </ul>  |
| <b>Consultation in preparation of Economic Analytical Unit reports</b>   | <ul style="list-style-type: none"> <li>• academic community</li> <li>• industry associations, peak bodies and organisations</li> </ul>   |
| <b>Business relations programs operated by the department's state and territory offices</b>  | <ul style="list-style-type: none"> <li>• companies and business people</li> <li>• other groups</li> </ul>  |
| <b>Consultation on Australia's position in the Indian Ocean Rim</b>  | <ul style="list-style-type: none"> <li>• Indian Ocean Rim Academic Group (IORAG)</li> <li>• Indian Ocean Rim Association for Regional Cooperation (IOR–ARC)</li> <li>• Indian Ocean Rim Business Forum (IORBF)</li> </ul>                |

|  |  |
|--|--|
| <b>Liaison regarding quarantine, mining and air services.</b>  | <ul style="list-style-type: none"> <li>• Commonwealth agencies with relevant technical competencies in quarantine, mining and air services</li> </ul>                                      |
| <b>Consultations in respect of negotiations affecting specific multilateral environment treaties, such as the Biosafety Protocol and the UN Framework Convention on Climate Change</b> | <ul style="list-style-type: none"> <li>• environmental organisations</li> <li>• industry associations, peak bodies and organisations</li> <li>• state and territory governments</li> </ul> |
| <b>Consultations on biosecurity issues</b>   | <ul style="list-style-type: none"> <li>• National Consultative Group on Biological Weapons Convention</li> </ul>   |
| <b>Regular exchanges of views</b>  | <ul style="list-style-type: none"> <li>• Amnesty International and other human rights organisations</li> <li>• United Nations Association of Australia</li> </ul>                          |
| <b>Consultations on international humanitarian law</b>   | <ul style="list-style-type: none"> <li>• Australian Red Cross</li> <li>• International Committee of the Red Cross</li> </ul>   |
| <b>Consultations on Antarctica</b>   | <ul style="list-style-type: none"> <li>• tourism companies</li> <li>• non-government organisations</li> </ul>  |
| <b>Consultations concerning UN sanctions</b>   | <ul style="list-style-type: none"> <li>• UN Security Council Sanctions Committee</li> </ul>  |
| <b>Consultations concerning the freezing of terrorist assets</b>   | <ul style="list-style-type: none"> <li>• Australia's financial sector</li> </ul>   |
| <b>Consultation with bodies on promoting awareness and use of the department's travel advisories</b>   | <ul style="list-style-type: none"> <li>• Australian Federation of Travel Agents and other peak travel industry bodies</li> <li>• <i>Smartraveller</i> Consultative Group</li> </ul>        |

## Categories of documents

Documents are captured, managed and maintained in accordance with the department's recordkeeping policy. Documents not needed for current business are transferred into archival custody or destroyed in accordance with an authorised disposal schedule. Australia's overseas posts have documentary holdings of their own, which may parallel or complement those the department holds in Canberra and in state and territory offices.

The department has extensive documentary holdings including:

---

**Documents relating to relations and communications with foreign governments, the United Nations, United Nations agencies and other international organisations**

- briefs for Australian delegations and ministers visiting overseas
  - cables, minutes, memorandums, file notes and emails
  - discretionary grants program annual review papers
  - documents and database records relating to foreign diplomatic and consular missions and personnel in Australia
  - documents and database records related to visa applications referred for clearance under Public Interest Criteria 4003 of the Migration Regulations
  - documents received from foreign governments, including notes verbale and aides-memoire
  - documents related to human rights including a register of human rights cases of concern
  - documents related to international environment policy and programs
  - programs for ministers visiting overseas
  - reports on meetings and conferences
  - submissions to portfolio ministers and senior officers
  - texts of speeches and press statements on foreign affairs and trade
-

---

**Documents relating to treaties**

- arrangements of less-than-treaty status
- Australian treaty collection
- database of all treaties and metadata to which Australia is a party including access to texts via the electronic Australian Treaties Library maintained by the Australasian Legal Information Institute
- documents and databases related to multilateral and bilateral treaties and arrangements
- national interest analyses on treaties submitted to Parliament's Joint Standing Committee on Treaties

---

**Documents relating to multilateral, regional and bilateral trade policy, including negotiations for trade agreements**

- briefs for Australian delegations and ministers visiting overseas
- cables, minutes, memorandums, file notes and emails
- submissions to portfolio ministers and senior officers
- reports to international organisations
- texts of speeches and press statements on trade issues
- reports and papers analysing the impact of trade agreements and other aspects of trade policy
- submissions from stakeholders

---

**Documents relating to international security issues, including disarmament, arms control and nuclear non-proliferation**

- Australian and foreign intelligence community documents
  - cables, minutes, memorandums, file notes and emails
  - documents and database records relating to international counter-terrorism cooperation
  - documents and database records related to implementation of the *Nuclear Non-Proliferation (Safeguards) Act 1987*, the *Chemical Weapons (Prohibition) Act 1994* and the *Comprehensive Nuclear Test-Ban Treaty Act 1998*
  - texts of speeches and press statements on foreign affairs and trade
  - submissions to portfolio ministers and senior officers
-

---

**Documents relating to public diplomacy, including information and cultural programs**

- documents relating to cultural promotion activities and visits programs
- documents relating to international exhibitions
- documents relating to public diplomacy and advocacy including provision of an Australian television service to the Asia-Pacific region
- public information materials projecting Australia and its policies overseas on film, video cassette, radio tape, CD, slide, DVD and written forms

---

**Documents relating to passports and secure travel identification**

- documents on fraud investigations
- documents related to seizure of foreign passports under the *Foreign Passports (Law Enforcement and Security) Act 2005*
- records of passport issue details, electronic record of passport applications and relevant attachments
- working files, including passport case files and case management databases, and correspondence related to issuing passports and other travel documentation under the *Australian Passports Act 2005*.

---

**Documents relating to provision of consular services to Australian citizens abroad**

- emergency task force papers
- working files, including consular case files and case management databases and correspondence

---

**Documents relating to overseas property management**

- documents relating to overseas property management, including maintenance records, leasing and security.
-

---

**Documents relating to personnel management**

- compiled information on employment histories and biographical details
- documents and databases relating to human resources management including personnel records and documents on personnel planning, conditions of service, career development counselling, discipline, reviews undertaken pursuant to section 33 of the *Public Service Act 1999* and termination matters
- documents and databases relating to staff employed overseas (locally engaged staff), their salaries, conditions, classifications and numbers
- personal security files on security-cleared personnel
- records of travel, removals and storage
- training material in various forms

---

**Documents relating to financial management**

- documents and database records relating to procurement and contract management including resumes and contracts for contractors/consultants
- documents and databases relating to budget resources management and property and accommodation matters within Australia
- documents relating to funding, financial operations, debtors and payment of claims in Australia and overseas
- financial and expenditure records

---

**Documents relating to internal departmental administration**

- documents and databases relating to the design, implementation and operation of the department's electronic business systems
  - 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
  - internal procedures and instructions including sets of administrative circulars and master sets of *DFATNEWS*, an internal departmental bulletin
-

---

**Documents relating to parliamentary services**

- ad hoc reports on overseas official travel by federal and state members of parliament
- 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
- cabinet submissions and decisions
- Federal Executive Council minutes and accompanying documentation
- ministerial correspondence
- Portfolio Budget Statements and Portfolio Additional Estimates Statements

---

**Documents relating to legal matters**

- documents and database records relating to litigation, legal advice, international legal process, FOI, Ombudsman and *Privacy Act 1988* matters

---

**Documents relating to the Export Finance and Insurance Corporation Act 1991**

- 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*)
- 

### Registers of Australian births overseas

The Department of Immigration and Citizenship (DIAC) 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 are regularly notified to DIAC, 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 documents are presented in electronic form on the publicly accessible websites maintained by the department at <http://www.dfat.gov.au/> and <http://www.dfat.gov.au/tw/>.

## APPENDIX 5

### Inquiries by parliamentary committees

During the review period, the department made submissions and/or gave evidence to the following parliamentary committees.

#### Joint Standing Committee on Foreign Affairs, Defence and Trade

- *A review of the Australia–New Zealand Closer Economic Relations (CER) Trade Agreement*, submission dated 22 September 2006
- *Inquiry into Australia’s relationship with Malaysia*, submission dated 1 August 2006, hearing held on 9 October 2006
- *Inquiry into Australia’s trade with Mexico and the Region*, submission dated 8 December 2006, hearing held on 7 February 2007
- *Inquiry into Australia’s relationship with India as an emerging world power*, hearing held on 3 November 2006
- *Australia’s aid program in the Pacific*, hearing held on 9 February 2007

#### Joint Standing Committee on Public Works

- *Proposed extension and accommodation upgrade to the existing chancery of the Australian Embassy in Beijing, China*, submission dated September 2006, hearing held on 3 November 2006

#### Parliamentary Joint Committee on Intelligence and Security

- *Review of the re-listing of Abu Sayyaf Group (ASG), Jamiat ul-Ansar (JuA), Armed Islamic Group (GIA) and Salafist Group for Call and Combat(GSPC) as terrorist organisations under the Criminal Code Act 1995*, hearing held on 27 November 2006
- *Review of the re-listing of Tanzim Qa’idat al-Jihad fi Bilad al-Rafidayn (TQJBR) as a terrorist organisation under the Criminal Code Act 1995*, hearing held on 23 March 2007
- *Inquiry into the terrorist organisation listing provisions of the Criminal Code Act 1995*, hearing held on 4 April 2007
- *Review of the re-listing of Hizballah’s External Security Organisation (ESO) as a terrorist organisation under the Criminal Code Act 1995*, hearing held on 18 June 2007

### **Senate Standing Committee on Foreign Affairs, Defence and Trade**

- *Supplementary Estimates 2006–2007*, hearing held on 2 November 2006
- *Additional Estimates 2006–2007*, hearing held on 15 February 2007
- *Budget Estimates 2007–2008*, hearings held on 28 and 29 May 2007
- *Inquiry into the nature and conduct of Australia's public diplomacy*, submission dated 8 February 2007, hearings held on 14 March and 15 May 2007
- *Inquiry into Australia's involvement in peacekeeping operations*, submission dated 20 March 2007

### **Senate Standing Committee on Employment, Workplace Relations and Education**

- *Inquiry into Pacific Region seasonal contract labour*, hearing held on 22 August 2006

### **House of Representatives Standing Committee on Economics, Finance and Public Administration**

- *Inquiry into the current and future directions of Australia's services export sector*, submission dated 16 August 2006, hearing held on 1 December 2006
- *Inquiry into the state of Australia's manufactured export and import competing base now and beyond the resources boom*, submission dated 13 September 2006, hearing held on 1 December 2006

### **House of Representatives Standing Committee on Employment, Workplace Relations and Workforce Participation**

- *Inquiry into workforce challenges in the Australian tourism sector*, submission dated September 2006, hearing held on 15 February 2007

### **House of Representatives Standing Committee on Family and Human Services**

- *Inquiry into Balancing Work and Family*, hearing held on 11 October 2006

### **House of Representatives Standing Committee on Science and Innovation**

- *Inquiry into Geosequestration Technology*, hearing held on 6 October 2006

## Joint Standing Committee on Treaties

Departmental officers appeared before the Joint Standing Committee on Treaties in respect of proposed treaty actions.

- The department appeared on 14 August 2006 in respect of:
  - Agreement between the Government of Australia and the Government of the United Mexican States on the Promotion and Reciprocal Protection of Investments and Protocol, done at Mexico City on 23 August 2005
  - Agreement relating to Scientific and Technical Cooperation between the Government of Australia and the Government of the United States of America, done at Canberra on 28 February 2006
  - Amendments to the Convention on the Physical Protection of Nuclear Material (CPPNM), done at Vienna on 8 July 2005
  - Exchange of Notes constituting an Agreement between the Government of Australia and the Government of Japan to replace the Delineated and Recorded Japanese Nuclear Fuel Cycle Program, done at Canberra on 23 November 2006
  - Exchange of Notes constituting an Agreement between the Government of Australia and the Government of Singapore to amend Annex 2C and Annex 2D of the Singapore–Australia Free Trade Agreement (SAFTA) to ensure compliance with changes to the Harmonized Commodity Description and Coding System
  - Exchange of Notes constituting an Agreement between the Government of Australia and the Government of the United States of America to amend Annex 4A and 5A of the Australia–United States Free Trade Agreement (AUSFTA) to ensure compliance with changes to the Harmonized Commodity Description and Coding System
  - Exchange of Letters constituting an Agreement between the Government of Australia and the Government of New Zealand to Amend Article 3 of the Australia–New Zealand Closer Economic Relations (CER) Trade Agreement
  - Revision of the International Health Regulations, done at Geneva on 23 May 2005
- The department appeared on 4 September 2006 in respect of:
  - Treaty between the Government of Australia and the Government of Malaysia on Extradition, done at Putrajaya on 15 November 2005
  - Exchange of Notes between the Government of Australia and the Government of Malaysia on Extradition, done at Kuala Lumpur on 7 December 2005
  - Treaty between the Government of Australia and the Government of Malaysia on Mutual Assistance in Criminal Matters, done at Putrajaya on 15 November 2005
  - Exchange of Notes between the Government of Australia and the Government of Malaysia on Mutual Assistance in Criminal Matters, done at Kuala Lumpur on 7 December 2005

- Agreement between the Government of Australia and the Government of the People’s Republic of China on the Transfer of Nuclear Material, done at Canberra on 3 April 2006
- Agreement between the Government of Australia and the Government of the People’s Republic of China for the Cooperation in the Peaceful Uses of Nuclear Energy, done at Canberra on 3 April 2006
- The department appeared on 11 September 2006 in respect of:
  - Convention between the Government of Australia and the Government of the Republic of France for the Avoidance of Double Taxation with respect to the Taxes on Income and the Prevention of Fiscal Evasion, done at Paris on 20 June 2006
  - Convention between the Government of Australia and the Government of the Kingdom of Norway for the Avoidance of Double Taxation with respect to the Taxes on Income and the Prevention of Fiscal Evasion, done at Canberra on 8 August 2006
  - Amendments to the Annex to the Agreement between the Government of Australia and the Government of the People’s Republic of China for the Protection of Migratory Birds and their Environment of 20 October 1986, done at Shanghai on 26 May 2006
  - Amendments to the Annex to the Agreement between the Government of Australia and the Government of Japan for the Protection of Migratory Birds in Danger of Extinction and their Environment of 6 February 1974, agreed in Shanghai on 25 May 2006
  - Agreement between the Government of Australia and the Government of the People’s Republic of China relating to Air Services, done at Canberra on 23 March 2004
  - Agreement between the Government of Australia and the Government of the India relating to Air Services, done at New Delhi on 6 March 2006
  - Protocol V on Explosive Remnants of War, to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which may be deemed to be Excessively Injurious or to have Indiscriminate Effects, done at Geneva on 28 November 2003
  - Treaty between the Government of Australia and the Government of the People’s Republic of China on Mutual Legal Assistance in Criminal Matters, done at Canberra on 3 April 2006
  - Exchange of Notes constituting an Agreement between the Government of Australia and the Government of the United States of America to amend Annex 2B (Tariff Schedule of Australia), Annex 4A and Annex 5A of the Australia–United States Free Trade Agreement (AUSFTA) to ensure compliance with changes to the Harmonized Commodity Description and Coding System

- The department appeared on 9 October in respect of:
  - Exchange of Letters constituting an Agreement between the Government of Australia and the Government of New Zealand to amend Article 3 of the Australia–New Zealand Closer Economic Relations (CER) Trade Agreement of 28 March 1983
  - Amendment to Annex 1 to the 1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping Wastes and Other Matter of 1972, done at London on 2 November 2006
- The department appeared on 25 October 2006 in respect of:
  - Agreement between the Government of Australia and the Government of the People’s Republic of China on the Transfer of Nuclear Material, done at Canberra on 3 April 2006
  - Agreement between the Government of Australia and the Government of the People’s Republic of China for Cooperation in the Peaceful Uses of Nuclear Energy, done at Canberra 3 April 2006
- The department appeared on 27 November 2006 in respect of:
  - Amendments to the Schedule to the International Convention for the Regulation of Whaling of 2 December 1946, done at St Kitts and Nevis in the Caribbean on 20 June 2006
- The department appeared on 5 December 2006 in respect of:
  - Agreement between the Government of Australia and the Government of the Kingdom of Cambodia concerning Transfer of Sentenced Persons, done at Canberra on 11 October 2006
- The department appeared on 26 February 2007 in respect of:
  - Treaty between the Government of Australia and the Government of the Democratic Republic of Timor-Leste on Certain Maritime Arrangements in the Timor Sea, done at Sydney on 12 January 2006
  - Agreement between the Government of Australia and the Government of the Republic of Indonesia on the Framework for Security Cooperation, done at Lombok on 13 November 2006
- The department appeared on 26 March 2007 in respect of:
  - Agreement between the Government of Australia and the Government of the Swiss Confederation on Social Security, done at Canberra on 9 October 2006
  - Agreement between the Government of Australia and the Government of the Republic of Finland for the Avoidance of Double Taxation with respect to Taxes on Income and the Prevention of Fiscal Evasions, done at Melbourne on 20 November 2006

- Agreement between the Government of Australia and the Government of the Republic of Korea on the Protection of Migratory Birds, done at Canberra on 6 December 2006
- Exchange of Notes constituting an agreement between the Government of Australia and the Government of the Republic of Korea on the Protection of Migratory Birds, done at Canberra on 6 December 2006
- Measure 4 (2006) Specially Protected Species: Fur Seals, done at Edinburgh on 23 June 2006
- The department appeared on 30 April 2007 in respect of:
  - Agreement between the Government of Australia and the Government of the Republic of Indonesia on the Framework for Security Cooperation, done at Lombok on 13 November 2006
- The department appeared on 18 June 2007 in respect of:
  - Agreement concerning the Establishing of Global Technical Regulations for Wheeled Vehicles, Equipment and Parts which can be Fitted and/or be Used on Wheeled Vehicles, done at Geneva on 25 June 1998
  - Agreement between the Government of Australia and the Government of the Republic of Korea on Social Security, done at Canberra on 6 December 2006
  - Agreement between the Government of Australia and the Government of the Federal Republic of Germany on Social Security to govern persons temporarily employed in the territory of the other State (Supplementary Agreement), Concluding Protocol and Implementation Arrangement, done at Berlin on 9 February 2007
  - Amendments to the Constitution and Convention of the International Telecommunication Union of Geneva 1992, as amended by the Plenipotentiary Conference of Kyoto 1994, by the Plenipotentiary Conference of Minneapolis 1998 and by the Plenipotentiary Conference of Marrakesh 2002, done at Antalya on 24 November 2006
  - Agreement between the Government of Australia and the Government of the Republic of South Africa relating to Scientific and Technological Cooperation, done at Canberra on 18 October 2006
  - Protocol Additional to the Geneva Conventions of 12 August 1949, and relating to the Adoption of an Additional Distinctive Emblem (Protocol III—the Red Crystal), done at Geneva on 8 December 2005
  - Treaty between Australia and the Kingdom of Thailand on Mutual Assistance in Criminal Matters, done at Kuala Lumpur on 27 July 2006
  - Protocol between the Government of Australia and the Government of the Hong Kong Special Administrative Region of the People's Republic of China amending the Agreement for the Surrender of Accused and Convicted Persons of 15 November 1993, done at Hong Kong on 19 March 2007

- The department appeared on 22 June 2007 in respect of:
  - Exchange of Notes constituting an Agreement between the Government of Australia and the Government of the Republic of Singapore to amend Annex 2C and Annex 2D of the Singapore–Australia Free Trade Agreement (SAFTA) to ensure compliance with changes to the International Convention on the Harmonized Commodity Description and Coding System (HS2007)
  - Protocol Amending the World Trade Organization Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS), done at Geneva on 6 December 2005
  - Framework Agreement between the Government of Australia and the Government of the Republic of Turkey on Cooperation in Military Fields, done at Canberra on 13 June 2006
  - Agreement between the Government of Australia and the Government of Antigua and Barbuda on the Exchange of Information with Respect to Taxes, done at St John's in Antigua on 30 January 2007
  - Agreement between the Government of Australia and the Government of the Kingdom of the Netherlands in respect of the Netherlands Antilles for the Exchange of Information with Respect to Taxes, done at Canberra on 1 March 2007
  - Agreement on Operational and Strategic Cooperation between Australia and the European Police Office (Europol), done at The Hague on 20 February 2007
  - Agreement on Health Care Insurance between the Government of Australia and the Government of the Kingdom of Belgium, done at Canberra on 10 August 2006
  - Extension of the Agreement between the Government of Australia and the International Bureau of the World Intellectual Property Organization (WIPO) in relation to the functioning of the Australian Patent Office as an International Searching Authority and International Preliminary Examining Authority under the Patent Cooperation Treaty of June 1970
  - International Convention for the Control and Management of Ships' Ballast Water of London 2004

### **Briefings provided to parliamentary committees**

The department provided private briefings to the Joint Standing Committee on Foreign Affairs, Defence and Trade (JSCFADT), on the following issues:

- Outcomes of the AUSFTA on 9 August 2006
- The situation in Darfur on 10 August 2006
- Australia's relationship with Malaysia on 14 August 2006
- Australia's relationship with Singapore on 4 September 2006
- WTO update and the status of the Doha Round on 6 September 2006

- The situation in East Timor on 11 September 2006
- Developments in Thailand on 9 October 2006
- Trade with Mexico and the region on 11 October 2006
- The situation in Burma on 16 October 2006
- Issues surrounding the allegations of organ harvesting in China on 16 October 2006
- Australia's relationship with Indonesia on 27 November 2006
- The situation in Zimbabwe on 28 March 2007
- The situation in East Timor, Fiji, Papua New Guinea and Solomon Islands on 18 June 2007
- The situation in Pakistan on 20 June 2007
- Update of the negotiations for a possible Australia–Gulf Cooperation Council FTA on 20 June 2007

## APPENDIX 6

### Matters before courts and administrative tribunals

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

#### Courts

- An application to the Federal Court to review an Administrative Appeals Tribunal (AAT) decision regarding the applicant's passport was dismissed.
- The Supreme Court of the ACT dismissed a case challenging the issue of ministerial certificates relating to protest action outside an embassy on the basis that settlement had been reached.
- An action in the Federal Court to compel the Commonwealth to request the release of an Australian held by a foreign government was discontinued.
- A personal injury action in the Supreme Court of NSW was settled with a verdict entered in the Commonwealth's favour.
- The department provided documents and other assistance to an inquest undertaken by the Coroner's Court of NSW.
- The department continues to pursue costs awarded in its favour in two cases.
- The department is involved in a Federal Court action brought against the Commonwealth alleging that the Commonwealth was complicit in the maltreatment of an Australian overseas.
- The department is assisting the Coroner's Court of Victoria in relation to an inquiry into the death of an Australian overseas.
- The department opposed a contempt order sought against the Secretary in the Supreme Court of NSW.
- The department is involved in a retrial for terrorism-related offences in the Supreme Court of Victoria, to the extent that evidence provided by the department during the initial trial is relied on at the retrial.
- Legal proceedings against the department are continuing in the Supreme Court of the ACT in a personal injuries claim arising out of an incident at an overseas post.
- The department continued to comply with discovery obligations in matters brought against other government agencies.
- The plaintiffs who lodged a property claim in the Ambon District Court against the Commonwealth withdrew their legal action.

- A Turkish court rejected a claim against the department for the alleged loss of a passport.
- Employment actions in a Greek court by two former locally engaged staff in Athens were ruled to be inadmissible.
- An appeal of an unfair dismissal decision lodged by a former locally engaged staff member in Manila was dismissed.
- The department is defending an employment matter brought in a German court by a former contractor in Berlin.
- The department is defending an action in a Belgian court regarding a car accident involving an Australian embassy vehicle.
- A former locally engaged staff member in Paris has brought a medical compensation claim in a French court.
- The department is awaiting the outcome of an appeal of a decision of a Philippines tribunal dismissing a claim for unfair dismissal lodged by an employee of an embassy contractor.
- The department is involved in an employment action in an Italian court brought by a former locally engaged staff member in Rome.
- A claimant continues to pursue damages in a Belgian court allegedly arising from a motor vehicle accident involving the Australian embassy's contracted removalists.
- A person in Lebanon continues legal action alleging breach of contract by the department.

### **Tribunals**

- The department continued to be involved in applications before the AAT concerning decisions to not issue, or to cancel, a passport. During the year 18 applications for review were concluded. Eight decisions of the Minister or department were affirmed, one decision of the department was set aside and nine applications were either withdrawn or dismissed. At the end of the financial year, there were 23 active applications before the AAT for review of passport decisions.
- The department is defending a matter brought by a former employee in the Australian Industrial Relations Commission.
- The department is the respondent to an application to the AAT in relation to review of a decision made under the *Freedom of Information Act 1982*.
- The department is continuing to seek to settle administrative liabilities arising out of an earlier decision by a foreign tribunal against an overseas post in relation to an employment matter.

## APPENDIX 7

### Ecologically sustainable development and environmental performance

This appendix comprises the department's report on its ecologically sustainable development and environmental performance as required by section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*.

#### How the activities of the department, and the administration of legislation by the department, accorded with the principles of ecologically sustainable development (ESD)

In pursuing the interests of Australia and Australians internationally, the department sought to the extent possible to ensure its policy activities and other operations accorded with and contributed to ESD principles. Relevant activities are found across a wide range of policy issues from multilateral environment agreements and international legal frameworks, to development assistance, public diplomacy and trade (see sub-output 1.1.9 for more information). The department's commitment to these principles was also demonstrated by achieving certification of the department's Environmental Management System (EMS) to the relevant international standard—ISO 14001:2004.

#### How the department's outcomes contributed to ESD

The department's four outcomes are:

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

##### *Outcome 1*

The department contributed to ESD through participation in international negotiations across a range of policy areas related to the environment.

##### *Outcome 2*

Activities under this outcome do not directly contribute to ESD.

### *Outcome 3*

The department's Direct Aid Program supported modest, practical aid programs overseas, some of which contributed to ESD. We supported *Clean up the World* campaigns in a number of overseas locations through the public diplomacy programs of our posts.

### *Outcome 4*

The department contributed directly to ESD in its management of the construction activity and maintenance of the overseas estate.

## **Effect of the department's activities on the environment**

The department's operations in Canberra, our overseas posts 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 department to minimise the impact of its activities on the environment**

In June 2006 the department received ISO14001:2004 accreditation for its Environmental Management System (EMS) covering activities in its central office, the R G Casey Building in Canberra. A certification compliance audit was undertaken in April 2007 which confirmed our compliance with the requirements of the international environmental management system standard.

The department's EMS Committee manages, monitors, audits and reviews the EMS to maintain compliance with the international standard and to ensure continuous improvement in environmental performance. The committee comprises representatives from all divisions within the department as well as the Domestic Property and Services Section and the Environment Branch.

The EMS has been effective in raising awareness of recycling and energy conservation, which has been demonstrated in reduced landfill waste and a modest reduction in energy consumption in the R G Casey Building over the previous year. We are soon to trial a new waste system aimed at reducing landfill waste by a further 50 per cent. Work is underway with the landlord to gain further energy efficiencies through the Building Management System. An audit of electrical appliances in use throughout the building has been undertaken with a view to removing non-essential items and ensuring that appliances in use have high energy efficiency ratings.

The department continued to receive strong EMS support from Café Brindabella, located in the R G Casey Building. The café continued its 20 cents levy on takeaway cups, aimed at reducing waste. A total of \$45 500 has been raised by the levy since 2004 and the moneys donated to Greening Australia for the planting of Australian native trees in areas affected by the Canberra bushfires. Volunteers from the department and members of Café

Brindabella staff, in partnership with Greening Australia, again participated in a planting of native trees and shrubs to celebrate World Environment Day. Altogether, 15 000 trees have now been planted at these events.

The department conducts its overseas property design and management in accordance with the requirements of the *Commonwealth Procurement Guidelines*. As part of the tendering and evaluation process for project development and construction in the overseas estate, consultants are required to provide environmental management and waste management plans to enable evaluation panels to assess their management of these issues. As a part of project development, project designers prepare a concept design report covering ecological aspects of the project, including energy use targets and energy design concepts. The department aims to achieve best environmental practice in its projects, and not simply to meet local regulatory requirements.

### **Mechanisms for reviewing and increasing the effectiveness of these measures**

The EMS measures the effectiveness of the department's efforts to minimise the negative impact of its operations on the environment. Regular meetings of the EMS Committee are held. Internal and external EMS audits are undertaken and regular monitoring of waste is conducted. Waste audits are performed annually. Improvements in recycling have resulted in the department reducing the number of its landfill skips. Comparisons of annual energy consumption are undertaken to ensure continuous improvement in this area.

## APPENDIX 8

### Purchaser-provider arrangements

The department has a cross-agency arrangement, the **Service Level Agreement** (SLA), under which it provides common administrative services to Australian government agencies overseas. The current SLA covers the period September 2004 to August 2007. In 2006–07, the department provided services under the SLA to:

Attorney-General's Department  
AusAID  
Australian Centre for International Agricultural Research  
Australian Customs Service  
Australian Federal Police  
Australian Federal Police Protective Service  
Australian Nuclear Science and Technology Organisation  
Australian Security Intelligence Organisation  
Australian Taxation Office  
Australian Trade Commission (Austrade)  
Commonwealth Scientific and Industrial Research Organisation  
Department of Agriculture, Fisheries and Forestry  
Department of Defence  
Department of Education, Science and Training  
Department of Employment and Workplace Relations  
Department of Health and Ageing (Therapeutic Goods Administration)  
Department of Immigration and Citizenship  
Department of Industry, Tourism and Resources  
Department of Transport and Regional Services  
Department of Veterans' Affairs  
Invest Australia  
National Library of Australia  
Office of National Assessments  
The Treasury

The main purchasers of services under the SLA were the Department of Immigration and Citizenship, the Department of Defence, AusAID, the Australian Federal Police and the Department of Education, Science and Training.

The department also had arrangements to provide **information and communications technology (ICT) services** to Australian government agencies with staff at Australia's overseas missions and at a number of agency sites within Australia. The department provided ICT services to the following agencies in 2006–07:

Attorney-General's Department  
AusAID  
Australian Centre for International Agricultural Research  
Australian Customs Service (including the National Surveillance Centre)  
Australian Federal Police  
Australian Nuclear Science and Technology Organisation  
Australian Radiation Protection and Nuclear Safety Agency  
Australian Trade Commission (Austrade)  
Australian Transaction Reports and Analysis Centre  
Bureau of Meteorology  
Defence Intelligence Organisation  
Department of Agriculture, Fisheries and Forestry (including the Australian Quarantine and Inspection Service)  
Department of Communications, Information Technology and the Arts  
Department of Defence  
Department of Education, Science and Training  
Department of Employment and Workplace Relations  
Department of the Environment and Water Resources (including the Australian Antarctic Division)  
Department of Finance and Administration  
Department of Health and Ageing  
Department of Immigration and Citizenship  
Department of Industry, Tourism and Resources  
Department of the Prime Minister and Cabinet  
Department of Transport and Regional Services  
Department of Veterans' Affairs  
Invest Australia  
National Library of Australia  
Office of National Assessments  
Parliamentary Relations Office  
The Treasury

The department had arrangements with Australian government agencies under which it provided **payroll services** to staff of those agencies overseas. The department provided payroll services to the following agencies:

Attorney-General's Department  
Australian Customs Service  
Australian Taxation Office  
Department of Agriculture, Fisheries and Forestry  
Department of Education, Science and Training  
Department of Employment and Workplace Relations  
Department of the Environment and Water Resources  
Department of Transport and Regional Services  
Department of Veterans' Affairs  
National Library of Australia  
Office of National Assessments  
Western Australian Department of the Premier and Cabinet

See output 1.2 for further information about the provision of ICT services and output 1.3 for further information about the SLA.

## APPENDIX 9

### 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 \$10 300 and above.

**TABLE 27. ADVERTISING AND MARKET RESEARCH**

| <b>Agencies/Organisations</b>                | <b>Service provided</b>   | <b>Output</b> | <b>Amount (\$)</b> |
|--|---|---------------|--------------------|
| <b>Advertising agencies</b>                  |   |               |                    |
| Cre8ive Australasia                          | Design of graduate recruitment brochures                                    | 1.1           | 11 628             |
| Universal McCann                             | Smarttraveller campaign   | 2.1           | 3 282 064          |
| <b>Market research organisations</b>         |   |               |                    |
| Open Mind Research Group                     | Research on community reactions to the Smarttraveller campaign              | 2.1           | 420 288            |
| Newspoll Market Research                     | Community awareness study on attitudes to trade and trade policy priorities | 3.1           | 35 770             |
| Yayasan Smeru (Indonesia)                    | Study on economic consequences of terrorism                                 | 3.1           | 72 318             |
| <b>Polling and direct mail organisations</b> |   |               |                    |
| no payments to report                        |   |               |                    |
| <b>Media advertising organisations</b>       |   |               |                    |
| Career FAQs Pty Ltd                          | Advertising for general recruitment   | 1.1           | 13 200             |
| HMA Blaze                                    | Advertising for general recruitment   | 1.1           | 179 463            |
| HMA Blaze                                    | Advertising for general recruitment   | 1.2           | 20 236             |
| Telstra                                      | Advertising in the <i>White Pages</i>                                       | 1.2           | 23 961             |
| HMA Blaze                                    | Advertising for general recruitment   | 2.1           | 328 430            |
| Inkspot Promotions                           | Promotional items for passport services campaign                            | 2.1           | 13 961             |
| Telstra                                      | Advertising in the <i>White Pages</i>                                       | 2.1           | 209 985            |
| HMA Blaze                                    | Advertising for Australia–Thailand Institute grants                         | 3.1           | 18 365             |
| HMA Blaze                                    | Advertising for general recruitment   | 3.1           | 83 932             |
| Farm Guide Pty Ltd                           | Advertising agriculture issues  | 3.1           | 10 763             |

| <b>Agencies/Organisations</b> | <b>Service provided</b>  | <b>Output</b> | <b>Amount (\$)</b> |
|-------------------------------|--|---------------|--------------------|
| HMA Blaze                     | Advertising for Australia-Indonesia Youth Exchange Program 2007-08 | 3.1           | 11 072             |
| Caffeine Creative (Singapore) | Printing program booklets for promotional program in Singapore     | 3.1           | 10 898             |
| HMA Blaze                     | Advertising for tender   | 4.1           | 14 871             |
| HMA Blaze                     | Advertising for general recruitment                                | 4.1           | 22 586             |
| <b>Total</b>                  |  |               | <b>4 783 791</b>   |

# APPENDIX 10

## Grants and contributions

Table 28 provides a list of the discretionary grants programs administered or managed by the department in 2006–07. A list of grant recipients is available on request.

Table 29 provides a list of contributions to international organisations and peacekeeping operations administered by the department during 2006–07.

**TABLE 28. DISCRETIONARY GRANTS PROGRAMS**

| <b>Program</b>   | <b>Brief description of the Program</b>  | <b>2006–07<br/>Budget<br/>(\$'000)</b> | <b>2006–07<br/>Actual<br/>(\$'000)</b> |
|--|--|--|--|
| International Relations Grants Program                           | Grants in support of Australia's objectives in international security, trade and economic performance, global cooperation and public diplomacy | 3 541                                  | 2 233                                  |
| Australia–India relations: Sir Donald Bradman touring exhibition | Grant to support the Bradman Exhibition tour of India with the objective of deepening cultural ties between Australia and India                | 700                                    | 0                                      |
| Australia–Japan Foundation Grants Program                        | Grants in support of Australia's objectives in international security, trade and economic performance, global cooperation and public diplomacy | 1 313                                  | 380                                    |

**TABLE 29. CONTRIBUTIONS TO INTERNATIONAL ORGANISATIONS AND PEACEKEEPING OPERATIONS<sup>1</sup>**

|   | <b>Total<br/>(\$'000)</b> |
|---|---------------------------|
| <b>International Organisations</b>  |                           |
| APEC Business Advisory Council  | 39                        |
| APEC Secretariat  | 333                       |
| Biological Weapons Convention   | 43                        |
| Bureau of International Expositions   | 20                        |
| Commission for the Conservation of Antarctic Marine Living Resources  | 597                       |
| Commonwealth Secretariat  | 3 340                     |
| Comprehensive Nuclear-Test-Ban Treaty Organization  | 2 243                     |
| Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (Ottawa Convention) | 15                        |
| Conventional Weapons Convention   | 17                        |
| Energy Charter Secretariat  | 238                       |
| International Atomic Energy Agency  | 6 952                     |
| International Bureau of the Permanent Court of Arbitration  | 32                        |
| International Centre for the Study of the Preservation and Restoration of Cultural Property   | 98                        |
| International Criminal Tribunal for the former Yugoslavia   | 3 604                     |
| International Criminal Tribunal for Rwanda  | 2 995                     |
| International Development Law Organization  | 136                       |
| International Humanitarian Fact-Finding Commission  | 6                         |
| International Seabed Authority  | 149                       |
| International Tribunal for the Law of the Sea   | 297                       |
| Organisation for Economic Co-operation and Development  | 9 687                     |
| Organisation for the Prohibition of Chemical Weapons  | 1 734                     |
| Pacific Economic Cooperative  | 30                        |
| United Nations—assessed contribution  | 46 261                    |
| United Nations Capital Master Plan  | 10 011                    |
| United Nations Educational, Scientific and Cultural Organization  | 7 302                     |
| Wassenaar Arrangement   | 41                        |
| World Trade Organization  | 2 062                     |
| <i>Subtotal International Organisations</i>   | 98 282                    |

|   | <b>Total<br/>(\$'000)</b> |
|---|---------------------------|
| <b>International Peacekeeping Operations</b>                                |                           |
| United Nations Disengagement Observer Force                                 | 840                       |
| United Nations Integrated Mission in Timor-Leste                            | 3 834                     |
| United Nations Interim Administration Mission in Kosovo                     | 4 354                     |
| United Nations Interim Force in Lebanon                                     | 9 472                     |
| United Nations Mission for the Referendum in Western Sahara                 | 884                       |
| United Nations Mission in Ethiopia and Eritrea                              | 2 824                     |
| United Nations Mission in Liberia   | 13 465                    |
| United Nations Mission in the Sudan   | 23 483                    |
| United Nations Observer Mission in Georgia                                  | 659                       |
| United Nations Operation in Burundi   | 2 032                     |
| United Nations Operation in Côte d'Ivoire                                   | 9 295                     |
| United Nations Organization Mission in the Democratic Republic of the Congo | 22 385                    |
| United Nations Peacekeeping Force in Cyprus                                 | 495                       |
| United Nations Stabilization Mission in Haiti                               | 8 786                     |
| <i>Subtotal Peacekeeping Operations</i>                                     | 102 808                   |
| <b>Total</b>  | <b>201 090</b>            |

1 Contributions to international organisations and UN peacekeeping operations are administered under Outcome 1. These figures are provided on an accrual basis consistent with Financial Statements Note 20. Reporting of payments under the Outcome structure provides consistency with the reporting of these items in the *Portfolio Budget Statements 2006-07* and the *Portfolio Additional Estimates Statements 2006-07*.

## APPENDIX 11

### Consultancy services

Consistent with the Government's policy to focus available resources on core functions, and recognising the value of the different perspectives that consultants can bring to policy and operational issues, the department engages consultants where skills are currently unavailable in the department, there is a need for specialised or professional skills, or there is a need for independent research or assessment. All contracts (including consultancies) valued over \$10 000 entered into in Australia, or entered into overseas with an Australian supplier, are published in the Government's electronic gazettal system, AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).

#### Selection processes

The process used for selecting consultants, both in Australia and at overseas posts, is consistent with the department's broader procurement policies and the *Commonwealth Procurement Guidelines—January 2005*, and is based on the principle of 'value for money'. Selection methods are as follows:

##### *Open tender*

Consultancies over \$80 000 (GST inclusive) are advertised in AusTender, the Government's electronic publishing service, and where deemed appropriate, in the print media, inviting all businesses that satisfy the conditions for participation to submit tenders. In Australia, open tenders are also advertised on the department's internet site ([www.dfat.gov.au/tenders](http://www.dfat.gov.au/tenders)). Overseas, open tenders are advertised on the post's website.

##### *Select tender*

A limited number of organisations or individuals are invited to submit tenders for particular consultancies in accordance with the mandatory procurement procedures (Commonwealth Procurement Guidelines). These firms are identified:

- through their expertise in a particular field
- as representing a particular cultural or other interest group
- as belonging to a multi-use list (consisting of pre-qualified potential suppliers that have satisfied the conditions for inclusion on the list, for example Government Endorsed Supplier Arrangement for IT services).

In Australia, select sourcing tenders are also advertised on the department's internet site for the information of any other supplier that believes it would be competitive in meeting the tender requirements.

### Direct sourcing

A consultant is permitted to be sourced directly under certain special conditions as outlined in section 8 of the *Commonwealth Procurement Guidelines*.

### Panel

An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements.

## Consultancy services let

The following table lists consultancy services contracts let during the year to the value of \$10 000 or more (inclusive of GST, where applicable), including the contract price for the consultancy and the reason for the decision to engage consultancy services.

**TABLE 30. CONSULTANCY SERVICES CONTRACTS LET DURING THE YEAR**

| Consultant name   | Description  | Contract price* | Selection process | Justification |
|---|--|-----------------|-------------------|---------------|
| Applied Economics                                       | Construction of a new passport demand forecast model           | 47 520          | Select tender     | B             |
| CB Richard Ellis  | Independent review of the property market—Seoul                | 12 723          | Select tender     | B             |
| DTZ Zadelhoff Tie Leung International Property Advisors | Independent review of the property market—Budapest             | 13 383          | Select tender     | B             |
| Gartner Asia Pacific                                    | Specialist advice—IT research and advisory services            | 33 440          | Direct sourcing   | B             |
| Grosvenor Management Consulting                         | Development of a capital works procedures manual               | 79 352          | Select tender     | A             |
| Grosvenor Management Consulting                         | Procurement support services—overseas property services tender | 195 810         | Open tender       | B             |
| Grosvenor Management Consulting                         | Specialist advice—property services market and contract review | 47 187          | Direct sourcing   | B             |
| Hay Group   | Specialist advice—locally engaged staff salaries, Singapore    | 20 529          | Select tender     | C             |
| Hendry Group (VIC)                                      | Property compliance audits—Pacific and South America           | 665 478         | Open tender       | B             |
| iCognition  | Independent advice—records management services                 | 27 155          | Select tender     | A             |

| <b>Consultant name</b>  | <b>Description</b>   | <b>Contract price*</b> | <b>Selection process</b> | <b>Justification</b> |
|---|--|------------------------|--------------------------|----------------------|
| International Trade Strategies  | Economic research into a potential Australia—Korea FTA                                 | 115 500                | Open tender              | C                    |
| JJ McDonald & Sons  | Site investigation and land survey—Dili  | 46 500                 | Select tender            | B                    |
| Jones Lang LaSalle (Korea)  | Independent review of the property market—Seoul  | 13 890                 | Select tender            | B                    |
| Knight Frank (Kenya)  | Independent review of the property market—Nairobi                                      | 15 063                 | Select tender            | B                    |
| KPMG  | Independent review of ICT governance structures and systems                            | 70 840                 | Select tender            | B                    |
| National Farmers' Federation  | Promotion of Australia's trade interests   | 25 000                 | Direct sourcing          | B                    |
| Odyssea Turizm Ve Danismanlik   | Independent review of the property market—Canakkale                                    | 10 253                 | Select tender            | B                    |
| PT Dayamandiri Dharmakonsilindo   | Specialist advice—locally engaged staff conditions of service, Jakarta                 | 22 765                 | Direct sourcing          | B                    |
| Queensland Consulting Project Partners (QCPP)                                 | Project management services—Dhaka  | 384 644                | Select tender            | A                    |
| Sinclair Knight Merz  | Specialist advice—seismic evaluation, Kathmandu  | 79 803                 | Open tender              | B                    |
| Sparke Helmore  | Probity advisor—overseas property services tender                                      | 14 133                 | Panel                    | B                    |
| The Adelaide Research & Innovation Investment Trust                           | Represent Australia in the Comprehensive Economic Partnership in East Asia Study Group | 59 400                 | Select tender            | C                    |
| The Treasury  | Review of the current passport demand forecast model                                   | 20 000                 | Direct sourcing          | B                    |
| The Trustee for PCM Unit Trust (Historic name: Property Concept & Management) | Property management and strategic planning   | 92 000                 | Direct sourcing          | B                    |
| Unisys Australia  | Project management and consultancy services for DFAT FMIS system                       | 55 495                 | Direct sourcing          | C                    |
| Unisys Australia  | Provision of specialist consultants to develop DFAT's business intelligence framework  | 79 500                 | Direct sourcing          | C                    |
| United Group Process Solutions  | Property compliance audits—Asia  | 693 784                | Open tender              | B                    |

| Consultant name               | Description   | Contract price* | Selection process | Justification |
|-------------------------------|---|-----------------|-------------------|---------------|
| University of New South Wales | Specialist advice—physical security                                       | 70 000          | Direct sourcing   | B             |
| WalterTurnbull                | Consultancy services—development of a pandemic influenza contingency plan | 12 705          | Select tender     | B             |
| Woods Bagot (Thailand)        | Specialist advice—residential site inspection and evaluation              | 60 381          | Select tender     | B             |
| Total                         |   | 3 084<br>234    |                   |               |

\* Figures may not add due to rounding.

**Explanation of selection process terms drawn from the *Commonwealth Procurement Guidelines (January 2005)*:**

*Open tender*—A procurement procedure in which a request for tender is published inviting all business that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

*Select tender*—A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a short list of competent suppliers.

*Direct sourcing*—A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

*Panel*—An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a pre-determined length of time, usually at a pre-arranged price.

**Justification for decision to use consultancy:**

A—skills currently unavailable within the agency

B—need for specialised or professional skills

C—need for independent research or assessment

## 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 31. LIST OF SPONSORS**

| <b>Sponsor</b>                           | <b>Project/Program</b>   | <b>Output</b> | <b>Amount (\$)</b> |
|--|--|---------------|--------------------|
| Qantas Airways                           | Cairns Group Ministerial Meeting Gala Dinner                             | 1.1           | 10 000             |
| Green Rock Energy                        | Cultural visit to Australia by Hungarian National Ballet representatives | 1.1           | 4 965              |
| Waratah Australia International          | Aboriginal Dance Performance (Guangzhou)                                 | 3.1           | 3 001              |
| AusAID                                   | Aceh Children's Visit to Australia                                       | 3.1           | 20 000             |
| Macquarie Bank                           | Anzac Day (Los Angeles)  | 3.1           | 12 009             |
| American Australian Association          | Anzac Day (Washington)   | 3.1           | 2 997              |
| General Dynamics                         | Anzac Day (Washington)   | 3.1           | 3 031              |
| Qantas Airways                           | Anzac Day (Washington)   | 3.1           | 3 184              |
| Redflex Communication Systems Inc.       | Anzac Day (Washington)   | 3.1           | 1 801              |
| Sabre Systems Inc.                       | Anzac Day (Washington)   | 3.1           | 2 996              |
| Discovery Channel                        | <i>Atlas</i> (Discovery Channel TV)                                      | 3.1           | 5 972              |
| Auslink                                  | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| Coffey International Development         | Australia Day (Abu Dhabi)  | 3.1           | 2 022              |
| GHD Global                               | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| GRM International                        | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| Rio Tinto Aluminium                      | Australia Day (Abu Dhabi)  | 3.1           | 1 929              |
| Templeton Galt                           | Australia Day (Abu Dhabi)  | 3.1           | 2 089              |
| Tenix LADS Corporation                   | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| University of Wollongong in Dubai        | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| Woodside Energy (Middle East and Africa) | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| WorleyParsons Engineering                | Australia Day (Abu Dhabi)  | 3.1           | 2 086              |
| Albina & Hanna                           | Australia Day (Amman)  | 3.1           | 2 133              |
| Arab Bank Australia                      | Australia Day (Amman)  | 3.1           | 6 220              |
| AAPC (Thailand)                          | Australia Day (Bangkok)  | 3.1           | 2 693              |

| <b>Sponsor</b>                                     | <b>Project/Program</b>                             | <b>Output</b> | <b>Amount (\$)</b> |
|--|--|---------------|--------------------|
| Akara Mining                                       | Australia Day (Bangkok)                            | 3.1           | 5 417              |
| Blackmores Australia                               | Australia Day (Bangkok)                            | 3.1           | 2 734              |
| BlueScope Steel (Thailand)                         | Australia Day (Bangkok)                            | 3.1           | 2 706              |
| dwp cityspace                                      | Australia Day (Bangkok)                            | 3.1           | 2 734              |
| Erawan Group Public Co.                            | Australia Day (Bangkok)                            | 3.1           | 2 706              |
| Hemaraj Land and Development Public Company        | Australia Day (Bangkok)                            | 3.1           | 2 636              |
| Tourism Australia                                  | Australia Day (Bangkok)                            | 3.1           | 8 080              |
| University of New South Wales (Thailand) Co. Ltd   | Australia Day (Bangkok)                            | 3.1           | 2 667              |
| Wattyl Dimet (Siam)                                | Australia Day (Bangkok)                            | 3.1           | 2 736              |
| Meat and Livestock Australia                       | Australia Day (Berlin)                             | 3.1           | 2 500              |
| ACP–NatMag Partnership                             | Australia Day (London)                             | 3.1           | 8 978              |
| Constellation Europe                               | Australia Day (London)                             | 3.1           | 1 603              |
| Pernod Ricard UK                                   | Australia Day (London)                             | 3.1           | 11 222             |
| FGL Wine Estates                                   | Australia Day (Rome)                               | 3.1           | 1 961              |
| ARA WorleyParsons S.A.                             | Australia Day (Santiago)                           | 3.1           | 4 903              |
| BHP Billiton                                       | Australia Day (Santiago)                           | 3.1           | 4 898              |
| Orica Chemicals Chile S.A.                         | Australia Day (Santiago)                           | 3.1           | 5 006              |
| Securrency   | Australia Day (Santiago)                           | 3.1           | 5 020              |
| Sinclair Knight Merz                               | Australia Day (Santiago)                           | 3.1           | 4 989              |
| Singapore Airlines                                 | Australia Day (Warsaw)                             | 3.1           | 2 139              |
| Wyborowa SA  | Australia Day (Warsaw)                             | 3.1           | 2 611              |
| ANZ Banking Group, Korea                           | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 175             |
| Assa Abloy (Korea)                                 | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 087              |
| Australia New Zealand Chamber of Commerce in Korea | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 4 256              |
| Australian Trade Commission Seoul                  | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 12 232             |
| BHP Billiton (Korea)                               | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 237             |
| Chevron International Gas Inc. Korea Branch        | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 3 498              |
| Chevron Oil Corporation Korea Branch               | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 3 498              |

| <b>Sponsor</b>                                    | <b>Project/Program</b>                             | <b>Output</b> | <b>Amount (\$)</b> |
|---|--|---------------|--------------------|
| Hyundai Home Shopping                             | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 048              |
| Inno Tree Inc.                                    | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 087              |
| Le Meilleur Starplus Co.                          | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 048              |
| Macquarie Bank Group                              | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 171             |
| North West Shelf Australia LNG                    | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 124             |
| Posco   | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 175             |
| Queensland Government Trade and Investment Office | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 4 210              |
| Rio Tinto (Korea)                                 | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 14 175             |
| Southern Exchange                                 | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 4 210              |
| Spire Research & Consulting                       | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 1 971              |
| Tourism Australia                                 | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 017              |
| Tourism Queensland                                | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 022              |
| Tourism Western Australia                         | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 2 537              |
| Woodside Energy Liaison Company (Korea)           | Australia Day 2007—Many Faces of Australia (Seoul) | 3.1           | 7 093              |
| Allied Pickfords KK (Japan)                       | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 5 220              |
| ANZ Banking Group                                 | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 11 050             |
| Aristocrat Technologies KK                        | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 10 580             |
| BHP Billiton (Japan)                              | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 5 475              |
| Government of Victoria (Australia) Tokyo Office   | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 2 715              |
| Government of Western Australia                   | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 2 775              |
| Macquarie Japan                                   | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 11 020             |
| Meat and Livestock Australia                      | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 12 161             |
| National Australia Bank                           | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 10 950             |
| North West Shelf Liaison Company                  | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 5 280              |
| Qantas Airways                                    | Australia Day in Spring 2007 (Tokyo)               | 3.1           | 9 205              |

| <b>Sponsor</b>                                    | <b>Project/Program</b>  | <b>Output</b> | <b>Amount (\$)</b> |
|---|---|---------------|--------------------|
| Queensland Government Trade and Investment Office | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 775              |
| Rio Tinto Japan Limited                           | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 680              |
| Schiavello (Japan)                                | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 645              |
| Servcorp (Japan) KK                               | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 645              |
| Suntory Flowers KK                                | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 645              |
| Tony's Tuna International                         | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 610              |
| Vacel Inc.  | Australia Day in Spring 2007 (Tokyo)  | 3.1           | 2 923              |
| Foster's Wine Estates Australia                   | Australia Day Reception (Hong Kong)   | 3.1           | 1 768              |
| Central EU Biofuels                               | <i>Australia</i> Ethnographic Museum 2006 (Budapest)                                | 3.1           | 3 051              |
| ERG Italy   | Australia Focus 2007 (Rome)   | 3.1           | 6 364              |
| Australian Education International                | Australia in Brief 2007 (Seoul)   | 3.1           | 1 982              |
| Helen Kaminski                                    | Australia Network and Australian fashion promotion (Taipei)                         | 3.1           | 3 560              |
| Siyare Enterprise Co.                             | Australia Network and Australian fashion promotion (Taipei)                         | 3.1           | 3 560              |
| ANZ Banking Group                                 | Australia Week (Vientiane)  | 3.1           | 3 000              |
| Argonaut Resources NL                             | Australia Week (Vientiane)  | 3.1           | 1 802              |
| Boat Long Year                                    | Australia Week (Vientiane)  | 3.1           | 3 004              |
| Bob Gorden  | Australia Week (Vientiane)  | 3.1           | 3 605              |
| Lanxang Mineral                                   | Australia Week (Vientiane)  | 3.1           | 3 605              |
| Phu Bia Mining                                    | Australia Week (Vientiane)  | 3.1           | 6 008              |
| Planet Online                                     | Australia Week (Vientiane)  | 3.1           | 1 802              |
| Robert Winch                                      | Australia Week (Vientiane)  | 3.1           | 1 802              |
| AusAID  | Australia–Indonesia Mental Health Internship  | 3.1           | 45 000             |
| Tourism Australia                                 | Australia–Japan Year of Exchange: Prime Minister's XV vs Japan, rugby match (Tokyo) | 3.1           | 9 660              |
| Shell Gas & Power Japan                           | Australia–Japan Year of Exchange: Australia Festival (Tokyo)                        | 3.1           | 11 340             |
| Asialink, University of Melbourne                 | Australian art exhibition in Hanoi  | 3.1           | 2 154              |
| SAE Institute                                     | Australian Film Festival & Education Exhibition (Cairo)                             | 3.1           | 4 579              |
| SAE Institute                                     | Australian Film Festival (Amman)  | 3.1           | 6 037              |
| Tourism Australia                                 | Australian Film Festival (Bangkok)  | 3.1           | 1 758              |
| Commonwealth Bank of Australia                    | Australian Film Festival (Hong Kong)  | 3.1           | 16 738             |

| <b>Sponsor</b>                                      | <b>Project/Program</b>                                       | <b>Output</b> | <b>Amount (\$)</b> |
|---|--|---------------|--------------------|
| Grand Hyatt Hong Kong                               | Australian Film Festival (Hong Kong)                         | 3.1           | 3 144              |
| Qantas Airways                                      | Australian Film Festival (Hong Kong)                         | 3.1           | 3 177              |
| Viet Hai Dang Co.                                   | Australian Film Festival 2007<br>(Ho Chi Minh City)          | 3.1           | 2 569              |
| BHP Billiton (Eurasia) LLC                          | Australian Film Festival 2007 (Moscow)                       | 3.1           | 51 153             |
| Radio Maximum                                       | Australian Film Festival 2007 (Moscow)                       | 3.1           | 2 354              |
| Invest Australia                                    | Australian Film Focus 2007 (Singapore)                       | 3.1           | 1 597              |
| ANZ Banking Group                                   | Australian Friendship Collection,<br>Shanghai Library        | 3.1           | 5 000              |
| Sky Italia srl                                      | Australian Girls Choir International Tour<br>2006 (Rome)     | 3.1           | 3 352              |
| Taipei Book Fair Foundation                         | Australian literature promotion (Taipei)                     | 3.1           | 7 264              |
| AusAID  | Australia–South Pacific Sports Program                       | 3.1           | 145 456            |
| ANZ Royal Bank (Cambodia)                           | Cambodia–Australia Photo Exhibition<br>(Phnom Penh)          | 3.1           | 3 026              |
| Honolulu Advertiser & Times<br>Supermarkets         | Circus Oz Reception and Show                                 | 3.1           | 6 539              |
| BHP Billiton  | <i>Descendance</i> Aboriginal Dance<br>(Soweto and Pretoria) | 3.1           | 10 936             |
| Business & Arts South Africa                        | <i>Descendance</i> Aboriginal Dance<br>(Soweto and Pretoria) | 3.1           | 5 888              |
| ANZ Banking Group                                   | Experience Australia Event in Shenzhen                       | 3.1           | 3 522              |
| Australian Education International                  | Experience Australia Event in Shenzhen                       | 3.1           | 6 000              |
| CPA Australia, Hong Kong<br>China Division          | Experience Australia Event in Shenzhen                       | 3.1           | 3 477              |
| Megaharvest International<br>(Australia) Co.        | Experience Australia Event in Shenzhen                       | 3.1           | 10 064             |
| Rio Tinto Limited, Beijing<br>Representative Office | Experience Australia Event in Shenzhen                       | 3.1           | 5 045              |
| Tourism Australia                                   | Experience Australia Event in Shenzhen                       | 3.1           | 15 467             |
| Waratah Australia International                     | Experience Australia Event in Shenzhen                       | 3.1           | 5 083              |
| IDP Education Australia                             | Film Festival (Port Louis)                                   | 3.1           | 1 650              |
| Australian Education International                  | Film Festival 2007 (Seoul)                                   | 3.1           | 2 709              |
| Korea–Australia Foundation                          | Film Festival 2007 (Seoul)                                   | 3.1           | 2 709              |
| IDP Education Australia                             | Film Roadshow 2007 (Hanoi)                                   | 3.1           | 2 547              |
| Meliã Hanoi   | Film Roadshow 2007 (Hanoi)                                   | 3.1           | 2 554              |
| Vietnam Airlines                                    | Film Roadshow 2007 (Hanoi)                                   | 3.1           | 2 508              |
| VINE Group  | Film Roadshow 2007 (Hanoi)                                   | 3.1           | 2 554              |

| <b>Sponsor</b>                                   | <b>Project/Program</b>   | <b>Output</b> | <b>Amount (\$)</b> |
|--|--|---------------|--------------------|
| Compagnie Financière Alcatel                     | Gabrielle Pizzi art exhibition (Paris)   | 3.1           | 50 856             |
| Macquarie Bank Foundation                        | Gabrielle Pizzi art exhibition (Paris)   | 3.1           | 127 529            |
| AusAID   | Indonesian Festival 2006, Nanggroe Aceh Darussalam                             | 3.1           | 4 045              |
| Casa Cuervo, S.A. de C.V.                        | International Association of Refugee Law Judges reception                      | 3.1           | 2 523              |
| Unión de Grandes Marcas                          | International Association of Refugee Law Judges reception                      | 3.1           | 2 259              |
| Attiko Metro S.A.                                | Landmine Photo Exhibition and Panel Discussion on Mine Ban Convention (Athens) | 3.1           | 17 000             |
| Eleftherotypia                                   | Landmine Photo Exhibition and Panel Discussion on Mine Ban Convention (Athens) | 3.1           | 1 650              |
| ERT S.A.   | Landmine Photo Exhibition and Panel Discussion on Mine Ban Convention (Athens) | 3.1           | 72 500             |
| Hotel Grande Bretagne                            | Landmine Photo Exhibition and Panel Discussion on Mine Ban Convention (Athens) | 3.1           | 3 750              |
| Australian Turkish Business and Industry Council | Michelle Nicole Quartet Concert (Ankara)                                       | 3.1           | 9 900              |
| Westpac Banking Corporation                      | RSVP Australia Westpac Arts Festival (Singapore)                               | 3.1           | 14 122             |
| University of New South Wales, Asia              | <i>Then and Now: Singaporeans and their Australia</i> calendar (Singapore)     | 3.1           | 2 068              |
| Crumpler   | <i>Uncover Australia</i> photo competition (Singapore)                         | 3.1           | 2 000              |
| Intrepid Travel                                  | <i>Uncover Australia</i> photo competition (Singapore)                         | 3.1           | 9 000              |
| Lonely Planet                                    | <i>Uncover Australia</i> photo competition (Singapore)                         | 3.1           | 1 500              |
| Singapore Airlines                               | <i>Uncover Australia</i> photo competition (Singapore)                         | 3.1           | 5 000              |
| Eden Rock Resort                                 | Venice Biennale (Rome)   | 3.1           | 5 717              |
| Po Valley Energy                                 | Venice Biennale (Rome)   | 3.1           | 11 116             |
| <b>Total</b>                                     |  |               | <b>1 268 173</b>   |

## APPENDIX 13

### Summary of the overseas network

Following is a summary of the overseas network as at 30 June 2007.

A comprehensive listing of the overseas network, including arrangements for the accreditation and responsibilities of overseas posts is available at the department's website, at [www.dfat.gov.au/dept](http://www.dfat.gov.au/dept). This information is updated regularly.

**TABLE 32. EMBASSIES, HIGH COMMISSIONS, CONSULATES AND MULTILATERAL MISSIONS MANAGED BY THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (89 POSTS)**

| Country of location            | City  | Post type  |
|--------------------------------|---|--|
| Afghanistan                    | Kabul   | Embassy  |
| Argentina                      | Buenos Aires                                  | Embassy  |
| Austria                        | Vienna  | Embassy and Permanent Mission to the United Nations                    |
| Bangladesh                     | Dhaka   | High Commission  |
| Belgium                        | Brussels                                      | Embassy and 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                          | Beijing<br>Guangzhou<br>Hong Kong<br>Shanghai | Embassy<br>Consulate-General<br>Consulate-General<br>Consulate-General |
| Croatia                        | Zagreb  | Embassy  |
| Cyprus                         | Nicosia                                       | High Commission  |
| Country of location            | City  | Post type  |
| Denmark                        | Copenhagen                                    | Embassy  |
| East Timor                     | Dili  | Embassy  |
| Egypt                          | Cairo   | Embassy  |
| Federated States of Micronesia | Pohnpei                                       | Embassy  |
| Fiji                           | Suva  | High Commission  |
| France                         | Paris<br>Paris                                | Embassy*<br>Delegation to the OECD                                     |

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

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

\* The Australian Permanent Delegation to UNESCO is located within the embassy in Paris.  
 In Ramallah, the Australian Government maintains the Australian Representative Office.  
 In Taipei, the Australian Chamber of Commerce and Industry maintains the Australian Commerce and Industry Office, 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 Citizenship.

**TABLE 33. CONSULATES MANAGED BY AUSTRADE (18 POSTS)**

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

**TABLE 34. CONSULATES HEADED BY HONORARY CONSULS (46 POSTS)**

| Region   | Country of location | City          | Responsible Post |
|----------|---------------------|---------------|------------------|
| Africa   | Angola              | Luanda        | Harare           |
|          | Mozambique          | Maputo        | Harare           |
|          | Nigeria             | Lagos         | Abuja            |
| Asia     | Indonesia           | Medan         | Jakarta          |
|          | Kazakhstan          | Almaty        | Moscow           |
|          | Korea, Republic of  | Busan         | Seoul            |
|          | Malaysia            | Kota Kinabalu | Kuala Lumpur     |
|          | Malaysia            | Kuching       | Kuala Lumpur     |
|          | Malaysia            | Penang        | Kuala Lumpur     |
|          | Mongolia            | Ulaanbaatar   | Beijing          |
|          | Pakistan            | Karachi       | Islamabad        |
|          | Russia              | Vladivostok*  | Moscow           |
|          | Thailand            | Chiang Mai    | Bangkok          |
| Thailand | Koh Samui           | Bangkok       |                  |

| <b>Region</b>           | <b>Country of location</b>            | <b>City</b>    | <b>Responsible Post</b> |
|-------------------------|---------------------------------------|----------------|-------------------------|
|                         | Thailand                              | Phuket         | Bangkok                 |
| Pacific                 | French Polynesia                      | Papeete        | Noumea                  |
|                         | Papua New Guinea                      | Lae            | Port Moresby            |
| Europe                  | Bosnia-Herzegovina                    | Sarajevo       | Vienna                  |
|                         | Bulgaria                              | Sofia          | Athens                  |
|                         | Czech Republic                        | Prague*        | Warsaw                  |
|                         | Estonia                               | Tallinn        | Stockholm               |
|                         | Finland                               | Helsinki       | Stockholm               |
|                         | Former Yugoslav Republic of Macedonia | Skopje         | Belgrade                |
|                         | Greece                                | Thessaloniki   | Athens                  |
|                         | Latvia                                | Riga           | Stockholm               |
|                         | Lithuania                             | Vilnius        | Stockholm               |
|                         | Norway                                | Oslo           | Copenhagen              |
|                         | Romania                               | Bucharest*     | Belgrade                |
|                         | Russia                                | St Petersburg  | Moscow                  |
|                         | Slovenia                              | Ljubljana      | Vienna                  |
|                         | Spain                                 | Barcelona      | Madrid                  |
|                         | Spain                                 | Seville        | Madrid                  |
|                         | Ukraine                               | Kiev           | Moscow                  |
|                         | United Kingdom                        | Edinburgh      | London                  |
| North America           | Canada                                | Vancouver*     | Ottawa                  |
|                         | United States                         | Boston         | New York CG             |
|                         | United States                         | Denver         | Los Angeles             |
|                         | United States                         | Houston        | Washington DC           |
|                         | United States                         | Miami          | Atlanta                 |
|                         | United States                         | Seattle        | San Francisco           |
| Central & South America | Bolivia                               | La Paz         | Santiago                |
|                         | Brazil                                | Rio de Janeiro | Brasilia                |
|                         | Colombia                              | Bogota         | Brasilia                |
|                         | Ecuador                               | Guayaquil      | Santiago                |
|                         | Mexico                                | Monterrey      | Mexico City             |
|                         | Uruguay                               | Montevideo     | Buenos Aires            |

\* Austrade-managed consulate

**TABLE 35. PLACES WHERE CANADA PROVIDES CONSULAR SERVICES TO AUSTRALIAN CITIZENS**

| <b>Country/consular area</b>      | <b>Canadian post responsible</b> | <b>Australian supervising post</b> |
|-----------------------------------|----------------------------------|------------------------------------|
| Algeria                           | Algiers                          | Paris Embassy                      |
| Burkina Faso                      | Ouagadougou                      | Accra                              |
| Cameroon                          | Yaounde                          | Abuja                              |
| Congo, Democratic Republic of the | Kinshasa                         | Harare                             |
| Costa Rica                        | San Jose                         | Mexico City                        |
| Côte d'Ivoire                     | Abidjan                          | Accra                              |
| Cuba                              | Havana                           | Mexico City                        |
| Ecuador                           | Quito                            | Santiago                           |
| Ethiopia                          | Addis Ababa                      | Nairobi                            |
| Gabon                             | Yaounde                          | Abuja                              |
| Gambia, The                       | Dakar                            | Accra                              |
| Guatemala                         | Guatemala City                   | Mexico City                        |
| Guinea                            | Dakar                            | Accra                              |
| Mali                              | Bamako                           | Accra                              |
| Morocco                           | Rabat                            | Paris Embassy                      |
| Niger                             | Niamey                           | Abuja                              |
| San Salvador                      | El Salvador                      | Mexico City                        |
| Senegal                           | Dakar                            | Accra                              |
| Syria                             | Damascus                         | Cairo                              |
| Tanzania                          | Dar es Salaam                    | Nairobi                            |
| Tunisia                           | Tunis                            | Cairo                              |
| Venezuela                         | Caracas                          | Brasilia                           |

**TABLE 36. PLACES WHERE AUSTRALIA PROVIDES CONSULAR SERVICES TO CANADIAN CITIZENS**

| <b>Country/consular area</b>  | <b>Australian post responsible</b> | <b>Canadian supervising post</b> |
|---|------------------------------------|----------------------------------|
| Bali  | Bali (Denpasar)                    | Jakarta                          |
| Burma   | Rangoon                            | Bangkok                          |
| Cambodia  | Phnom Penh                         | Bangkok                          |
| East Timor  | Dili                               | Jakarta                          |
| Federated States of Micronesia<br>Guam<br>Marshall Islands<br>Northern Mariana Islands<br>Palau | Pohnpei                            | Canberra                         |
| French Polynesia  | Noumea                             | Wellington                       |
| Hawaii  | Honolulu                           | San Francisco                    |
| Kiribati  | Tarawa                             | Wellington                       |
| Laos  | Vientiane                          | Bangkok                          |
| Nauru   | Nauru                              | Canberra                         |
| New Caledonia   | Noumea                             | Canberra                         |
| Nusa Tenggara Barat   | Bali (Denpasar)                    | Jakarta                          |
| Papua New Guinea  | Port Moresby                       | Canberra                         |
| Samoa   | Apia                               | Wellington                       |
| Solomon Islands   | Honiara                            | Canberra                         |
| Tonga   | Nuku'alofa                         | Wellington                       |
| Vanuatu   | Port Vila                          | Canberra                         |