



PART 04

APPENDICES

APPENDIX 1 – ADVERTISING AND MARKET RESEARCH

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APPENDIX

Advertising Agencies

Organisation	Service Provided	Paid \$ (GST Incl)
Batey Red Cell	Creative advertising development and production for the National Illicit Drugs Campaign.	1,579,211
Brown Melhuish Fishlock	Talent fees for the National Tobacco Campaign – 'lung', 'artery' and 'call for help' advertisements.	159,964
The 303 Group	Creative advertising development and production for the 'Go for 2&5™' campaign.	837,679
TMP Worldwide Pty Ltd	Development and implementation of a marketing strategy to inform doctors in selected countries of medical vacancies in Australia.	71,211

Market Research Organisations

Organisation	Service Provided	Paid \$ (GST Incl)
ACNielsen Research	Deliver data for expenditure and exposure of alcohol industry advertising across the main media in the Australian market.	14,762
Blue Moon Research & Planning Pty Ltd	Exploration of consumer information needs and response to existing consumer documentation on private health insurance.	65,780
Blue Moon Research & Planning Pty Ltd	Developmental research for the National Pneumococcal Vaccination Campaign.	85,635
Blue Moon Research & Planning Pty Ltd	Concept testing and formative research for the National Illicit Drugs Campaign.	260,788
Colmar Brunton Social Research	Focus group research with overseas trained doctors (OTDs) and Australian employers of OTDs to assess a variety of promotional and marketing materials.	24,451
Cultural & Indigenous Research Centre Australia	Research on the sponsorship of the 2004 Croc Festivals.	136,143
DH4 Pty Ltd	Qualitative research into web user views on accessibility and useability of <www.health.gov.au> to inform improvements.	38,530
Eureka Strategic Research Pty Ltd	Research on youth smoking behaviour.	328,757
Eureka Strategic Research Pty Ltd	Evaluation of communication materials for the Bonded Medical Places Scheme.	35,838
Inside Story Unit Trust	Research, analysis and definition of the requirements of the target audience for the Aged Care Choices Project.	121,880
Inside Story Unit Trust	Research, analysis and definition of the requirements of the target audience for the Seniors Portal.	34,100
I-view Pty Ltd	Research on the sponsorship of the 2004 Rock Eisteddfod Challenge TV Specials.	59,154
Newton Wayman Chong and Associates Pty Ltd	Market research to assess the viability of a National General Practitioner Vacancy Website.	40,506

Market Research Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
Newton Wayman Chong and Associates Pty Ltd	Provision of focus testing of asthma brochures for GPs and consumers.	59,730
Norton Consulting	Administration of a client satisfaction survey.	5,500
Palm Consulting Group	Facilitation of Client Focus Group Meetings held with members of the public eligible for services under the Hearing Services Program to assess user opinion of the program.	8,467
Roy Morgan Research Pty Ltd	Research on communications for the National Pneumococcal Vaccination Program.	132,000
Roy Morgan Research Pty Ltd	Youth alcohol consumption research.	227,698
Taylor Nelson Sofres Australia Pty Ltd	Review of alcohol advertising (part 2).	43,834
The Performance Technologies Group (PTG) Pty Ltd	Website eyetracking research to determine useability and accessibility of <www.health.gov.au> to inform improvements.	11,000
The Social Research Centre Pty Ltd	Evaluation research for the National Illicit Drugs Campaign.	251,146
The Social Research Centre Pty Ltd	National Tobacco Campaign Evaluation 2004.	180,604
TQA Research Pty Ltd/ Ipsos Australia Pty Ltd	Measurement of the extent to which informed financial consent was being obtained from health fund members being treated in hospital as private patients.	152,405
TQA Research Pty Ltd	Health privacy and consent qualitative research.	82,431
Wallis Consulting Group Pty Ltd	Survey into consumers' experiences, expectations and perspectives of the health and ageing system.	340,120
Wallis Consulting Group Pty Ltd	Review of alcohol advertising (part 1).	44,671
Woolcott Research Pty Ltd	Physical Activity Guidelines Materials pre-testing.	77,055
Woolcott Research Pty Ltd	Consumer omnibus survey to evaluate the 2004 World AIDS Day communications activities.	13,662
Woolcott Research Pty Ltd	Research for the Bowel Cancer Screening Pilot Program.	179,201
Woolcott Research Pty Ltd	Market research for the development of the Go for 2&5™ and Physical Activity campaigns under the Building a Healthy, Active Australia initiative.	227,019
Woolcott Research Pty Ltd	Market research of advertising concepts for the Physical Activity campaign under the Building a Healthy, Active Australia initiative.	84,785
Worthington di Marzio	Final Evaluation – Strengthening Medicare campaign.	13,938
Worthington di Marzio	Research for the Organ Donor brochure accompanying letter.	19,965
Worthington di Marzio	Evaluation of the Organ Donor brochure.	27,555
Worthington di Marzio	Developmental research for the Organ Donor Registration communications strategy.	38,225
Worthington di Marzio	Concept testing of taglines and key messages developed for HealthConnect.	11,500

Polling Organisations

Organisation	Service Provided	Paid \$ (GST Incl)
Not applicable	Not applicable	Not applicable

Direct Mail Organisations

Organisation	Service Provided	Paid \$ (GST Incl)
Australia Post	Printing and distribution of the Australian Organ Donor Register brochure.	3,025,485
Australia Post	Household mail-out – Strengthening Medicare campaign.	371,294*
Canberra Mailing Pty Ltd	Mail-out of <i>TGA News</i> .	5,536
Canberra Mailing Pty Ltd	Distribution of <i>Payment Essential</i> newsletter (2 editions).	4,305
Canprint Communications Pty Ltd	Warehousing and distribution of mental health publications.	98,764
Design Direction	Create artwork for asthma information papers and asthma consumer brochures for mail-out to GPs and other health professionals.	16,797
Health Insurance Commission	National mail-out to parents for the National Childhood Pneumococcal Vaccination Program.	170,805
National Asthma Council	Distribution of asthma information papers and consumer brochures.	2,959
National Mailing and Marketing Pty Ltd	Distribution of display stands – Strengthening Medicare campaign.	3,360
National Mailing and Marketing Pty Ltd	Distribution of PBS Community Awareness Campaign materials.	3,501
National Mailing and Marketing Pty Ltd	Storage and distribution of the Medicare Benefits Schedule.	11,990
National Mailing and Marketing Pty Ltd	Storage and distribution of <i>Home Medicines Review</i> publications.	3,993
National Mailing and Marketing Pty Ltd	Distribution of <i>HealthInsite</i> marketing materials.	1,703
National Mailing and Marketing Pty Ltd	Mail-out of <i>National Integrated Diabetes Program – Guide for General Practitioners</i> .	26,306
National Mailing and Marketing Pty Ltd	Warehousing, picking and packing of Palliative Care products.	15,919
National Mailing and Marketing Pty Ltd	Storing, handling and dispatch of WellingTONNE Challenge Toolkit, Building Healthy Communities Guide and Building Healthy Communities promotional material.	34,197
National Mailing and Marketing Pty Ltd	Storage and distribution of the <i>Private Patients' Hospital Charter</i> .	2,660
National Mailing and Marketing Pty Ltd	Preparation and distribution of pathology documents.	5,772
National Mailing and Marketing Pty Ltd	Preparation and distribution of pathology documents.	3,563
National Mailing and Marketing Pty Ltd	Preparation and distribution of pathology documents.	9,411

Direct Mail Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
National Mailing and Marketing Pty Ltd	Preparation and distribution of Changes to the Pathology Services Table of the Medicare Benefits Table.	1,588
National Mailing and Marketing Pty Ltd	Collation, distribution and storage of Aboriginal and Torres Strait Islander Adult Health Check information kits and Enhanced Primary Care kits for workers in Indigenous health.	5,370
National Mailing and Marketing Pty Ltd	Preparation and distribution of Strengthening Medicare fact sheets.	107,020
National Mailing and Marketing Pty Ltd	Distribution of Stengthening Medicare initiative to increase to \$7.50 the incentives for GPs who bulk bill in regional, rural and remote Australia or Tasmania.	4,846
National Mailing and Marketing Pty Ltd	Storage and distribution of Aboriginal and Torres Strait Islander health publications and resources.	7,754
National Mailing and Marketing Pty Ltd	Storage and management of alcohol health promotion material.	4,162
National Mailing and Marketing Pty Ltd	Warehousing and distribution of HIV/AIDS and sexually transmissible infections related education and policy materials.	15,400
National Mailing and Marketing Pty Ltd	Computer, fulfilment and storage services for the Bowel Cancer Screening Pilot.	2,622
National Mailing and Marketing Pty Ltd	Warehousing and distribution of Immunise Australia Program publications.	7,887
National Mailing and Marketing Pty Ltd	Preparation of Nutrition and Physical Activity Kits to schools.	51,821
National Mailing and Marketing Pty Ltd	Warehousing of Nutrition and Physical Activity Guidelines.	15,891
National Mailing and Marketing Pty Ltd	National mail-out to general practitioners for the National Illicit Drugs Campaign.	17,065
National Mailing and Marketing Pty Ltd	National mail-out to secondary schools for the National Illicit Drugs Campaign.	9,445
National Mailing and Marketing Pty Ltd	National mail-out to general practitioners for the National Pneumococcal Vaccination Programs.	167,348
National Mailing and Marketing Pty Ltd	Mail-out to support the launch of the Australian Government Seniors Portal.	20,047
National Mailing and Marketing Pty Ltd	Mail-out to support the launch of the Australian of the Year Awards.	5,241
National Mailing and Marketing Pty Ltd	Preparation and distribution of <i>Australian Government Directory of Services for Older People</i> .	108,893
National Mailing and Marketing Pty Ltd	Packaging and distribution of information kits for the 2004 and 2005 Aged Care Approvals Rounds and distribution of the 2005 Aged Care Approvals Round, Regional Distribution of Aged Care Places Booklet.	37,186
National Mailing and Marketing Pty Ltd	Distribution of <i>Payment E\$\$\$ential\$</i> newsletter (10 editions).	26,146
National Mailing and Marketing Pty Ltd	Mail-out of the Annual Survey of Aged Care Homes 2005.	2,761
National Mailing and Marketing Pty Ltd	Mail-out of Investing in Australia's Aged Care: Better Skills for Better Care Guidelines and Application form.	3,756

Direct Mail Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
National Mailing and Marketing Pty Ltd	Preparation and distribution of Decision-Making Tool: Responding to Issues of Restraint in Aged Care.	23,087
National Mailing and Marketing Pty Ltd	Mail-out of HESTA Awards and the Occupational Health and Safety Awards in Residential Aged Care.	1,958
National Mailing and Marketing Pty Ltd	Mail-out of the <i>Best Practice</i> newsletter.	2,271
National Mailing and Marketing Pty Ltd	Mail-out of Minister's Awards for Excellence in Aged Care 2005 – Nomination Kits.	9,913
National Mailing and Marketing Pty Ltd	Mail out of Minister's Awards for Excellence in Aged Care 2005 – Reminder Postcards.	4,869
National Mailing and Marketing Pty Ltd	Preparation and distribution of the Influenza Kit.	7,790
PMP Print Pty Ltd	Additional distribution of booklet – Strengthening Medicare campaign.	58,747
PMP Print Pty Ltd	Printing and distribution of booklet for Allied Health Care.	63,558
PMP Print Pty Ltd	Reprint of the May Supplement of Medicare Benefits Schedule.	1,783

*The Department is unable to separate the costs of postage from the overall distribution costs.

Media Advertising Organisations

Organisation	Service Provided	Paid \$ (GST Incl)
HMA Blaze Pty Ltd	Tender advertising for the assessment and research related services on medical technologies and procedures for the Medical Services Advisory Committee.	13,473
HMA Blaze Pty Ltd	Advertisement for the Seniors Portal.	178,769
HMA Blaze Pty Ltd	Advertisements for the Aged Care Approvals Round Invitation to Apply for 2004 and 2005; new members for the Aged Care Planning Advisory Committee; Aged Care Approvals Round Regional Distribution of Aged Care Places for 2005; and the Community Partners Project.	262,041
HMA Blaze Pty Ltd	Advertising of dates for Extra Service Application Rounds in 2005.	34,392
HMA Blaze Pty Ltd	Advertisements for the Request for Application for national carer information support and counselling; the Request for Application for community aged care information services; and the Request for Application for carer respite services.	61,006
HMA Blaze Pty Ltd	Advertisement of the grant application process for the National Respite for Carers Program.	2,364
HMA Blaze Pty Ltd	Advertisement of the 2004 National Respite for Carers services funding round.	21,805
HMA Blaze Pty Ltd	Advertisement of the Commonwealth Carelink Program for 2004-05.	1,344,013
HMA Blaze Pty Ltd	Advertisement of the Annual Survey of Aged Care Homes 2005, 2006 and 2007.	2,435
HMA Blaze Pty Ltd	Advertisement of Investing in Australia's Aged Care: Better Skills for Better Care round.	2,364
HMA Blaze Pty Ltd	Advertising for 2005-06 training for the Support for Aged Care Workers Application round.	2,656
HMA Blaze Pty Ltd	Advertisement for the procurement process to conduct a national trial of the draft Aged Care Funding Instrument.	2,483

Media Advertising Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
HMA Blaze Pty Ltd	Advertising the Minister's Awards for Excellence in Aged Care 2005.	5,121
HMA Blaze Pty Ltd	Advertising tender notices in relation to scoping and research to support the listing of Palliative Care medications through the Pharmaceutical Benefits Scheme and secretariat support for the Palliative Care Medications Working Group.	2,358
HMA Blaze Pty Ltd	Advertising in various newspapers and magazines regarding change to National Industrial Chemicals Notification and Assessment Scheme Registration requirements.	45,288
HMA Blaze Pty Ltd	Advertising for invitations to comment on Office of Gene Technology Regulator activities.	112,982
HMA Blaze Pty Ltd	Design and advertising of tender notice for the National Stocktake of Eye Health equipment in designated Aboriginal Community controlled Health Services.	3,099
HMA Blaze Pty Ltd	Advertising the Strengthening Medicare initiative to increase to \$7.50 the incentives for GPs who bulk bill in regional, rural and remote Australia or Tasmania.	4,906
HMA Blaze Pty Ltd	Tender advertising process for Panel of Program Evaluators and Reviewers.	3,320
HMA Blaze Pty Ltd	Advertising for the Round the Clock Program – start up grants.	53,779
HMA Blaze Pty Ltd	Advertorial placements for the National Pneumococcal Vaccination Program.	29,487
HMA Blaze Pty Ltd	Advertising tenders for consultancies on rural and remote general practice.	14,251
HMA Blaze Pty Ltd	Advertising tenders for Evaluation of Regionalisation of GP Vocational Training.	7,098
HMA Blaze Pty Ltd	Advertising of the Residential Medication Management Review.	9,339
HMA Blaze Pty Ltd	Advertising of the New Diabetes Education Service.	9,339
HMA Blaze Pty Ltd	Advertising of the Aboriginal and Torres Strait Islander Adult Health Check.	100,520
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising for Enabling Grants.	1,580
HMA Blaze Pty Ltd	National Health and Medical Research Council Request for Tender on 10 Year Retrospective Survey.	2,228
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising the Health Services Research program Round 2.	3,115
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising for the first round of public consultation for the Australian Code for Conducting Research 2004.	2,041
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising for Ageing Well, Ageing Productively Grants.	3,653
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising for the Preventative Health Care Program.	6,056
HMA Blaze Pty Ltd	National Health and Medical Research Council Request for Tender on Establishing the Feasibility of a Medical Research Endowment Scheme.	2,794
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising for the Glucosamine Study.	2,700

Media Advertising Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
HMA Blaze Pty Ltd	National Health and Medical Research Council Request for Tender on the Workforce Survey.	1,863
HMA Blaze Pty Ltd	National Health and Medical Research Council advertising regarding public consultation on the review of the National Statement on Ethical Conduct in Research Involving Humans.	17,271
HMA Blaze Pty Ltd	Advertisement inviting submissions for the review of the Australian and New Zealand Food Regulation Ministerial Council's Consultative Mechanism in the Weekend Australian.	3,232
HMA Blaze Pty Ltd	Advertisements for public consultation forums for the review of the Australian and New Zealand Food Regulation Ministerial Council's Consultative Mechanism in national newspapers.	7,314
HMA Blaze Pty Ltd	Advertisements for the Food Standards Australia New Zealand Board in national newspapers.	2,221
HMA Blaze Pty Ltd	Advertising in public notices in press for the Development of the National Alcohol Strategy.	10,193
HMA Blaze Pty Ltd	Tender advertising for auspice arrangements for the Australian National Council on Drugs.	2,709
HMA Blaze Pty Ltd	Tender advertising for the Development of a Risk Profiling Tool for Australian Food Business Sectors.	2,256
HMA Blaze Pty Ltd	Tender advertising for the Development of National Operating Procedures for Multi-Jurisdictional Food Borne Illness Outbreaks.	2,435
HMA Blaze Pty Ltd	Tender advertising for Physical Activity Recommendations for Older Australians.	2,435
HMA Blaze Pty Ltd	Tender advertising for the Development of Clinical Practice Guidelines for the management of alcohol problems in Aboriginal and Torres Strait Islander peoples.	14,455
HMA Blaze Pty Ltd	Tender advertising for the health promotion of the Australian Alcohol Guidelines project.	13,476
HMA Blaze Pty Ltd	Advertising in relation to overseas trained doctor recruitment activities.	16,610
HMA Blaze Pty Ltd	International advertising for the DoctorConnect information and support system for overseas trained doctors.	80,300
HMA Blaze Pty Ltd	Advertising for the Rural Health Support, Education and Training 2005-07 Program Grant funding round.	103,359
HMA Blaze Pty Ltd	Advertising for the Medical Rural Bonded Scholarship Scheme, the Rural Australia Medical Undergraduate Scheme, and the John Flynn Scholarship Scheme in metropolitan and regional newspapers.	55,167
HMA Blaze Pty Ltd	Advertising of the Medical Specialist Re-entry Program.	31,138
HMA Blaze Pty Ltd	Advertising of the Outer Metropolitan Relocation Incentive Grants Program, a component of the More Doctors for Outer Metropolitan Areas Measure.	36,514
HMA Blaze Pty Ltd	Engage media specialists to assist in media planning, placement and rates negotiations with media outlets.	28,237
HMA Blaze Pty Ltd	Tender advertisements for National Pathology Accreditation Advisory Council documents.	9,203
HMA Blaze Pty Ltd	Tender advertisements for National Pathology Accreditation Advisory Council documents.	2,665

Media Advertising Organisations (continued)

Organisation	Service Provided	Paid \$ (GST Incl)
HMA Blaze Pty Ltd	Tender advertisements for Intra Operative Trans Oesophageal Echocardiography process.	10,395
HMA Blaze Pty Ltd	Advertisement calling for registration at the Dimensions in Health Care Conference, 15 th Casemix Conference.	3,709
HMA Blaze Pty Ltd	Tender advertising for Central Office accommodation realignment.	2,398
HMA Blaze Pty Ltd	Tender advertising for the provision of a corporate Geospatial Information System.	3,049
HMA Blaze Pty Ltd	Media advertising of general staff vacancies (Central Office, TGA and State and Territory Offices).	632,144
HMA Blaze Pty Ltd	Media advertising of Senior Executive Service vacancies.	79,401
Hudson Global Resources	Media advertising of Senior Executive Service vacancies.	38,603
Husen Pty Ltd	National Health and Medical Research Council advertising for Enabling Grants.	1,644
Imparja Television	Advertising of Aboriginal and Torres Strait Islander Adult Health Check.	10,835
National Indigenous Radio Service	Advertising of Aboriginal and Torres Strait Islander Adult Health Check.	14,080
National Indigenous Radio Service	Indigenous advertising – Strengthening Medicare campaign.	38,720
Paper Shuffle	Media advertising of Senior Executive Service vacancies.	87,175
Universal McCann	Advertising placement for the National Illicit Drugs Campaign.	7,475,191
Universal McCann	Advertising placement for the 'Go for 2&5™' campaign.	3,639,503

Other Advertising

Organisation	Service Provided	Paid \$ (GST Incl)
Lane Printing	Printing of voucher packs for eligible clients of the Office of Hearing Services.	64,530
Royal College of Pathologists of Australia	Advertising for the Medical Specialist Re-entry Program in the Pathway magazine.	5,170
SMS Technology Group Limited	Creative design of marketing materials for the DoctorConnect project for direct mail-out.	14,250

APPENDIX 2 – COMMONWEALTH DISABILITY STRATEGY

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APPENDIX

The Commonwealth Disability Strategy (CDS) recognises that the Australian Government has an impact on the lives of people with disabilities through its many programs, services and facilities.

Under the CDS, Australian Government organisations assist people with disabilities to have access to government policies, programs and services. The Department reports against a series of performance indicators in addressing CDS requirements.

POLICY ADVISER ROLE

Performance Indicator: New or Revised Program/Policy Proposals Assess Impact on the Lives of People with Disabilities Prior to Decision.

The Department takes into account issues relevant to disability groups and people with disabilities when developing and revising programs and policies, for example:

- the impact on people with disabilities was considered in the development of the new National HIV/AIDS Strategy 2005-08;
- the Aged Care Innovative Pool included a category of services for people with both disabilities and aged care needs who live in State and Territory-provided disability supported accommodation. This involved meeting the needs of ageing people with disabilities who are at risk of being admitted to aged care homes because their increasing care needs cannot be met through disability support systems alone. Pilot flexible care places were also available, focusing on assisting younger people with disabilities who reside in aged care homes to make the transition to more appropriate accommodation;
- the National Respite for Carers Program (NRCP) targeted carers of frail older people and younger people with disabilities. All new policy or program proposals were assessed according to their impact on disabled people in line with NRCP policy directions and program guidelines; and
- the National Health and Medical Research Council's (NHMRC) Human Genetics Advisory Committee continued to consider the impact of human genetics and related technologies and provided advice on how they might best benefit Australians, including those with a disability resulting from a genetic disorder.

Performance Indicator: People with Disabilities are Included in Consultations about New or Revised Policy/Program Proposals.

In 2004-05, the Department undertook comprehensive consultation with a diverse range of communities, groups and individuals including those with disabilities:

- new programs/policies developed and implemented by the Office for Aboriginal and Torres Strait Islander Health (OATSIH) in 2004-05 were aimed at addressing systemic disadvantages to Aboriginal and Torres Strait Islander people, a significant proportion of whom have acute or chronic health needs, or disabilities. This involved comprehensive consultation with a diverse range of Aboriginal and Torres Strait Islander communities and individuals;
- people with disabilities were included on NHMRC committees and working parties. Legislation requires that membership of the Australian Health Ethics Committee include a person with knowledge of the needs of people with a disability;
- all new NRCP policy or program proposals were developed in consultation with peak organisations including those representing people with disabilities;
- consultations concerning the Home and Community Care program, administered on a day-to-day basis by State and Territory governments, included representation by people with disabilities; and
- all stakeholder groups were included in consultations during the development of the new national HIV/AIDS Strategy 2005-08.

Performance Indicator: Public Announcements of New, Revised or Proposed Policy/Program Initiatives are Available in Accessible Formats for People with Disabilities in a Timely Manner.

All departmental policy and program announcements, including client information materials, were published simultaneously in electronic and other formats – to allow access by all people, including those with a disability.

- The Australian Organ Donor Register, and associated registration forms, are published in electronic and other formats to allow access by all Australians, including those with a disability. These are available through the departmental internet site¹ and the Health Insurance Commission.
- The NHMRC provides a range of information (for example published reports and guidelines, calls for public submissions and general information for stakeholders) through its website,² and where requested, in hard copy. The provision of this information is regularly reviewed to ensure that it meets the needs of stakeholders. The NHMRC recently completed a redevelopment of the website to strengthen a number of components including accessibility in accordance with Government guidelines.
- The departmental Budget night presentation to stakeholders included a sign language interpreter to provide Budget details in a manner that was understood by people who are hearing impaired.
- The Department's on-line Annual Report complies with Web Content Accessibility guidelines which were devised by the World Wide Web Consortium requirements (W3).³

REGULATOR ROLE

Performance Indicator: Publicly Available Information on Regulations, Quasi-regulations and Regulatory Compliance Reporting is Available in Accessible Formats for People with Disabilities.

All regulatory information meets departmental standards for accessibility and is available in electronic and other appropriate formats, including the Department's internet site. All materials are provided in a timely and informative manner.

- The Therapeutic Goods Administration (TGA) has primary responsibility in the Department for providing information on the regulation of therapeutic goods. The TGA provides Freecall™ and Freecall™ Teletype (TTY) information lines and an email address where individuals can request publicly available documents. The TGA internet site⁴ allows easy access to information about the TGA and the regulation of therapeutic goods. The site is under constant review to ensure that it meets current accessibility and usability standards and the needs of people with disabilities are taken into account as part of this review process.
- The Office of the Gene Technology Regulator (OGTR) regularly updates its website with information on its functions and activities. This includes the conditions of all licences issued, risk assessment and risk management plans prepared for applications to release genetically modified organisms into the environment, and Quarterly Reports. The OGTR also maintains a 1800⁵ number to respond to enquiries. Callers to this number are also able to access hard copies of all publicly available material.
- The NHMRC endeavours to provide information in an accessible format with formats being reviewed regularly.
- All relevant regulations and contracts governing the Australian Government Hearing Services Program are available on the Office of Hearing Services website.⁶

¹ Accessible online at <www.health.gov.au/internet/wcms/publishing.nsf/Content/health-organ-index.htm>.

² Accessible online at <www.nhmrc.gov.au>.

³ Accessible online at <www.w3.org>.

⁴ Accessible online at <www.tga.gov.au>.

⁵ The OGTR free call number is 1800 181 030.

⁶ Accessible online at <www.health.gov.au/internet/wcms/publishing.nsf/Content/Hearing%20Services-1>.

PURCHASER ROLE

Performance Indicator: Publicly Available Information on Agreed Purchasing Specifications is Available in Accessible Formats for People with Disabilities.

Publicly available purchasing specifications are generally part of open request for tender (RFT) documents, which are available electronically through the Department's internet tender page. All RFTs have details of contact officers who can provide information in other accessible formats as required.

Performance Indicator: Processes for Purchasing Goods or Services with a Direct Impact on the Lives of People with Disabilities are Developed in Consultation with People with Disabilities.

Consideration of the concerns and interests of stakeholders (including people with disabilities) is a requirement of the Department's procurement plan template. Similarly, where the goods or services being purchased have a direct impact on people with disabilities that requirement would, as part of the Department's standard request for tender template, be specified in the tender documentation.

Performance Indicator: Purchasing Specifications and Contract Requirements for the Purchase of Goods and Services are Consistent with the Requirements of the *Disability Discrimination Act 1992*.

The Department's contract for services and consultancy contracts both contain provisions in which the contractor agrees to comply with the *Disability Discrimination Act 1992*.

The short form versions of standard contracts do not contain a provision that mentions the *Disability Discrimination Act 1992* or that a contractor must comply with this Act. The extent that the Department uses these contracts, unamended, is not measured.

Performance Indicator: Publicly Available Performance Reporting Against Purchase Contract

Specifications Requested in Accessible Formats for People with Disabilities is Provided.

All business opportunities (tenders) and grant/funding invitations are displayed on the Department's internet site in accordance with departmental policy. All such published material meets departmental standards for accessibility. Much of this information is only available in electronic form unless specifically requested in printed form.

Detailed information for applicants for allocation of aged care places and related approvals under the annual Aged Care Approvals Round is provided through the Department's internet site.

Information relating to the Home and Community Care program, funded jointly by the Australian, and State and Territory governments, is reported by the States and Territories. Most State and Territory governments make these reports available to the public, electronically and in hardcopy.

Performance Indicator: Complaints/Grievance Mechanisms, Including Access to External Mechanisms, in Place to Address Concerns Raised about Providers' Performance.

The Department has a variety of mechanisms in place to respond to complaints/grievances and address concerns raised by stakeholders, clients and members of the public:

- the Aged Care Complaints Resolution scheme, overseen by an external Commissioner for Complaints, provided complaints access to all consumers of Australian Government funded aged care. Advocacy services in each State and Territory helped assist clients to understand their rights or make complaints, and contact service providers on a client's behalf if required;
- to respond to concerns about the Home and Community Care program, all State and Territory governments had appropriate complaints and grievance mechanisms in operation, including access to external mechanisms;
- mechanisms for feedback to the NHMRC were available by either calling the Department's toll free number on 1800 020 103, by email or in writing. Full contact details are available on the

NHMRC website.⁷ A person whose interests are affected by a reviewable action by the NHMRC can telephone the NHMRC Secretariat, write a letter to the Secretariat or submit a formal complaint to the Commissioner of Complaints;

- the TGA and OGTR service charters offered mechanisms to receive feedback (and resolve complaints) on the performance and service delivered to stakeholders and members of the public;
- OATSIH has a number of complaints/grievance mechanisms in place including internal complaints and dispute resolution processes and external avenues of appeal. Information about each mechanism and process for accessing them are fully documented in the *OATSIH Program Management Guidelines, 3rd Edition, March 2003*; and
- the Office of Hearing Services has a comprehensive complaints/grievance mechanism. This mechanism, along with general client feedback and an annual client satisfaction survey, is in place to address concerns about provider performance.

EMPLOYER ROLE

Performance Indicator: Employment Policies, Procedures and Practices Comply with the Requirements of the Disability Discrimination Act 1992

The Department ensures that its employment policies and programs comply with the principles of the *Disability Discrimination Act 1992*, through, for example, training guidelines on workplace harassment and orientation programs for new recruits.

Performance Indicator: Recruitment Information for Potential Job Applicants is Available in Accessible Formats on Request.

The Department has recently implemented a streamlined recruitment process and every effort has been made to ensure information is accessible to potential applicants in a variety of formats. Recruitment information is provided both in electronic format (through the internet or via email), and in hard copy. Access to electronic formats is immediate when accessed via the internet. Email and hard copies of documentation are usually sent within 24 hours.

A TTY telephone service is available for hearing impaired applicants.

Employment opportunities are advertised in the Public Service gazette and selected print media.

Performance Indicator: Agency Recruiters and Managers Apply the Principle of 'Reasonable Adjustment'.

The Department's 'Personal Particulars' form asks applicants to identify any special requirements they may have for interview.

Information on 'reasonable adjustment' is provided on request, or as a result of a pre-engagement medical assessment. This information is provided by either business managers or the Health Management Unit. Guidelines on 'reasonable adjustment' are also available to all staff on the Department's intranet site.

Performance Indicator: Training and Development Programs Consider the Needs of Staff with Disabilities.

The Department ensures that training programs are developed and delivered through flexible and accessible means. The training nomination process provides staff with the opportunity to identify any special requirements they may have. Where identified, arrangements are made to cater for these special requirements.

Performance Indicator: Training and Development Programs include Information on Disability Issues as they Relate to the Content of the Program.

All staff training programs include information on disability issues where applicable.

Performance Indicator: Complaints/Grievance Mechanism, including Access to External Mechanisms, in Place to address Issues and Concerns Raised by Staff.

The Department has an established process to address staff complaints and grievances through the 'Fair Treatment and Review of Actions' policy, which includes access to external mechanisms as appropriate.

⁷ Accessible online at <www.nhmrc.gov.au/contactus/index.htm>.

APPENDIX 3 – CONSULTANCY SERVICES

3

APPENDIX

Selection and Engagement Policy

The Department's policy on the selection and engagement of consultants is in accordance with the Commonwealth Procurement Guidelines. Value for money is the core principle for selection, underpinned by:

- encouraging competition;
- efficiency and effectiveness;
- ethical manner; and
- accountability and transparency.

The Department's Chief Executive Instructions and Procedural Rules further support the core principles in the Commonwealth Procurement Guidelines.

Summary

During 2004-05, the Department entered into 280 new consultancy contracts valued at \$10,000 or more, involving total actual commitment of \$42,111,356. In addition, 367 ongoing consultancy contracts, valued at \$10,000 or more, were active during the year involving total actual expenditure of \$32,580,299.

(1) Explanation of selection processes used

- 1 Public Tender: The consultancy was advertised in the daily press with an invitation to submit proposals.
- 2 Selective Tender: A limited number of individuals or organisations considered to possess the necessary skills and/or experience were invited to submit proposals.
- 3 Direct engagement of a recognised and pre-eminent expert.
- 4 Direct engagement of a consultant who had previously undertaken closely related work for the Department.
- 5 Direct engagement of an organisation recognised as representing the community sector being examined.
- 6 Direct engagement of an individual known to have the requisite skills where the value of the project did not justify the expense or delay associated with seeking tenders.

(2) Justification for decision to use consultancy

- a The project required specialist knowledge and/or skills not available within the Department.
- b The project required the collection of quantitative and/or qualitative information by a person or organisation who/which would be accepted as impartial and independent of the Department.
- c The project required the gathering of views of consumers and this was done most effectively by using the services of a consumer representative organisation.
- d An Australian Government-State joint program which was established with a requirement for independent evaluation.
- e The consultant is a recognised Australian/world expert in the field and is uniquely able to contribute to the development of the program.
- f The Government specifically requests an independent, external report.

CONSULTANCY SERVICES LET DURING 2004-05, OF \$10,000 OR MORE

Outcome 1

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
1 View Pty Ltd	Research on the sponsorship of the 2004 Rock Eisteddfod Challenge TV Specials.	59,155	2	b
303 Advertising Pty Ltd	Provision of creative advertising services for Building a Healthy, Active Australia initiative, Healthy Eating Information Program.	968,000	4	a
Acumen Alliance ACT Pty Ltd	Probity advice for the Biosecurity Surveillance System Project.	20,213	2	a
Alta Mira Consulting Pty Ltd	Assist and develop options for the implementation of the Government response to recommendations of the Expert Committee on Complementary Medicines in the health system.	40,180	4	a
Applied Economics	Peer review of the return on investment in needle and syringe programs in Australia.	35,642	2	a
Applied Economics	Economic analysis of introduction of retractable needles and syringes.	80,774	2	a
Australian Environment Agency Pty Ltd	Consultancy engaged for the development of indirect exposure models for Australian conditions.	20,328	3	a
Australian Environment Agency Pty Ltd	Consultancy engaged for sodium cyanide assessment.	22,000	3	a
Australian Government Solicitor	Consultancy to provide legal advice on registration of importers/manufacturers of industrial chemicals.	11,676	3	a
Biosecurity and Biocontainment	Analysis of the technical relationship between the WHO Influenza Collaborating Centre and CSL Limited.	14,300	3	a
Biosecurity and Biocontainment	Examine Australia's diagnostic laboratory capacity and stockpile of diagnostic test kits.	96,555	2	a
Bob Tribe Consulting	Services for the development of agreements with overseas regulatory agencies.	34,020	3	a
Brondum Pty Ltd	Scoping potential for a national asbestos research centre.	14,726	6	b
Chik Services Pty Ltd	Market scan for existing biosecurity surveillance systems and IT platforms.	41,120	2	b
Commonwealth Scientific and Industrial Research Organisation Health Services	Nutrient Reference Value Reviews.	84,000	3	a
Cultural Perspectives Pty Ltd	Research involving in-festival and follow-up research among students / teachers / parents / other stakeholders to evaluate the Department's sponsorship of the 2004 CROC Festivals.	136,144	4	b
Curtin University of Technology	Review of the Public Health Education and Research Program.	20,000	3	f

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
David Russell Ogilvie	Provision of services relating to the examination, mapping, analysis and reporting on selected health supply chains and development of a security strategy for the selected supply chains.	75,000	2	a
Eureka Strategic Research	Youth Tobacco Prevention Research Project.	328,757	2	c
Focal Point Consulting Pty Ltd	Provision of advice and assistance in relation to systems and resources of Good Manufacturing Practices activities and response to Australian National Audit Office reports.	90,000	4	a
Fujitsu Australia Ltd	Scoping study for the Biosecurity Surveillance System Program.	182,036	2	a
Fujitsu Australia Ltd	Analysis and design for the Biosecurity Surveillance System Program.	1,966,806	2	a
Health Explanations Pty Ltd	Expert advice on evidence for health effects of unflued gas heaters.	11,880	3	a
Healthcare Management Advisors Pty Ltd	Evaluation of the performance of the National Centre for Immunisation Research and Surveillance of Vaccine Preventable Diseases.	66,000	2	b
Howard Partners	Evaluation of the National Drug Law Enforcement Research Fund.	93,500	1	b
Hugh Watson Consulting Pty Ltd	Services for the Trans Tasman Therapeutic Product Agency's organisational development project.	90,000	4	a
Kulu Pty Ltd	National needs assessment for supporting measures for needle and syringe programs.	32,500	2	c
Laurayne Bowler	Advice on tamper evident packaging and extemporaneous compounds.	30,000	3	a
MA@D Communications	Development of consumer resources promoting National Physical Activity recommendations for Australians.	250,189	2	a
Matthews Pegg Consulting Pty Ltd	Provision of advice in the development of drafting instructions for the regulation of in-vitro diagnostic devices.	15,000	4	b
Matthews Pegg Consulting Pty Ltd	Improving access to product information and consumer medicine information.	22,264	2	b
Matthews Pegg Consulting Pty Ltd	Workflow practices within the Drug Safety and Evaluation Branch of the Therapeutic Goods Administration.	31,372	2	b
Matthews Pegg Consulting Pty Ltd	Policy and legal advice in relation to compliance issues relating to non-prescription medicines.	90,000	4	b
Melbourne Health	Evaluation of the Australian Sentinel Practice Research Network.	38,894	5	b
Melbourne University	Consultancy to determine the impact of Low Regulatory Concern Chemicals annual reporting requirements.	25,000	3	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Ministry of Health, New Zealand	Review of the Public Health Education and Research Program.	18,660	3	f
MKL Consulting Pty Ltd	Advice and assistance in ensuring that the Therapeutic Goods Administration and Medsafe NZ are prepared for the implementation of the new Trans Tasman Therapeutic Products Agency.	52,005	6	a
Nexus Management Consulting Pty Ltd	Review the Public Health Information Development Unit.	29,000	3	a
Nexus Management Consulting Pty Ltd	A food and nutrition monitoring and surveillance framework and business case.	108,000	1	a
Oceania Health Consulting Pty Ltd	Review of extemporaneous compounding in Australia and New Zealand.	35,000	3	a
Office of Chemical Safety - Department of Health and Ageing	Consultancy on Sudden Infant Death Syndrome Initial Assessment Reports.	13,424	6	a
Palm Consulting Group Pty Ltd	Change management services for the Manufacturer Assessment Section.	40,000	4	b
PB & B Consulting	Prepare a written report detailing the biology and ecology of soybean (<i>Glycine max</i> L).	20,240	3	a
Siggins Miller Consultants Pty Ltd	Evaluation of the effectiveness of the Ministerial Council on Drug Strategy Cost Shared Funding Model.	75,000	2	d
Stratsec Pty Ltd	Threat and risk assessment Biosecurity Surveillance System Program.	25,080	2	a
Stratsec Pty Ltd	Security advice on technical design of the Biosecurity Surveillance System.	48,840	2	a
Stuart Consulting Group Pty Ltd	Advice to develop a comprehensive threat and risk assessment document for Information Technology security.	14,520	3	a
The National Research Centre for Environmental Toxicology, University of Queensland	Determination of triclosan in the Australian population by analysis of human breast milk.	87,956	3	e
The Social Research Centre Pty Ltd	National Tobacco Campaign evaluation 2004.	180,605	4	b
The Trustees for APIS Consulting	Advice on the procurement of a new Human Resource Management Information System.	18,634	2	a
Tress Cox Lawyers	Consultancy to provide review and advice on various memorandums, legislation, policy and procedures for National Industrial Chemicals Notification and Assessment Scheme.	28,214	3	a
University of New South Wales	Qualitative study of a selected number of advertised vacancies related to public health services.	12,000	3	a
Urbis JHD Pty Ltd	Mapping of Hepatitis C Education and Prevention activities and projects across Australia.	60,000	2	b

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Waste Audit and Consultancy Services	National audit of community needle and syringe disposal facilities.	494,739	1	a
Woolcock Institute of Medical Research	Smoking cessation pilot and research project.	102,941	3	a
Woolcott Research Pty Ltd	Consumer omnibus survey to evaluate the 2004 World AIDS Day communications activities.	13,662	2	b
Woolcott Research Pty Ltd	Physical activity guideline materials pretesting research.	77,055	2	a
Woolcott Research Pty Ltd	Evaluation of the Healthy Active Australia program.	284,801	2	a
Woolcott Research Pty Ltd	Concept testing and evaluation research for Building a Healthy Active Australia Information Program.	327,745	4	a

Outcome 2

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Acumen Alliance ACT Pty Ltd	Identification of stakeholder issues and development of detailed business requirements for the Interactive Communication Facility.	50,000	2	a
Adelaide Research and Innovation Pty Ltd	Point of Care trial evaluation / manager.	980,694	1	a
Adelaide Research and Innovation Pty Ltd	External evaluation of Pharmaceutical Benefits Advisory Committee submissions.	2,650,415	1	a
APIS Consulting Group	Business analysis of the Interactive Communication Facility.	30,000	4	a
Australian Government Actuary	Modelling the effect of refinements and changes to existing medical indemnity schemes on administered expenditure and the provision of reports in accordance with relevant legislation.	74,329	4,6	a,b,e,f
Australian Government Solicitor	Provision of legal advice regarding medical indemnity issues.	99,447	3	a
Australian Institute of Health and Welfare	Australian Institute of Health and Welfare: projections of cancer incidence by States and Territories.	17,894	3	a
Campbell Research & Consulting Pty Ltd	Mid term review of the National Diabetes Services Scheme.	182,646	1	c
Conformance and Standards Services Pty Ltd	Setting of standards for the accreditation of the National Pathology Accreditation Advisory Council.	29,480	1	a
Gavin Anderson & Co Australia Ltd	Provision of strategic issues management and communications advice to the Department.	22,000	2	a
Graham Rogers	Conduct the review of competitive neutrality in the medical indemnity insurance market.	63,253	3	a,b,e,f
Health Outcomes International Pty Ltd	Pricing review of the Stoma Appliance Scheme.	66,814	1	b

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Healthcare Management Advisors Pty Ltd	Evaluation of the Practice Incentives Program Cervical Screening initiative.	159,500	2	a
Healthcare Management Advisors Pty Ltd	Evaluation of the National Integrated Diabetes Program.	161,130	2	a,b
Monash University	External evaluation of Pharmaceutical Benefits Advisory Committee submissions.	3,195,865	1	a
Newton Wayman Chong and Associates Pty Ltd	Research into use of the current Pharmaceutical Benefits Scheme schedule and implementation of a monthly electronic schedule.	50,000	1	a
Pharmaceutical Society of Australia, ACT	Development of guidelines and standards for pharmacy services to remote Aboriginal Health Services.	38,535	3	a
Phillips Fox Lawyers	Provision of legal advice regarding medical indemnity issues.	61,969	3	a
Phillips Fox Lawyers	Review of enforcement and offence provisions of the <i>Health Insurance Act 1973</i> as they relate to the provisions of pathology services under Medicare.	292,284	1	a
The Allen Consulting Group	Review of the pharmacy location rules and report setting out the findings and recommendations of the review.	103,840	2	b,e
University of Newcastle	External evaluation of Pharmaceutical Benefits Advisory Committee submissions.	3,455,516	1	a
University of Queensland	External evaluation of Pharmaceutical Benefits Advisory Committee submissions.	2,713,874	1	a
Urbis Keys Young	Evaluate the general practice component of the Home Medicines Review.	62,524	2	b
WalterTurnbull Pty Ltd	Review of the financial activities and arrangements of an external agency in relation to funds provided by the Australian Government.	42,900	2	a,b
WalterTurnbull Pty Ltd	Assessment of the financial viability of shortlisted applicants to provide Medicare eligible Magnetic Resonance Imaging services.	88,942	1	a

Outcome 3

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
ACIL Tasman Pty Ltd	Analysis of existing financial reporting requirements imposed on aged care homes and recommendations for a suite of financial reporting guidelines for the homes.	44,000	6	a
Alt Beatty Consulting	Trial with service providers of the Quality Reporting tools.	48,469	2	c
Alt Beatty Consulting	Review and report on the eligibility criteria used in Australia and internationally for community care and other social programs.	49,455	1	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
APIS Consulting Group	Advice on the development of information and data management strategies for community care, including implementation of projects that support <i>The Way Forward</i> .	165,000	2	a
APIS Consulting Group	Specialist business analysis to develop and coordinate information and data management strategies and projects that support <i>The Way Forward</i> .	80,000	2	a
Applied Aged Care Solutions	Development and comparison of new funding models from the reduced question set for the Residential Classification Scale.	213,187	4	a
Applied Aged Care Solutions	National trial of a new aged care funding instrument.	953,775	1	b
Australian Healthcare Associates Pty Ltd	Development and provision of a training package for Quality Review staff in State and Territory Offices.	99,752	2	a
Campbell Research & Consulting Pty Ltd	Evaluation of the impact of accreditation on the delivery of quality of care and life to residents of aged care homes.	1,261,449	1	a,b
Centre for Efficiency and Productivity Analysis, University of Queensland	Advice and report on elements for inclusion in a minimum data set of financial and other information to be collected from aged care providers for benchmarking purposes.	32,000	4	a
Centre for Health Service Development, University of Wollongong	Development of a national system of intake assessment for all community care programs.	276,852	1	a
Gevers Goddard Jones Pty Ltd	Operational viability review of the Aboriginal Elders Village.	29,412	2	b
Inside Story Unit Trust	Evaluation, analysis and definition of the requirements of the target audience and other stakeholders for the Aged Care Choices Project.	145,915	2	a
Lincoln Centre for Ageing and Community Care Research, La Trobe University	Development and definition of case management within the boundary of existing Aged Care Assessment Team functions, with guidelines and data elements to measure this activity.	39,518	2	a
Lincoln Centre for Ageing and Community Care Research, La Trobe University	Development of a national system of comprehensive assessment for the aged and community care sector.	82,885	1	a
Price Waterhouse Coopers	Review of 2002 Budget measures implemented through the Commonwealth Carer Respite Centres.	34,095	1	a
Price Waterhouse Coopers	Evaluation and performance review of the Commonwealth Carelink and Commonwealth Carer Respite Centres.	78,474	1	a
Price Waterhouse Coopers	Review of the viability supplement paid to rural and remote aged care homes.	98,372	6	a
SMS Consulting Group Ltd	Information architecture advice on effective structuring of information that may appear on the Aged Care Choices website.	146,300	2	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
The Allen Consulting Group	Development of alternative funding options for the Community Visitors Scheme.	70,390	2	c
University of Wollongong	Supplementary evaluation of outcomes for Innovative Care Rehabilitation Services.	19,999	2	a
University of Wollongong	Development of a structure for eligibility and assessment criteria for the National Respite for Carers Program, in line with the program's aims and the guiding principles of <i>The Way Forward</i> .	109,732	1	c
Urbis Keys Young	Development of an evaluation framework for the Community Partners Program and the Partners in Culturally Appropriate Care Initiative.	143,416	2	a
WestWood Spice	Development of a strategy to communicate the Quality Reporting tools to providers and delivery of information sessions to them.	440,000	1	a

Outcome 4

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
ACIL Tasman Pty Ltd	Review existing Health Call Centres in Australia and overseas as requested by Australian health ministers in July 2004.	29,737	6	a
ACIL Tasman Pty Ltd	Develop a model for a new state based organisation in Western Australia.	52,631	2	a
Australian Healthcare Associates Pty Ltd	Evaluate the After Hours Primary Medical Care grants program 2001-04.	121,385	2	b
Australian Healthcare Associates Pty Ltd	Evaluate framework of the After Hours Primary Medical Care Program.	202,576	2	b
Australian National University	Provide advice and recommendations on the development of national performance indicators for the Divisions of General Practice.	10,000	3	a
Australian National University	Develop national performance indicators for the Divisions of General Practice.	84,480	4	a
Banscott Health Consulting Pty Ltd	Provide high level strategic advice to the Department in relation to Health Call Centres.	108,292	4	e
Banscott Health Consulting Pty Ltd	Provide advice relating to the alignment of the Primary Care Division.	185,000	4	a
Bearing Point Australia Pty Ltd	Evaluation of the Australian Primary Care Collaborative Program - Phases 1 and 2.	549,597	1	a
Bentleys MRI	Develop a financial reporting system for the Divisions of General Practice.	50,793	2	a
Client Solutions Pty Ltd	Undertake the review of the Rural and Remote General Practice Program.	200,000	3	a
Harvey Whiteford Medical Ltd	Provision of advice on mental health issues.	73,920	3	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Health Outcomes International Pty Ltd	Evaluation of respite for carers of people with a life-limiting illness program.	83,490	2	b
Healthcare Management Advisors Pty Ltd	Develop products and provide advice to assist the Rural Divisions of General Practice in managing the More Allied Health Services and Workforce Support for Rural General Practitioners programs.	169,500	2	b
La Trobe University	National Suicide Prevention Strategy evaluation.	214,280	2	a
Newton Wayman Chong and Associates Pty Ltd	Explore more efficient ways of communicating Australian Government information to general practitioners and others working in the general practice environment.	220,000	2	a
Oceania Health Consulting Pty Ltd	Policy development and implementation of strategies relating to organ and tissue donation and transplantation.	75,000	3	a
Oceania Health Consulting Pty Ltd	Evaluation of the Primary Health Care Research, Evaluation and Development Strategy.	105,903	1	b
PPR Consulting Pty Ltd	Develop a report that provides advice and recommendations to the Department to guide decision making associated with the introduction of a new funding formula for the Divisions of General Practice.	71,750	4	a
PSI Consulting Pty Ltd	Program evaluation of program funding provided to the Haemophilia Foundation Australia since July 2001.	27,500	2	a
University of New South Wales	Evaluation of the GP hospital integration demonstration site program.	219,789	3	a
University of South Australia	Assess the appropriateness, effectiveness and efficiency of the After Hours Primary Medical Care trials.	604,661	1	b
Urbis JHD Pty Ltd	Evaluation of the Palliative Care in the Community program.	161,106	2	a
Urbis JHD Pty Ltd	Evaluation of the National Suicide Prevention Strategy.	319,440	2	a
WalterTurnbull Pty Ltd	Conduct an audit of the Alliance of New South Wales Divisions and make recommendations for the development of best practice of governance arrangements and financial management of funds.	31,386	3	a,f
WestWood Spice	National Suicide Prevention Strategy evaluation.	142,299	2	a

Outcome 5

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Healthcare Management Advisors Pty Ltd	Review and make recommendations on the operational activities, funding and governance arrangements of the Royal Flying Doctor Service.	363,000	2	a,b
La Trobe Ltd	Evaluation of the Child and Maternal Health pilots, to determine whether the aims and objectives have been met.	198,647	1	a
Morey Australia Pty Ltd	Evaluation of the Advanced Specialist Training Posts in Rural Areas Program and the Rural Advanced Specialist Training Support Scheme.	37,400	2	d
Morgan Disney & Associates	Review and amendment of a training and support strategy for the Building Healthy Communities in Remote Australia projects.	704,400	1	a
Urbis JHD Pty Ltd	Evaluation of the outcomes achieved by the National Rural Health Network.	58,985	1	b

Outcome 6

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Helosonics - Dr Norman Erber	Evaluate the use and non-use of hearing aids for the Office of Hearing Services.	75,556	3	e

Outcome 7

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Alpha Accounting & Financial Services	Financial review of the Daruk Aboriginal Community Controlled Medical Service.	22,924	4	d
Atkinson Kerr & Associates Pty Ltd	Review current health care service provision arrangements (mainstream and Aboriginal community) in the Melbourne metropolitan area and surrounds.	88,000	2	a
Australian National University	Survey of Indigenous use of mainstream primary health care for the Darwin region and estimation of Aboriginal and Torres Strait Islander use of the Medicare Benefits Scheme.	94,277	2	a
BDO Partners	Provision of management and financial support and review of the use of primary health care funds.	78,100	4	a
BDO Services Victoria	Audit of the grant funding and financial viability of the Gippsland and East Gippsland Aboriginal Cooperative.	26,204	2	a
Bentleys MRI Adelaide	Provision of a financial and operational review of the Ilpurla Aboriginal Corporation.	22,836	2	a,c

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Bentleys MRI Adelaide	Undertake an independent review of the Link Up Program in the Northern Territory.	31,751	2	a
Booth & Associates Management	Review of the Nguleegoo Emotional and Social Wellbeing Centre in Kalgoorlie.	19,800	2	c
Candle Australia Ltd NSW	Provision of expert information technology advice in the development of management information systems.	40,000	4	a
Deloitte Growth Solutions Pty Ltd	Provision of an operational and financial review of Kalano Community Association Incorporated.	35,085	2	a
Deloitte Touche Tohmatsu	Provision of a financial, operational and program review of the Injartnama Aboriginal Corporation.	17,380	2	a,c
Deloitte Touche Tohmatsu	Provision of management and financial support and review of the use of primary health care funds.	240,112	2	a
Department of Health Queensland	Provision of technical advice on the Health Performance Framework.	93,744	4	d
Department of Health Western Australia	Consultancy to undertake work for the Office for Aboriginal and Torres Strait Islander Health through the Western Australian Department of Health.	33,753	4	a
Ernst & Young ACT	Financial and administrative review of the Australian Indigenous Doctors Association.	13,000	1	a
Focal Point Consulting Pty Ltd	Provision of advice on the Patient Information Recall Systems Policy and program development.	20,000	2	a
Griffith University	Scoping of the Cape York Regional Health Forum: Health service models and social enterprise pilot.	239,800	2	a
Healthcare Management Advisors Pty Ltd	Review of the Aboriginal Drug and Alcohol Council of South Australia Incorporated.	70,000	1	c
Indigenous Psychological Services	Review of the Social and Emotional Wellbeing Program in New South Wales.	49,500	2	a
Korda Mentha Pty Ltd	Provision of management and financial support and review of the use of primary health care funds.	172,400	2	a
Kristine Battye Consulting Pty Ltd	Review of the North Queensland bulk billing project.	66,710	2	a
Morey Australia Pty Ltd	Review of the draft evaluation plan for the Aboriginal and Torres Strait Islander health workforce national strategic framework.	11,660	1	a
Ms Kerry Anne Arabena	Consultation draft - 2nd national Indigenous sexual health strategy.	11,000	2	a
Paul Ban & Associates Pty Ltd	Reporting of service activity of Aboriginal and Torres Strait Islander primary health care services.	182,113	3	a
Peter Noonan Consulting Pty Ltd	Provision of detailed advice and guidance on the vocational, education and training sector.	20,000	2	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
PPB	Financial and services review for the Murray Valley Aboriginal Cooperative.	12,675	4	a
PPB	Provision of management and financial support and review of the use of primary health care funds.	12,955	4	a
Team Ambrose	Review of the financial, operational and organisational aspects of the Urupuntja Health Service.	32,285	2	a,b,c
University of South Australia	Develop agreed South Australia state-wide, regional and organisational implementation proposals for the workforce strategic framework.	77,000	1	c
Vision Method Outcome	Research into governance of Northern Territory Indigenous community controlled health and substance use services.	75,320	2	a
WalterTurnbull Pty Ltd	Provision of financial and related services for the Tullawon Health Services.	20,000	2	b
WalterTurnbull Pty Ltd	Provision of governance and compliance training and the conduct of a financial and systems review.	40,460	2	a,b
WalterTurnbull Pty Ltd	Provision of management and financial support and review of the use of primary health care funds.	49,500	2	a,b
WalterTurnbull Pty Ltd	Provision of management and financial support and review of the use of primary health care funds.	205,883	2	a,b
Yuruga Enterprises Pty Ltd	Develop a three year plan for the transition of governance of Indigenous health services in the Yarra Valley.	38,500	2	a
Yuruga Enterprises Pty Ltd	Evaluation of the service development and reporting framework.	114,741	1	a

Outcome 8

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Blue Moon Research and Planning Pty Ltd	Review of existing consumer documentation on private health insurance.	65,780	2	b
Health Outcomes International Pty Ltd	Provide literature reviews on four prostheses groups (vascular stents and grafts, spinal, urogenital and cardiothoracic).	60,000	3	a
Ms J Browning	To develop a private hospitals provider number registration and prostheses schedule database.	13,098	4	a
TQA Research Pty Ltd / IPSOS Australia Pty Ltd	To measure the extent to which informed financial consent was being obtained from health fund members being treated in hospital as private patients.	152,405	2	b

Outcome 9

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Acumen Alliance ACT Pty Ltd	Consultancy to assist with financial projects.	41,662	4	a
Acumen Alliance ACT Pty Ltd	Consultancy to review administrative arrangements relating to National Health and Medical Research Council committee support.	43,065	2	a
Acumen Alliance Victoria Pty Ltd	Define, analyse and develop a business case for a preferred solution for provider directories.	295,973	1	b,c
Adelaide Research & Innovation Pty Ltd	Provision of expert advice for the development of the clinical practice guidelines on stroke.	15,400	2	a
Adelaide Research & Innovation Pty Ltd	Development of new models for the Asthma Management Program.	43,912	1	a
Amphersand Editorial & Design	Assessment of documents for public review.	38,190	2	a
Amphersand Editorial & Design	Consultancy to assist with the assessment of guidelines relating to coronary, stroke and primary health.	39,900	2	c
Australian National University	Bibliometric study of National Health and Medical Research Council funded research.	87,850	3	a
Australian National University	Services for Public Health Informatics and Health Care research.	365,141	3	a
Australian Nursing Federation	Project to research the extent to which nurses use information management and information communication technology.	264,296	3	a
Biotext Pty Ltd	Publication assessment relating to air, waste management and lead.	12,375	2	c
Biotext Pty Ltd	Consultancy to assist with the public review of assessment documents against Health Advisory Committee criteria.	14,493	2	a
Biotext Pty Ltd	Consultancy to assist with the literature appraisal of scientific and technological advancements in human cloning, human embryo research and related matters, including stem cell sciences.	62,150	1	c
Branko Cesnik Pty Ltd	Advice on the implementation of recommendations of the National Electronic Decision Support Taskforce.	29,000	3	a,e
Campbell Research & Consulting Pty Ltd	Submission - review of the <i>Privacy Amendment (Private Sector) Act 2000</i> .	20,370	4	a
Consumers Health Forum of Australia	Consultancy to assist with the development of reports.	25,000	2	a
Convergence E-Business Solutions	Implementation of patient information and recall systems on satellite mediated wide area networks.	60,000	2	a
CSIRO Division of Mathematical & Information	Analysis and publishing of linked dataset relating to Queensland residents.	110,000	1	c

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Cultural Perspectives Pty Ltd	Systematic review - Increasing Cultural Competency.	68,640	2	a
D'Arcy Consulting Group Pty Ltd	Consultancy to conduct the Personal Efficiency Program for National Health and Medical Research Council staff.	16,000	2	a
DH4 Pty Ltd	Implementation of patient information and recall systems on satellite mediated wide area networks.	30,000	4	a
DH4 Pty Ltd	Provision of assistance and advice in relation to the supplier qualification for the Broadband Connectivity for Health Program.	62,116	4	a
DH4 Pty Ltd	Determine and achieve agreement on the priorities for technical integration standards development nationally.	91,111	1	b,c
DH4 Pty Ltd	Product identification standards for medicines/ medical devices and national medicines formulary.	93,642	4	a
DH4 Pty Ltd	Provision of ongoing strategic project management and technical advice for the Broadband for Health Program.	130,000	1	b,c
DH4 Pty Ltd	Clinical terminology business case development in support of the National eHealth Transition Authority.	417,760	4	b
DH4 Pty Ltd	National Health Identification business case development.	441,896	2	a,b
Dr John Youngman	Consultancy to provide advice relating to the Broadband for Health program.	141,300	1	a
Ernst & Young ACT	Provision of probity and process advice to the Department and the Assessment Committee.	30,938	4	a
Ernst & Young ACT	Provision of probity and process advice and attendance at committee meetings.	65,000	6	a,b
Eureka Strategic Research	Evaluation of communication materials for the Bonded Medical Places Scheme.	49,984	6	a
Fresbout Consulting Pty Ltd	To assess the sustainability and national applicability of the Medical Training Review Panel National Projects.	49,368	4	a
Fujitsu Australia Ltd	Determine and achieve agreement on the required data elements for patient and provider identification nationally.	96,070	1	b,c
Gail Anne Warman	Review of Aboriginal and Torres Strait Islander publications.	34,416	2	c
Gail Anne Warman	Assessments for publication review.	34,451	2	a
Hawkless Consulting Pty Ltd	Review of publications.	21,120	2	a
Hawkless Consulting Pty Ltd	Review of Older People publications.	40,260	2	c
Health Issues Centre Ltd	Consultancy services for the consumer participation project.	22,000	2	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Health Outcomes International Pty Ltd	Evaluation of the Medical Rural Bonded Scholarship Scheme Support Pilot Project and the John Flynn Scholarship Scheme.	63,250	1	b
Health Outcomes International Pty Ltd	Evaluation of the National Arthritis and Musculoskeletal Conditions Improvement Grant Program 2004.	66,000	2	b
Health Technology Analysts Pty Ltd	Revision of the Skin Cancer publication.	11,000	2	a
Health Technology Analysts Pty Ltd	Synopses of Holt publications 1956-2005.	11,000	2	a
Health Technology Analysts Pty Ltd	Development of the Asthma: Management, Education and Research 95.	13,750	2	a
Health Technology Analysts Pty Ltd	Revision of the Malaria Prophylaxis guidelines.	15,125	2	a
Health Technology Analysts Pty Ltd	Consultancy to assist with the development of the public assessment on Haemophilus Influenzae type B (HIB) vaccine and Vancomycin-Resistant Enterococcus emergence guidelines.	19,250	2	b
Health Technology Analysts Pty Ltd	Consultancy to assist with the final interim report for microwave cancer review.	32,610	2	a
Health Technology Analysts Pty Ltd	Consultancy to assist with the literature review - Microwave Cancer Therapy.	38,981	2	a
Houston Thomson Pty Ltd	Provision of advice on ethical issues to the National Health and Medical Research Council.	130,116	4	a
Huddlestone Consulting Pty Ltd	Audit medical records - Microwave Cancer Therapy.	21,120	2	a
Huddlestone Consulting Pty Ltd	Audit medical records - Microwave Cancer Therapy.	23,232	2	a
JM Harvey Consulting	Literature review - cardiac rehabilitation for Aboriginal and Torres Strait Islander people.	24,079	1	a
Morey Australia Pty Ltd	Evaluation of the Networked Dermatology Medical Specialist Training Pilot.	38,720	2	a,b
Oceansesu Australia Pty Ltd	To develop an options paper for the assessment of temporary resident overseas trained doctors seeking to enter general practice in the Australian medical workforce.	23,191	4	a
Pacific Privacy Pty Ltd	Comprehensive privacy impact assessment relating to data linkage and the protection of the privacy of individuals.	57,485	2	a,e
Peter Farr Consultants Australasia	Evaluation of the Eastern Goldfields regional reference site.	392,700	1	b
RMIT Training Pty Ltd	Technical recommendations for the assessment of applications for the qualification of services under the Broadband for Health Program.	75,000	6	a
Royal Australasian College of Surgeons	For a research officer to examine opportunities for better aligning medical specialist training curricula with a wider range of training settings.	22,000	6	a,b

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Smart Strategic Services Pty Ltd	Review of football injuries publications.	16,566	2	c
Smart Strategic Services Pty Ltd	Assessment of anti D and dental amalgam publications.	21,054	2	a
Smart Strategic Services Pty Ltd	Consultancy to assist with the development of the Depression in Young People, Gastroenteritis Leaflets, Men and Mental Health.	28,683	2	a
Taylor Nelson Sofres Aust Pty	Consultancy to conduct the National Health and Medical Research Council's National Stakeholder Survey 2005.	143,853	1	a,b
Toxikos Pty Ltd	Development of final reports re: Toxicity Assessment.	10,796	2	a
Trilogy Information Solutions International	Recommendations on the implementation of the outcomes of the HealthConnect and MediConnect Evaluation Lessons.	61,600	1	a
Triskell Solutions Pty Ltd	Assistance and advice in relation to the supplier qualification for the Broadband Connectivity for Health Program.	105,600	4	a
Triskell Solutions Pty Ltd	Broadband for Health Program - advice on phase 1 security issues and assistance and coordination for phase 2 planning and architecture.	282,216	4	a,b

Cross – outcome

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Acumen Alliance ACT Pty Ltd	Provision of advice and assistance to the Department's enterprise risk management framework plan.	21,488	2	a
Acumen Alliance ACT Pty Ltd	Development of the Department's enterprise risk management framework plan.	33,750	2	a
Acumen Alliance ACT Pty Ltd	Undertake a review of secure materials and infrastructure issues relating to bio-security.	35,063	2	a
Acumen Alliance ACT Pty Ltd	Security planning, business continuity and risk assessment.	40,392	2	a
Acumen Alliance ACT Pty Ltd	Provision of expert assistance to the development of the Department's business continuity plans.	141,187	2	a
Acumen Alliance ACT Pty Ltd	Review of information technology (IT) finances.	25,000	3	a
Acumen Alliance ACT Pty Ltd	Provision of advice regarding IBM asset invoicing and the confirmation of financial exposures relating to IBM asset administration and Health's inventory management.	11,000	3	a
Acumen Alliance ACT Pty Ltd	Security Threat Risk Assessment project.	14,025	2	a
Acumen Alliance ACT Pty Ltd	Preparation of request for tender documentation for the Business Requirements Information Management System project.	17,710	6	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
Acumen Alliance ACT Pty Ltd	Assessment for security threat and risk.	26,714	2	a
Acumen Alliance ACT Pty Ltd	Provision of IT security advice - Stage 1.	37,869	2	a
Acumen Alliance ACT Pty Ltd	Provision of IT security advice - Stage 2.	37,868	2	a
Acumen Alliance ACT Pty Ltd	Redevelopment of the Budget Estimates Tracking System to integrate the system with the central Budget Management System and internal budgeting.	79,000	4	a
Blue Moon Quantitative Research Pty Ltd	Qualitative research for the National Pneumococcal Campaign.	169,950	2	a
Buchan Communications Group	Review of communication in the Department of Health and Ageing.	35,000	4	a,c
CPT Global	Evaluation of IBM's central processing unit usage metrics over the past 12 months to determine the reasons for increased usage.	11,000	2	a
Cyrene Group	Evaluation of the Health and Ageing postgraduate studies program.	24,750	2	a
David Jess & Associates	Review of Office Services Australia's contractual performance.	65,062	3	a
Deloitte Touche Tohmatsu	Provision of advice regarding the implementation of ANAO recommendations.	230,504	2	a
DH4 Pty Ltd	Qualitative research into web user views on accessibility and useability of www.health.gov.au to inform improvements.	38,531	2	a
H & BG Pty Ltd	Provision of property analysis to review rental leases.	101,023	4	a
IT Newcom Pty Ltd	Assist with the negotiation process of the IBM contract.	21,203	2	a
Management by Day	Review of corporate services in the South Australian State Office.	18,964	2	b
OOSW Consulting Pty Ltd	Provision of advice regarding implementation of the Australian National Audit Office (ANAO) recommendations.	33,000	2	a
Roex Management	Consultancy - independent member of departmental audit committee.	11,000	4	a
Roy Morgan Research Pty Ltd	National pneumococcal vaccination campaign evaluation.	264,000	2	a
Stuart Consulting Group Pty Ltd	Policy development and risk assessment of IT security.	72,600	2	a
Stuart Consulting Group Pty Ltd / Stratsec Net	Provision of security advice and assistance.	17,776	2	a
Stuart Consulting Group Pty Ltd / Stratsec Net	Provide IT security advisor and support services to the Department.	20,200	2	a
Stuart Consulting Group Pty Ltd / Stratsec Net	Preliminary development of government framework, business continuity plans and development of physical security mechanisms.	47,520	2	a
Sun Microsystems Aust Pty Ltd	Development of enterprise security architecture.	108,680	2	a

Consultant Name	Description	Contract Price \$ (GST Incl)	Selection Process (1)	Justification (2)
The Boston Consulting Group	Review of Information and Communication Division's HealthConnect related activities.	88,000	6	b
The Performance Technologies Group	Website eye tracking research to determine useability and accessibility of www.health.gov.au to inform improvements.	11,000	1	a
WalterTurnbull Pty Ltd	Review of accountability processes for the Division of General Practice Program.	28,040	2	a
WalterTurnbull Pty Ltd	Provision of advice on the Division of General Practice Program.	32,966	2	a

Comparison expenditure on Consultancy Services During 2002-03, 2003-04 and 2004-05, of \$10,000 or More

	2002-03	2003-04	2004-05
	29,264,705	38,986,995	32,580,229

APPENDIX 4 – DISCRETIONARY GRANTS

4

APPENDIX

Discretionary grants are payments where the Portfolio Minister or paying agency has discretion in determining whether or not a particular applicant receives funding and may or may not impose conditions in return for the grant. The payment can be made to an organisation or individual and is provided without expectation of a service to government in return for the grant. This definition includes program grants as well as ad-hoc and one-off payments and excludes:

- service agreements, which should now be treated as contracts rather than grants;
- intra-Commonwealth government funding;
- payments to States and other government agencies;
- Specific Purpose Payments, inter-government transfers;
- payments to overseas aid organisations;
- Government income support programs;
- emergency payment programs;
- grants under commercial industry development programs (including increasing research and development, and assisting exporters);
- grant programs specifically for educational institutions and medical research institutions;
- grants approved by Commonwealth bodies outside the General Government Sector; and
- payments of a specific sum of money or fixed percentage of shared funding to an organisation or individual that are made according to a Cabinet decision, a letter from the Prime Minister, or a determination of a ministerial council.

The Department funds a number of discretionary grant programs. The following list details discretionary grants by outcome within the Department, a brief description of the outcome and the total aggregate payments made in 2004-05. Please note that, due to an administrative error, the value of discretionary grants in 2003-04 was overstated in the *2003-04 Department of Health and Ageing Annual Report*. An amended table for the 2003-04 discretionary grants can be found in the Errors and Omissions section of this report.

Outcome	Outcome Description	2004-05 \$ (GST Incl)
1	To promote and protect the health of all Australians and minimise the incidence of preventable mortality, illness, injury and disability.	18,546,413
2	Access through Medicare to cost-effective medical services, medicines and acute health care for all Australians.	4,281,479
3	Support for healthy ageing for older Australians and quality and cost-effective care for frail older people and support for their carers.	179,467,000
4	Improved quality, integration and effectiveness of health care.	14,590,864
5	Improved health outcomes for Australians living in regional, rural and remote locations.	27,056,898
6	To reduce the consequences of hearing loss for eligibly clients and the incidence of hearing loss in the broader community.	-
7	Improved health status for Aboriginal and Torres Strait Islander peoples.	122,364,024
8	A viable private health industry to improve the choice of health services for Australians.	-
9	Knowledge, information and training for developing better strategies to improve the health of Australians.	4,328,305

APPENDIX 5 – ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The Department of Health and Ageing's environmental performance in 2004-05 is discussed in this appendix against Section 516A of the *Environmental Protection and Biodiversity Conservation Act 1999*.

Legislation Administered by the Department during 2004-05 which Accords with Ecologically Sustainable Development (ESD) Principles (Section 516A(6)(a))

Legislation administered by the Department which accords with ESD principles includes:

- the *Industrial Chemicals (Notification and Assessment) Act 1989*, administered by the National Industrial Chemicals Notification and Assessment Scheme (NICNAS), provides for a national notification and risk assessment scheme for industrial chemicals. All chemical risk assessment activities undertaken are within an internationally agreed policy framework consistent with the principles of ESD. NICNAS risk assessments and risk management strategies operate within the framework for environmentally sound management of chemicals aligned with the United Nations Conference on Environment and Development Agenda 21 (Rio Declaration). NICNAS risk assessment activity is undertaken through co-operative partnership arrangements with the Department of the Environment and Heritage. Further details can be found in the *NICNAS Annual Report*;¹
- the *Gene Technology Act 2000* protects the health and safety of people and the environment by identifying risks posed by, or as a result of, gene technology, and by managing those risks through regulating certain dealings with genetically modified organisms. Section 4 of the *Gene Technology Act 2000* advises where there are threats of serious or irreversible environmental damage, a lack of full

scientific certainty is not a reason for postponing cost-effective measures to prevent environmental degradation; and

- the NHMRC Act 1992 requires a member of the National Health and Medical Research Council (NHMRC) to have knowledge of environmental issues. The Health Advisory Committee of the NHMRC includes a person with expertise in environmental health.

Outcome Contribution to Ecologically Sustainable Development (Section 516(6)(b))

The portfolio's nine outcomes are broadly aimed at sustaining the improvement of Australia's health and supporting the needs of older Australians. In working to achieve these outcomes, the Department has undertaken a number of activities in 2004-05 that accord with ESD principles and have ESD relevance. They include long-term strategic issues, such as the relationship between health and sustainable development, health and climate change, and improving the evidence-base for environmental health decision-making.

Through the Public Health Education and Research Program (PHERP), the Department continued to administer funding to an innovations project advancing the adoption of the principles of sustainable development in public health education and research. A major achievement of this project was the publication of the *Sustainability and Health: Supporting Global Ecological Integrity in Public Health* report which provides a decision-making framework that can be used as a monitoring and development tool.

The National Collaborative Program on the Atmospheric Environment and Health, another PHERP innovations project, aims to build the knowledge and skills of the environmental health workforce. In 2004-05, the program delivered a workshop on air pollution exposure measurement, modelling

¹ Accessible online at <www.nicnas.gov.au/Publications/Annual_Reports.asp%20>.

and assessment and a short course on public health toxicology. The program also produced curricular material on climate change and its present and future impacts on health.

The Department considers environmental implications when supporting or undertaking measures to control hazards with human disease potential. In 2004-05, the Department administered funds to the Northern Territory Government for its mosquito eradication program in Tennant Creek. Under this program, the operators use chemicals with the least impact on the environment.

The NICNAS operates within a framework for the environmentally sound management of chemicals. NICNAS risk assessments comprise of hazard assessment, dose-response relationships, exposure assessment and risk assessment including risk management options. In recommending risk management strategies, economic and social benefits are balanced with the economic, political and social costs of implementing the strategies. In 2004-05, NICNAS finalised 30 investigations of breaches against registration requirements and as a result remedial actions were taken against companies to become compliant.

The Office of the Gene Technology Regulator supports the Gene Technology Regulator (the Regulator) in regulating certain dealings with live and viable genetically modified organisms (GMO). The Regulator's work ranges from contained work in certified laboratories to general releases of GMOs into the environment to protect human health and safety and the environment. The Regulator has extensive powers to monitor and enforce license conditions. In 2004-05, the Regulator conducted 178 inspections covering licensed sites.

In 2004-05, the Department administered funding for the Master Builders Australia National Lifestyle Housing for Seniors Awards as a way of influencing quality and ecologically sustainable housing for people as they age; and the 2004 National Awards for Local Government – Planning for an Ageing Community Award, an award for excellence in local government, which raises awareness of the need for planning for safe, accessible and adaptable built environments for Australia's ageing population.

The Department also worked with the Department of Environment and Heritage on activities to link ageing and the built environment as national initiatives under the Year of the Built Environment 2004.

The Department, through the Office for Aboriginal and Torres Strait Islander Health's Capital Works Program, provides health infrastructure that is built and designed to be durable, locally sustainable, and appropriate to the cultural and physical environment; encourages community development and ownership; and enables Aboriginal and Torres Strait Islander organisations to deliver high quality health care services that meet the changing needs of their communities.

Capital works guidelines include requirements for passive solar design principles, shaded buildings and adequate wall and ceiling insulation to reduce heating and cooling requirements, separate male and female consultation rooms and the provision of artwork produced by the local Indigenous community. As at June 2005, 125 capital works projects were in progress across Australia.

In 2004-05, the NHMRC continued to provide advice on public and environmental health matters to the Australian community either directly through the preparation of NHMRC guidelines, or in partnership with other organisations responsible for the management and regulation of national environmental health policies.

The NHMRC published the *Australian Drinking Water Guidelines*² in December 2004 and also approved the *Australian Guidelines for Recreational Use of Water* in June 2005.

Over the past decade the Health Advisory Committee has developed advice on environmental health matters.

The NHMRC is formally consulted by the Gene Technology Regulator each time the Regulator considers an application for a licence to release a GMO. NHMRC input to this consideration focuses on health aspects of licences for international release of GMOs.

² Accessible online at <www.nhmrc.gov.au/publications/synopses/eh19syn.htm>.

The Effect of Departmental Activities on the Environment (Section 516A(6)(c))

The Department's continued commitment to the environment is reflected in the sustained implementation of our Environmental Management System (EMS). This key management tool (based on AS/NZS ISO 14:0001:1996) enables the Department to measure and continually improve our performance in reducing energy consumption, minimising waste and reducing the consumption of goods. The EMS is based on seven Environmental Management Plans which deal with:

- consumption of energy (lighting, office appliances and motor vehicles);
- consumption of goods (virgin paper and purchasing stationery); and
- generation of waste (office products, and hard waste and chemical discharge).

The TGA has a similar EMS to comply with the relevant Australian standard (AS/NZS ISO 14004:1996). TGA has had an EMS in place since December 2003.

Measures the Department is Taking to Minimise the Impact of Activities on the Environment (Section 516A(6)(d))

The Department continues to work to reduce negative environmental impacts and operates in an ecologically sustainable way. For example, the Department is undertaking a pilot to assess the feasibility of providing administrative guidelines and manuals in easy-to-use, interactive electronic formats. The pilot is being managed under Outcome 3 and has the potential to significantly reduce the amount of printed material required by approved aged care providers.

Achievements in 2004-05, include:

- *Reduced Energy Consumption*

The upgrade of office lighting control systems in four buildings has resulted in a reduction of 743,973 kilowatt hours (kWh) during 2004-05. This is a reduction of 784 tonnes of CO₂ emissions.

The Department previously purchased green power for a number of its leased buildings under the whole-of-government energy supply contract with the Australian Capital

Territory. This was in line with the Australian Government Energy Policy and the National Greenhouse Strategy. In 2005, the management of this whole-of-government contract was passed to the Department of Defence from the Australian Greenhouse Office. The new contract negotiated by Defence provides 10 per cent green power to the buildings instead of the current 5 per cent. This will significantly increase the saving of greenhouse emissions for the Department's buildings.

The TGA has maintained detailed records on energy usage in the Symonston building since it was occupied in December 2002. Since 2002, TGA has also promoted environmental procurement when undertaking refurbishment programs.

- *Minimised Waste*

In 2003-04 and 2004-05, the Department performed waste audits on two central office buildings. The results highlighted that the introduction of commingled recycling by the Department in 2003-04 reduced the amount of waste being sent to landfill and improved the Department's efficiency in recycling. Information obtained from the audits has enabled the Department to implement improved waste management facilities and procedures. These improvements have been incorporated into Scarborough House, which has been refurbished to consolidate the Department's central office accommodation.

- *Reduction in the Consumption of Goods*

In June 2004, the Department established an 'excess stationery store' which allows staff to return excess stationery items to storage. Excess items are recycled by staff which reduces the quantity of stationery being ordered by the Department, in particular expensive items. When excess items occur, the Department can block these items from the stationery catalogue and draw from existing stock.

In September 2004, the Department introduced duplex printing as the default setting to all duplex printers in Central Office. This initiative has substantially reduced the consumption of paper by the Department. The table on page 392 shows a 27 per cent decrease in paper consumption from 2003-04.

The staff relocation to the refurbished Scarborough House and the subsequent realignment of staff into a smaller number of Central Office buildings will also achieve efficiencies in office accommodation and energy consumption.

Mechanisms for Reviewing and Improving Measures to Minimise the Impact of the Department on the Environment (Section 516A(6)(e))

The Department's EMS aims to continually improve our environmental performance.

The Department reports annually to the whole-of-government *Energy Use in Commonwealth Operations Report*,³ which is collated by the Australian Greenhouse Office⁴ and indicates that the Department is progressing well against the electricity and fuel consumption targets.

Overview of the Department of Health and Ageing's environmental performance – 2003-04 and 2004-05

	2003-04	2004-05	% change
Energy Use	9,309,378 kWh	8,419,069 kWh	-9.6
Greenhouse Gas Emissions	9,812 tonnes	8,864 tonnes	-9.6
Paper Consumed	84,740 reams	63,187 reams	-27.1

The Department will incorporate water usage and waste disposal into the above table for future reports.

³ Accessible online at <www.greenhouse.gov.au/government/operations.html>.

⁴ Accessible online at <www.greenhouse.gov.au/government/ngs/index.html>.

APPENDIX 6 – FREEDOM OF INFORMATION

Section 8 of the *Freedom of Information Act 1982* (the FOI Act) requires a Commonwealth agency to publish, in an annual report, information about:

- its functions;
- its decision-making powers that affect the public;
- arrangements for public participation in the formulation of policy;
- the categories of documents that are held by the agency; and
- how these documents can be accessed by the public.

Particulars of the Department

Information about the structure of the Department can be found in the Departmental Overview of this report, while organisational functions are explained in Part 2, Outcomes Performance Reports. Information can also be found on the Department's internet site¹.

Decision-making Powers

Ministers and/or departmental officers exercise decision-making powers under the following Acts, or parts of Acts, which are administered by the Department:

- *Aged or Disabled Persons Care Act 1954*;
- *Aged Care Act 1997*;
- *Aged Care (Consequential Provisions) Act 1997*;
- *Alcohol Education and Rehabilitation Account Act 2001*;
- *Australian Hearing Services Act 1991*;
- *Australian Institute of Health and Welfare Act 1987*;
- *Australian Nuclear Science and Technology Organisation Act 1987*, Part VIIA;
- *Australian Radiation Protection and Nuclear Safety Act 1998*;
- *Australian Radiation Protection and Nuclear Safety (Licence Charges) Act 1998*;
- *Commonwealth Serum Laboratories Act 1961*;
- *Delivered Meals Subsidy Act 1970*;
- *Epidemiological Studies (Confidentiality) Act 1981*;
- *Food Standards Australia New Zealand Act 1991*;
- *Gene Technology Act 2000*;
- *Gene Technology (Licence Charges) Act 2000*;
- *Health and Other Services (Compensation) Act 1995*;
- *Health and Other Services (Compensation) Care Charges Act 1995*;
- *Health Care (Appropriation) Act 1998*;
- *Health Insurance Act 1973*;
- *Health Insurance Commission Act 1973*;
- *Health Insurance Commission (Reform and Separation of Functions) Act 1997*;
- *Health Insurance (Pathology) (Fees) Act 1991*;
- *Hearing Services Administration Act 1997*;
- *Hearing Services AGHS Reform Act 1997*;
- *Home and Community Care Act 1985*;
- *Home Nursing Subsidy Act 1956*;
- *Industrial Chemicals (Notification and Assessment) Act 1989*;
- *Industrial Chemicals (Registration Charge - Customs) Act 1997*;
- *Industrial Chemicals (Registration Charge - Excise) Act 1997*;
- *Industrial Chemicals (Registration Charge - General) Act 1997*;
- *Medical Indemnity Act 2002*;
- *Medical Indemnity (Prudential Supervision and Product Standards) Act 2003*;
- *Medical Indemnity (Run-off Cover Support Payment) Act 2004*;
- *Medical Indemnity (UMP Support Payment) Act 2002*;

¹ Accessible online at <www.health.gov.au>.

- *Medical Indemnity Agreement (Financial Assistance–Binding Commonwealth Obligations) Act 2002*;
- *Narcotic Drugs Act 1967*, sections 9, 10, 11, 13, 19 and 23 and subsection 24(1), and so much of the remaining provisions of the Act (other than sections 12 and 22 and subsection 24(2)) as relates to powers and functions under those sections;
- *National Blood Authority Act 2003*;
- *National Health Act 1953*;
- *National Health and Medical Research Council Act 1992*;
- *Nursing Home Charge (Imposition) Act 1994*;
- *Nursing Homes Assistance Act 1974*;
- *Private Health Insurance Complaints Levy Act 1995*;
- *Private Health Insurance Incentives Act 1998*;
- *Prohibition of Human Cloning Act 2002*;
- *Research Involving Human Embryos Act 2002*;
- *Quarantine Act 1908*, in relation to human quarantine;
- *Quarantine (Validation of Fees) Act 1985*, in relation to human quarantine;
- *States Grants (Home Care) Act 1969*;
- *States Grants (Nurse Education Transfer Assistance) Act 1985*;
- *States Grants (Paramedical Services) Act 1969*;
- *Therapeutic Goods Act 1989*;
- *Therapeutic Goods (Charges) Act 1989*;
- *Tobacco Advertising Prohibition Act 1992*; and
- *World Health Organization Act 1947*.

Portfolio Agencies that Produce an Annual Report

The following prescribed authorities (as defined by the FOI Act) in the Health and Ageing portfolio are separate agencies for the purpose of the FOI Act and publish their own annual report and are therefore not covered by this statement:

- Food Standards Australia New Zealand;
- the Aged Care Commissioner for Complaints;

- the Australian Institute of Health and Welfare;
- the Australian Radiation Protection and Nuclear Safety Agency;
- the National Blood Authority;
- the National Health and Medical Research Council;
- the Private Health Insurance Administration Council;
- the Private Health Insurance Ombudsman; and
- Professional Services Review.

Arrangements for Outside Participation in the Formulation of Policy

The Department welcomes views and comments from members of the public and bodies outside the Commonwealth on its policy formulation and administration of portfolio legislation. Public consultation, consumer and stakeholder participation is widely encouraged at varying levels, across all fields of policy and output delivery. Formal arrangements for outside participation include cross-portfolio bodies and bodies specific to outcome classes. Further information regarding formal arrangements can be obtained from the Australian Government Directory² and from the Department's internet site.³

Categories of Documents

The Department of Health and Ageing maintains records in various forms and locations relating to the functions of the Health and Ageing portfolio. Records are retained for varying periods, depending on their administrative and historical value, and are disposed of in accordance with standards and practices approved by the National Archives of Australia. The following categories of documents are common throughout the Department and its portfolio agencies (unless specified otherwise):

- briefing papers and minutes prepared for the Ministers, Parliamentary Secretary and senior departmental officers;
- Cabinet documents, including Cabinet submissions/memoranda and documents submitted to Cabinet;

² Accessible online at <www.australia.gov.au>.

³ Accessible online at <www.health.gov.au>.

- documents prepared for the Executive Council;
- documents relating to the development of, and explanatory memoranda to Acts, Regulations, and other legislative instruments;
- internal administration documents relating to staff management and the organisation and operation of the Department, including personnel records, organisational and staffing records, financial and resource management records, audit records and internal operating procedures, requests for tender, instructions and indexes;
- instruments of appointment;
- Ministerial and departmental responses to correspondence and parliamentary questions;
- inter-departmental and general correspondence and papers;
- policy documents, including the development and implementation of Government and departmental policy, recommendations and decisions;
- working papers covering functions and issues handled by the Department, including program, fund and grant administration and planning documents;
- documents relating to complaints about Commonwealth funded services;
- agreements, memoranda of understanding and contracts between the Commonwealth, States, Territories and other bodies and organisations;
- legal documents, including legislation, contracts, leases, instruments of delegation, legal advice and court documents;
- requests for information under the *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests;
- standard operating procedures and fact sheets;
- separate records of management meetings, such as agenda and minutes;
- financial reports, expenditure estimates and expenditure reports;
- maps, charts, photographs, technical drawings, specifications and technical manuals;
- statistics and databases;
- documents prepared by international agencies;

- reports prepared by other government agencies and consultants;
- international agreements, memoranda of understanding and treaties;
- documents submitted by third parties;
- departmental publications and occasional papers;
- training materials;
- media releases;
- committee records; and
- mailing lists.

A large number of departmental publications are available free of charge to the public. A list of these publications can be accessed via the Department's internet site.⁴

Authorised FOI Decision-makers

The authority to provide access to documents is held widely throughout the Department primarily at section-head level (Executive Level 2) and above. Occupants of positions classified as Band 1 or higher in the Senior Executive Service are authorised to provide and refuse access to documents under the FOI Act. Authority to make other decisions, such as imposing and remitting charges, has also been given to appropriate officers.

Facilities for Access

Facilities for inspecting documents to which access is given under the FOI Act are provided by the Department in each State and Territory capital city and in Central Office.

Departmental Manuals

In accordance with section 9 of the FOI Act, a list has been compiled of unpublished manuals and other documents provided by the Department to officers to assist in making decisions or recommendations that affect the public. The list, as at 1 July 2003, is available on request from the FOI Coordinator or any office of National Archives of Australia.

⁴ Accessible online at <www.health.gov.au>.

FOI Statistics 2004-05

The following prescribed authorities covered by this Statement, received requests for access under the FOI Act in 2004-05:

Requests for Access

Agency	Matters on-hand	Requests received	Requests finalised	Requests outstanding
Department of Health and Ageing	35	137	140	32
Minister for Health and Ageing	-	1	1	-
Minister for Ageing	-	2	2	-
National Industrial Chemicals Notification and Assessment Scheme	-	1	1	-

FOI Internal Review Matters

Agency	Matters on-hand	Requests received	Requests finalised	Decision	Reviews outstanding
Department of Health and Ageing	2	20	16	5 affirmed original decision 9 greater access given 2 withdrawn	6

FOI Administrative Appeals Tribunal Matters

Agency	Matters on-hand	Requests received	Requests finalised	Decision	Appeals outstanding
Department of Health and Ageing	5	4	8	2 affirmed original decision 2 greater access given 1 decision varied 1 dismissed 2 withdrawn	1

FOI Procedures and Contact Details

A request for access to documents under the FOI Act must be in writing, enclosing a \$30 application fee and an address in Australia to which notices can be sent. In certain circumstances the fee is not required or can be remitted. To enable a prompt response and to help an agency to meet its obligations under the FOI Act, you should provide as much information as possible about the documents you are seeking. It is also advisable to include a telephone number or an electronic mail address to allow officers handling your request to contact you in case clarification is needed. Applicants may be liable to pay charges at rates prescribed by the Freedom of Information (Fees and Charges) Regulations.

Contact details for agencies not covered by this statement can be found in the Section 8 Statement contained in each agency's Annual Report.

Department of Health and Ageing

Inquiries regarding submission of a formal request under the FOI Act should be directed to the Department's FOI Coordinator or State/Territory FOI contact officers at:

FOI Coordinator (Central Office)

(02) 6289 1666

New South Wales

(02) 9263 3984

Victoria

(03) 9665 8872

Queensland

(07) 3360 2648

South Australia

(08) 8237 8025

Western Australia

(08) 9346 5413

Tasmania

(03) 6221 1435

Northern Territory

(08) 8946 3409

Australian Capital Territory

(02) 6274 5113

Requests should be sent to the appropriate office of the Department at the following address:

Department of Health and Ageing
GPO Box 9848
CAPITAL CITY

In accordance with the *Electronic Transactions Act 1999*, FOI requests may be made via electronic mail addressed to FOI@health.gov.au. However, as a request must be accompanied by an application fee, in most cases no action will be taken on a request received by electronic mail until the application fee is received by post or a request has been made for the remission of the application fee. The Department has secure facilities in place to accept payments electronically.

APPENDIX 7 – MINISTERIAL RESPONSIBILITIES AS AT 30 JUNE 2005

THE HON TONY ABBOTT MP, MINISTER FOR HEALTH AND AGEING

The Hon Tony Abbott MP, as senior Minister and member of Cabinet, holds overarching policy responsibility for all issues pertaining to health and ageing, and has specific responsibility for:

- Medicare benefits;
- hospitals;
- medical indemnity;
- private health insurance;
- medical workforce issues;
- the Pharmaceutical Benefits Scheme;
- pharmacy issues;
- population health, including issues concerning HIV/AIDS and other communicable diseases, immunisation, obesity, specific women's and men's health issues, environmental health issues and drug abuse reduction;
- biosecurity and bioterrorism;
- national health priorities (with the exception of injury prevention, arthritis and musculoskeletal conditions and asthma);
- rural and regional health;
- health and medical research and biotechnology;
- diagnostics and technology;
- Indigenous health issues;
- e-Health;
- strategic policy analysis and evaluation; and
- corporate leadership and resource management.

THE HON JULIE BISHOP MP, MINISTER FOR AGEING

As Minister for Ageing, Ms Bishop has responsibility for:

- the National Strategy for an Ageing Australia;
- the National Continence Management Strategy;
- a range of programs to meet the needs of Australia's ageing population, including:
 - Home and Community Care
 - Residential Care
 - National Respite for Carers – including the Carer Information and Support Program, Carer Respite Centres and Carer Resource Centres
 - Aged Care Assessment
 - Community Care Packages
 - Assistance with Care and Housing for the Aged
 - the Complaints Resolution Scheme
 - Dementia Support Services
 - Advocacy Services
 - the Aged Care Standards and Accreditation Agency Ltd
- the Hearing Services Program and policy;
- injury and falls prevention;
- arthritis and musculoskeletal conditions; and
- human cloning and stem cell research.

**THE HON CHRISTOPHER PYNE MP,
PARLIAMENTARY SECRETARY TO
THE MINISTER FOR HEALTH AND
AGEING**

Mr Pyne assists Minister Abbott by assuming responsibility for matters relating to:

- the Therapeutic Goods Administration;
- the Office of the Gene Technology Regulator;
- the National Industrial Chemicals Notification and Assessment Scheme;
- Food Standards Australia New Zealand;
- food policy;
- the Australian Radiation Protection and Nuclear Safety Agency;
- blood and organ donation;
- mental health and suicide prevention;
- alcohol;
- tobacco;
- illicit drugs;
- autism; and
- asthma.

APPENDIX 8 – OCCUPATIONAL HEALTH AND SAFETY

The Department has a demonstrated commitment to providing a safe and healthy work environment for staff, contractors and visitors at or near our workplaces. During 2004-05, this commitment was reflected in:

- the Department's Occupational Health and Safety (OH&S) Policy and Agreement which was developed in consultation with staff;
- the Department's Certified Agreement 2004-2007, which articulates the organisation's commitment to not only legislative compliance but also to pursuing better practice in injury prevention and management;
- OH&S being identified as a priority in the Department's People Strategy 2004-2007, and monitored via a range of OH&S target indicators;
- continuing implementation of the Workplace Injury Prevention and Management (WIPM) Strategy 2002-2007, which included projects and initiatives, undertaken in partnership with Comcare, to improve the Department's OH&S systems and performance, and to establish a safer workplace culture; and
- ongoing commitments to achieve OH&S targets identified in the National Occupational Health and Safety Strategy 2002-2012, and implementation of the Department's Health and Life Strategy.

A primary indicator of OH&S performance is the workers' compensation premium rate levied annually by Comcare. Over the last three years, the Department has reduced its workers' compensation premium rate from 141 per cent of the Australian Government average in 2001-02 to 94 per cent of the average in 2004-05.

The Department's commitment to OH&S, its performance, and its systems improvements in 2004-05 were recognised at the 2005 Safety Rehabilitation and Compensation Commission Safety Awards on 28 July 2005, where the Department received the Leadership in Injury Prevention and Management award.

The Department was also the only public sector agency invited by Comcare to present our better practice package at the Comcare National Rehabilitation Conference in November 2004.

The following provides details on matters specified for inclusion in an annual report under section 74 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.

The occupational health and safety policy of the department or authority during the financial year, including details of:

- any agreement made with employees relating to occupational health and safety;
- the establishment of committees to deal with occupational health and safety matters; and
- the selection of health and safety representatives.

The Occupational Health and Safety Policy and Agreement (2002) between the Department and relevant unions remained in effect, and is now being updated.

The Department's Certified Agreement was renegotiated during 2004-05, and included a strong focus on OH&S.

Established Health and Safety Committees continued to meet quarterly in Central Office, the Therapeutic Goods Administration (TGA) and each State and Territory Office. Other committees with key roles in addressing safety included:

- staff consultative forums in each organisational unit of the Department;
- the Institutional Bio Safety Committee in the TGA;
- Laboratory Safety Committee in the TGA; and
- Emergency Planning Committees.

All staff were identified to a Designated Work Group, and Health and Safety Representative selection and training was undertaken to ensure effective staff representation on safety matters.

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

Measures included:

- continuing the Department's Workplace Injury Prevention and Management Strategy 2002-2007 with notable improvements to a range of injury prevention and management systems and practices;
- provision of a range of OH&S related programs including first aid services, emergency evacuation systems, fire safety systems, eyesight testing and workstation setup assistance for staff;
- immunisation (including Hepatitis B and flu) for staff identified at risk or presenting a potential risk to clients;
- provision of training, awareness seminars and OH&S guidance material on a broad range of safety related topics; and
- continuing focus on the health and welfare of staff through the Department's Health and Life Strategy.

Statistics of any accidents or dangerous occurrences during the year that arose out of the conduct of undertakings by the Department and that required the giving of notice under section 68.

Notifications to Comcare under section 68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* were:

- nine dangerous occurrences; and
- three serious personal injuries.

Investigations conducted during the year that relate to undertakings carried on by the employer, including details of all:

- tests conducted on any plant, substance or thing in the course of such investigations;
- directions given to the employer under section 45 during the year; and
- notices given to the employer under section 29, 46 and 47 during the year.

Tests conducted for ongoing staff safety included:

- eyesight testing for staff;
- electrical equipment safety testing;
- air quality testing;
- regular testing of cooling tower functions for contaminants; and
- medical testing of individuals as appropriate.

No directions or notices under the *Occupational Health and Safety (Commonwealth Employment) Act 1991* were served on the Department by Health and Safety Representatives or Comcare during the year.

APPENDIX 9 – PORTFOLIO GOVERNANCE

The Department is committed to strengthening its relationship with portfolio agencies through the facilitation of consultative forums such as the Portfolio Chief Executive Officers (PCEOs) meeting. The Secretary and the PCEOs met on several occasions during 2004-05 to share information and discuss key issues in the Health and Ageing portfolio.

The Department implemented two protocols in 2004-05 to further improve communication and the relationship between the Department and the portfolio agencies: one outlining the relationship between the Department and the agencies; and the other setting out the process for appointments to portfolio agency boards and CEO positions. The relationship protocol embeds an open line of communication between the Department and the agencies. The appointment protocol outlines a new appointment process to be used for appointments to governance positions for portfolio agencies. The protocol provides for a consistent approach to the management of appointments and the process by the Department.

The Department was also actively involved in a number of significant corporate governance and performance monitoring activities in the portfolio, including:

- implementing the Government's response to the Review of the Corporate Governance of Statutory Authorities and Office Holders by Mr John Uhrig. This includes the assessment of portfolio agencies and statutory office holders against the templates recommended by Mr Uhrig and the implementation of the other Uhrig recommendations supported by the Government;
- maintaining regular contact with portfolio agencies to assist in establishing sound corporate governance and financial practices;
- successfully managing the transfer of the Health Insurance Commission to the new Department of Human Services;
- managing the financial monitoring role for small portfolio agencies as required under the Government's review of the Budget Estimates Framework;
- reviewing, as appropriate, the establishment or restructure of portfolio agencies; and
- completing appointments and providing advice on remuneration matters to statutory authorities, statutory office holders and other bodies within the portfolio. The Department promotes a suitable balance of expertise on government boards and increasing the representation of women at senior levels.

PORTFOLIO AGENCIES

The Department pursued the achievement of the Portfolio's outcomes in 2004-05 in association with a number of other agencies in the Portfolio. These agencies, which are discussed below, produce their own annual report.

Aged Care Standards and Accreditation Agency Ltd

Telephone: (02) 9633 1711 Internet: <www.accreditation.aust.com>

The Aged Care Standards and Accreditation Agency Ltd (the Agency) was established as a wholly owned Australian Government company limited by guarantee, and incorporated in October 1997. It is subject to the *Commonwealth Authorities and Companies Act 1997* and *Corporations Act 2001*.

Functions:

Under the *Aged Care Act 1997* all aged care homes must meet an accreditation requirement to be eligible to receive residential care subsidy. While the Department pays the residential care subsidy, it is the Agency that decides whether or not to accredit a home. The main functions of the Agency are to:

- manage the residential aged care accreditation process using the Accreditation Standards;
- promote high quality care and help industry to improve service quality by identifying best practice and providing information, education and training to industry;
- monitor ongoing compliance within the Accreditation Standards; and
- liaise with the Department about homes that do not meet the Standards.

During 2004-05, the Agency contributed to Outcome 3 – Enhanced Quality of Life for Older Australians.

Key Achievements for 2004-05:

- At the end of June there were 2,935 accredited homes and 99 per cent of homes were fully compliant with the 44 expected outcomes of the Accreditation Standards. Of the accredited homes, 92 per cent were awarded three years or more accreditation.
- Education and information sharing activities included better practice seminars in all States and Territories; participation of over 9,000 staff in 830 homes in a quality education on standards session since October; the monthly publication of the newsletter *The Standard*; and a third re-print of the *Pocket Guide to the Accreditation Standards*.
- The Agency was certified to the Australian quality standard (ISO 9001:2000) in October 2004.

Australian Institute of Health and Welfare

Telephone: (02) 6244 1000 Internet: <www.aihw.gov.au>

The Australian Institute of Health and Welfare (AIHW) was established and operates under the provisions of the *Australian Institute of Health and Welfare Act 1987* (AIHW Act). It is a statutory agency subject to the *Public Service Act 1999* and the *Commonwealth Authorities and Companies Act 1997*.

Functions:

The primary functions of the AIHW relate to the collection and production of health-related and welfare-related information and statistics. The AIHW:

- identifies and meets the information needs of governments and the community to enable them to make informed decisions to improve the health and welfare of Australians;
- provides authoritative and timely information and analysis to the Australian, State and Territory governments and non-government clients through the collection, analysis and dissemination of national health, community services and housing assistance data; and
- develops, maintains and promotes, in conjunction with stakeholders, information standards for health, community services and housing assistance.

The AIHW puts into the public domain and promotes the results of its work. During 2004-05, the AIHW contributed to Outcome 9 – Health Investment.

Key Achievements for 2004-05:

- Consistent with its Mission – Better health and welfare for Australians through better health and welfare statistics and information – and its responsibilities under Outcome 9, the AIHW continued to provide statistics and information services to support the work of the Department.

Australian Radiation Protection and Nuclear Safety Agency

Telephone: (02) 9541 8333 Internet: <www.arpansa.gov.au>

The Chief Executive Officer (CEO) of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a statutory office created under *Australian Radiation Protection and Nuclear Safety Act 1998* (the ARPANS Act). The Act allows for the CEO to engage staff to perform the functions of the office of the CEO set out in the Act (see below). Together, the CEO and staff constitute a statutory agency for the purposes of the *Public Service Act 1999* and a prescribed agency under the *Financial Management and Accountability Act 1999*.

Functions:

The objective of the ARPANS Act, which establishes ARPANSA, is to protect the health and safety of people, and to protect the environment, from the harmful effects of radiation.

ARPANSA is a resource of knowledge about ionizing and non-ionizing radiation. It has a leading role in measuring radiation, researching the health effects of radiation exposure, and translating this knowledge into developing standards, guidelines and codes of practice. It also provides information and advice to the Government, the Parliament and the Australian public, and provides some radiation protection services.

In contributing to international deliberations, ARPANSA ensures that Australia's interest and priorities are appropriately reflected and learns about international best practice in radiation protection and nuclear safety. The Agency promotes national uniformity in radiation protection and nuclear safety in Australia's States and Territories on major radiation issues such as the security of radioactive sources, emergency response and the safety of radioactive waste management.

ARPANSA is responsible for regulating all radiation and nuclear activities undertaken by Australian Government entities. During 2004-05, ARPANSA contributed to Outcome 1 – Population Health and Safety.

Key Achievements for 2004-05:

- Publication of the first edition of the *National Directory for Radiation Protection* (NDRP). The NDRP introduces uniformity in radiation protection practices between Australian jurisdictions. In addition, ARPANSA published the *Recommendations for Intervention in Emergency Situations Involving Radiation Exposure* and the *Code of Practice for the Exposure of Humans to Ionizing Radiation for Research Purposes*.
- Rigorous and impartial assessment of an application from the Australian Nuclear Science and Technology Organisation for a facility licence under the Act to authorise operation of the Replacement Research Reactor at Lucas Heights in Sydney. This assessment was accompanied by monitoring of the current construction licence, as well as extensive public consultation.
- Instigation of improved physical security of radioactive sources and enhancement of the nation's capability to undertake comprehensive in-field analysis and to provide advice in the event of a radiological incident.

Food Standards Australia New Zealand

Telephone: (02) 6271 2222 Internet: <www.foodstandards.gov.au> <www.foodstandards.govt.nz>

Food Standards Australia New Zealand (FSANZ) is a bi-national statutory authority created under the *Food Standards Australia New Zealand Act 1991* (the FSANZ Act). It is based on a partnership between the Australian, State and Territory, and New Zealand governments. FSANZ is subject to the *Commonwealth Authorities and Companies Act 1997* and the *Public Service Act 1999*.

Functions:

FSANZ's core function is to develop, vary or review food standards, whether from application from an outside body or on its own initiative. In Australia, FSANZ develops food standards to cover the whole of the food supply chain – from paddock to plate – for both the food manufacturing industry and primary producers. Other functions include:

- coordinating the surveillance of food available in Australia in consultation with State and Territory governments;
- conducting research and surveys in consultation with State and Territory governments;
- coordinating the recall of food;
- providing advice on the assessment of imported food;
- developing codes of practice;
- food safety education; and
- providing advice to the Minister and Parliamentary Secretary on matters related to food.

During 2004-05, FSANZ contributed to Outcome 1 – Population Health and Safety.

Key Achievement for 2004-05:

- Finalisation of organisational arrangements to ensure a better alignment with, and greater responsiveness to, changes in the food regulatory environment. Considerable progress was made in the development of primary production and processing standards including completion of the seafood standard. Progress was also made in developing standards to give effect to policy guidelines for the fortification of food, for country of origin labelling of food, and for nutrition, health and related claims.

General Practice Education and Training Limited

Telephone: (02) 6263 6777 Internet: <www.agpt.com.au>

General Practice Education and Training Limited (GPET) was established as an Australian Government company limited by guarantee, and incorporated in March 2001 under the *Corporations Act 2001*. It is subject to the *Commonwealth Authorities and Companies Act 1997*.

Functions:

GPET's role is to establish, maintain, promote, monitor and evaluate a national system of regionalised general practice education and vocational training across Australia on behalf of the Australian Government.

The regionalised system (known as Australian General Practice Training - AGPT) aims to be responsive to the existing and changing needs of the community, including individual sections of the community, and to produce doctors who are capable of meeting community needs across Australia, in particular those of rural and remote Australia. GPET encourages vertical and horizontal integration of education and training resources at a regional level and works with the professional colleges to ensure that AGPT is future orientated and meets professional standards.

GPET aims to position AGPT as a world leader in general practice education and training and provides strategic advice to the Australian Government accordingly. During 2004-05, GPET contributed to Outcome 4 – Quality Health Care.

Key Achievements for 2004-05:

- The number of GP registrars in training reached historically high levels, peaking at 1,948. Following an increase to the annual quota of training places to 600, the number of GPs entering training in January 2004 was the highest since 1998 (approximately 550).
- The GPET Board proposed a national roll-out of pilot projects involving international medical graduates conducted by two regional training providers, to provide greater support and training to international medical graduates working in areas of medical service need.
- There was a 28 per cent increase in the number of registrars placed in Aboriginal and Torres Strait Islander training posts.
- There was a 12 per cent increase in the number of registrars undertaking academic posts.
- GPET finalised the Enhanced Rural Training Framework to provide policy guidance to its regional training providers on delivery and funding of advanced rural training.
- GPET finalised the document *Outcomes of Regionalisation – Regional Training Providers Objectives* which details GPET's expectations in relation to business, training, innovation and performance for regional training providers.
- The GPET Board accredited eight regional training providers under its Quality Framework as part of the review and accreditation program. All remaining regional training providers are scheduled for review and accreditation by December 2005.

National Blood Authority

Telephone: 1800 351 000 (02) 6211 8301 Internet: <www.nba.gov.au>

The National Blood Authority (NBA) is a statutory agency established under the *National Blood Authority Act 2003*. It is subject to the *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*.

Functions:

The function of the NBA is to manage and coordinate Australia's blood supply on behalf of all Australian Governments in accordance with the National Blood Agreement. The NBA does this by:

- working collaboratively with the Australian Government and State and Territory governments and other key stakeholders to ensure that Australia's blood supply is adequate, safe, secure and affordable;
- negotiating, entering into and managing national blood and blood products supply contracts; and
- providing advice and information to the Minister for Health and Ageing and the Australian Health Ministers' Conference through the Jurisdictional Blood Committee.

In 2004-05, the NBA contributed to Outcome 4 – Quality Health Care.

Key Achievements for 2004-05:

- Management of the supply of blood and blood products to the satisfaction of all jurisdictions.
- Negotiation and signing of a Plasma Products Agreement with CSL Limited, thus providing additional value compared to previous arrangements.
- Contract negotiations with the Australian Red Cross Blood Service.
- Establishment of a Standing Offer arrangement that provides a contingency supply of Intravenous Immunoglobulin in the case of domestic shortfalls.
- Announcement of the establishment of Standing Offer arrangements for the supply of diagnostic reagent products to Australian public pathology laboratories.
- Instigation of sector consultative mechanisms through the involvement of clinicians, peak bodies and other blood sector experts, as well as through the establishment of a Blood Products Suppliers' Forum and a Professional and Community Advisory Forum, to improve consultation, communication and engagement of the blood sector in Australia.

National Institute of Clinical Studies Limited

Telephone: (03) 8866 0400 Internet: <www.nicsl.com.au>

The National Institute of Clinical Studies Limited (NICS) is a public company limited by guarantee, incorporated under the *Corporations Act 2001* in December 2000. It is subject to the *Commonwealth Authorities and Companies Act 1997*.

Functions:

The main function of NICS is to improve health care in Australia by helping close important gaps – between best available evidence and current clinical practice. NICS does this by:

- raising awareness of the important gaps between what is known, from the best available research, and what is actually done in day-to-day practice; and
- supporting health professionals to understand and overcome the barriers to applying evidence within Australian health care settings.

During 2004-05, NICS contributed to Outcome 9 – Health Investment.

Key Achievements for 2004-05:

- Launch of the second volume of *Evidence-Practice Gaps Report*, highlighting 12 common health care areas where research-based recommendations are underused, overused or misused in day-to-day practice.
- Continued programs of work to close evidence-practice gaps, including two identified in the first *Evidence-Practice Gaps Report*: the management of cancer patients' pain and the diagnosis and management of heart failure. The institute coordinated the first pain management improvement program in Australia involving eight hospitals working to improve pain management in cancer patients and also initiated the Joint Heart Failure Program, in partnership with the National Heart Foundation of Australia and the National Prescribing Service. Through the program 43 Divisions of General Practice are working to improve prescribing of heart failure drugs.

Private Health Insurance Administration Council

Telephone: (02) 6215 7900 Internet: <www.phiac.gov.au>

The Private Health Insurance Administration Council (PHIAC) is a statutory authority, established under the *National Health Act 1953*. It is subject to the *Commonwealth Authorities and Companies Act 1997*.

Functions:

The main functions and powers of the PHIAC are to:

- develop, implement, and monitor compliance with the solvency and capital adequacy standards, to ensure that private health insurers, known as registered health benefits organisations (RHBOs), remain prudentially sound;
- administer the Health Benefits Reinsurance Trust Fund;
- undertake the supervisory functions in relation to RHBOs, including the appointment of inspectors and administrators;
- approve registration, de-registration and merger of RHBOs;
- approve voluntary winding up of an RHBO;
- collect and disseminate financial and statistical data, including tabling of an annual report to Parliament on the operations of RHBOs; and
- levy RHBOs for the general administrative costs of the PHIAC and the Acute Care Advisory Committee.

The PHIAC produces membership and coverage statistics quarterly. These statistics detail the proportion of the population with private health insurance. The gap statistics provide information about the out-of-pocket costs and availability of no-gap cover to consumers with private health insurance. The PHIAC reports on the 30 per cent rebate annually.

The PHIAC collects and disseminates information about private health insurance to allow consumers to make informed choices about the product. During 2004-05, PHIAC contributed to Outcome 8 – Choice Through Private Health.

Key Achievements for 2004-05:

- To ensure that contribution rate increases applied for by registered health funds were appropriate and necessary, PHIAC requested an independent view from the Australian Government Actuary to provide a second opinion.
- The PHIAC Board resolved to include within the annual risk management statement, a requirement for fund Boards to provide advice by way of a certificate as to whether their fund has Directors and Officers and public liability insurance in place and whether in their view the amount of cover is adequate. Information on insurance held by registered funds will be reported on in PHIAC's annual report to Parliament.

Private Health Insurance Ombudsman

Telephone: (02) 8235 8777 (Administration) 1800 640 695 (Inquiries and Complaints) Internet: <www.phio.org.au>

The Private Health Insurance Ombudsman (PHIO) is a statutory authority established under Part VIC of the *National Health Act 1953*. It is subject to the *Commonwealth Authorities and Companies Act 1997*.

Functions:

The functions of the PHIO are to:

- handle complaints regarding private health insurance arrangements;
- make recommendations to the Minister for Health and Ageing and the Department about private health insurance regulatory and industry practices;
- produce and publish the State of the Health Funds Report providing comparative information on the performance and service delivery of all registered organisations; and
- distribute the Private Patients' Hospital Charter.

PHIO's functions and powers were expanded in 2004-05 to:

- include a new requirement for the Ombudsman to report annually on the performance of health funds through the publication of a *State of the Health Funds Report*;
- strengthen requirements for funds to provide information and documentation to assist with the Ombudsman's inquiries and investigations; and
- require funds, hospitals and medical practitioners to respond to the Ombudsman's recommendations.

During 2004-05, PHIO contributed to Outcome 8 – Choice Through Private Health.

Key Achievements for 2004-05:

- Publication of the first *State of the Health Funds Report*¹ and consumer guides for each state.
- Work with industry stakeholders to improve incidence and effectiveness of informed financial consent through participation in the Minister's Informed Financial Consent Taskforce, work with the Australian Medical Association and Association of Anaesthetists on their policies and forms for informed financial consent.
- Provision of advice and assistance to the industry on best practice complaints handling including the Listening Post Self Assessment process (co-sponsored by the industry representative bodies Health Insurance Restricted Membership Association of Australia and Australian Health Insurance Association and workshops for fund complaint staff).

¹ Accessible online at <www.phio.org.au/publication.php?mediaid=130>.

Professional Services Review

Telephone: (02) 6210 9100 Internet: <www.psr.gov.au>

The Professional Services Review (PSR) scheme was established under the *Health Insurance Act 1973*. The Director of PSR is an independent statutory officer appointed by the Minister for Health and Ageing with the agreement of the Australian Medical Association. The scheme was established as a prescribed authority to assist the Director to carry out those functions specified below. It is subject to the *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*.

Functions:

The scheme permits the examination of health practitioners' conduct to ascertain whether or not they have practised inappropriately in relation to services that attract Medicare (or Pharmaceutical) benefits. It covers services provided and/or initiated by medical and dental practitioners, optometrists, and medical services initiated by chiropractors, physiotherapists, and podiatrists.

The Health Insurance Commission (HIC) requests the Director to review cases of suspected inappropriate practice. The Director conducts the review and may inquire into any services claimed during the review period. After the review, the Director may dismiss a request, negotiate an agreement, or establish a committee of professional peers to further investigate the practitioner's conduct.

If a committee finds inappropriate practice the Determining Authority, comprising three independent persons, decides the sanctions to be imposed (including reprimand, counselling, repayment of Medicare benefits and full and/or partial suspension from access to Medicare benefits for up to 3 years). For a negotiated agreement to become effective it must be ratified by the Determining Authority.

During 2004-05, PSR contributed to Outcome 2 – Access to Medicare.

Key Achievements for 2004-05:

- As a result of a significant decrease in the number of requests from the HIC (eight requests in 2004-05, compared to the normal 40-50 per annum), PSR conducted a review of its staffing which resulted in voluntary redundancies being offered to eight staff within the Committees Unit.
- Dr John Holmes, the founding Director retired. Dr Tony Webber was appointed as the new Director on 14 February 2005.
- The *Report of the Review Committee of the Professional Services Review Scheme* was tabled in Parliament on 2 June 1999 as part of amending legislation. The amendments became effective on 1 November 1999, and introduced the category of a 'prescribed pattern of services' whereby general practitioners who render 80 or more services on 20 or more days are deemed to have practised inappropriately unless they can demonstrate exceptional circumstances. Fourteen of these cases are the subject of current applications in the Federal Court seeking relief on the following grounds:
 - the committees applied the incorrect test to 'exceptional circumstances';
 - referral decisions were invalid because requests and referrals were allegedly made automatically;
 - the PSR scheme constituted civil conscription; and
 - the Director failed to meet obligations on him to negotiate agreements.

PSR has experienced success in defending some of these matters while others are still before the Court.

- At the time of printing, there were seven other matters currently before the Courts. Two of these matters rely on the *Pradhan* decision. All the remaining cases subject to the *Pradhan* decision (mentioned in PSR's 2003-04 *Annual Report*) have been finalised.

APPENDIX 10 – STAFFING INFORMATION

Number of APS Employees (Including Ongoing and Non-ongoing) as at 30 June 2005

Table 1: SES and Executive Professional Officers at 30 June 2005

Actual Classification	Female	Male	Total
Senior Executive Band 3	1	2	3
Senior Executive Band 2	7	11	18
Senior Executive Band 1	41	27	68
Chief Medical Officer	0	1	1
Medical Officer Class 6	1	1	2
Medical Officer Class 5	5	10	15
Senior Principal Research Scientist	1	2	3
Holder of Public Office*	2	1	3
Total	58	55	113

Includes inoperative staff.

Excludes staff on short-term acting arrangements (less than 3 months).

* Includes the Director, National Industrial Chemicals Notification and Assessment Scheme.

Table 2: Staff numbers by Actual Classification at 30 June 2005

Classification	Female		Male		Total
	Full time	Part time	Full time	Part time	
Secretary	1	0	0	0	1
Holder of Public Office	2	0	1	0	3
Senior Executive Band 3	1	0	2	0	3
Senior Executive Band 2	9	0	12	0	21
Senior Executive Band 1	46	0	28	2	76
Executive Level 2	210	14	156	5	385
Executive Level 1	482	92	294	20	888
APS6	528	122	236	8	894
APS5	394	68	153	5	620
APS4	241	37	66	3	347
APS3	138	19	43	2	202
APS2	51	16	25	0	92
APS1	8	24	5	29	66
Medical	14	2	27	2	45
Nursing	80	10	6	0	96
Professional*	163	50	177	6	396
Research Scientist	1	1	2	0	4
Technical**	28	11	52	4	95
Other***	4	0	3	0	7
Total	2,401	466	1,288	86	4,241

* Includes Professional, Engineer, Legal Officers and Public Affairs Officers.

** Includes Information Technology Officers.

*** Includes Cadets and Graduates.

Table 3: Distribution of Actual Staff by Unit at 30 June 2005

Unit	Female		Male		Total
	Ongoing	Non-ongoing	Ongoing	Non-ongoing	
Acute Care Division	165	3	72	3	243
Ageing and Aged Care Division	202	22	93	13	330
Audit and Fraud Control Branch	3	0	8	0	11
Business Group*	274	53	156	47	530
Executive	7	0	3	1	11
eHealth Implementation Group	14	7	10	3	34
Health Services Improvement Division	226	21	58	5	310
Office for Aboriginal and Torres Strait Islander Health	77	6	38	1	122
Medical and Pharmaceutical Services Division	152	17	90	9	268
National Health and Medical Research Council	82	19	41	8	150
Portfolio Strategies Division	92	13	47	3	155
Population Health Division	251	15	50	6	322
Primary Care Division	145	5	49	1	200
Therapeutic Goods Administration non-trust	21	2	27	1	51
Office of Gene Technology Regulator	28	4	18	6	56
National Industrial Chemical Notification and Assessment Scheme	16	5	14	7	42
Central Office Total	1,755	192	774	114	2,835
Australian Capital Territory Office	18	8	5	2	33
New South Wales Office	129	15	55	11	210
Northern Territory Office	42	3	14	1	60
Queensland Office	110	23	27	4	164
South Australia Office	57	5	32	0	94
Tasmania Office	30	9	11	5	55
Victoria Office	103	34	50	5	192
Western Australia Office	71	3	28	1	103
State Office Total	560	100	222	29	911
Core Department Total	2,315	292	996	143	3,746
Therapeutic Goods Administration trust	249	11	222	13	495
Departmental Total	2,564	303	1,218	156	4,241

Non-ongoing includes casual staff.

* Includes staff in Ministers' and Parliamentary Secretary's Offices.

Table 4: Distribution of Actual Staff by State at 30 June 2005

State	Core	TGA Trust*	Total
Australian Capital Territory**	2,803	478	3,281
New South Wales	261	7	268
Victoria	193	8	201
Queensland	170		170
South Australia	97	2	99
Western Australia	106		106
Tasmania	56		56
Northern Territory	60		60
Total	3,746	495	4,241

* Therapeutic Goods Administration (TGA).

** Includes the ACT Office and Central Office.

Information on Certified Agreements and Australian Workplace Agreements

Table 5: SES and equivalent Executive Professionals with Australian Workplace Agreements (AWAs) current at 30 June 2005

Level	Number of Approved AWAs		Total
	Female	Male	
Senior Executive Band 3	1	2	3
Senior Executive Band 2	3	9	12
Senior Executive Band 1	38	21	59
Chief Medical Officer	0	1	1
Medical Officer Class 6	1	1	2
Medical Officer Class 5	4	10	14
Senior Principal Research Scientist	1	1	2
Total	48	45	93

This table includes SES and equivalent Executive Professionals who had an approved AWA and were employed by the Department at 30 June 2005.

Table 6: Non-SES with Australian Workplace Agreements (AWAs) current at 30 June 2005

Level	Number of Approved AWAs
Medical Officers 1-4	15
Other non-SES staff	373
Total	388

This table includes staff who had an approved AWA and were employed by the Department at 30 June 2005.

Staff who were on leave at 30 June 2005 have been included in the figures.

Table 7: APS Levels Salary Structures

Classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Executive Level 2	90,205*	93,362
Executive Level 2	88,699	91,803
Executive Level 2	85,832	88,836
Executive Level 2	78,694	81,448
Executive Level 2	74,634	77,246
Executive Level 1	72,250	74,779
Executive Level 1	68,829	71,238
Executive Level 1	65,960	68,269
APS 6	60,552	62,671
APS 6	59,226	61,299
APS 6	56,277	58,247
APS 6	53,674	55,553
APS 5	51,353	53,150
APS 5	49,978	51,727
APS 5	48,655	50,358
APS 4	47,265	48,919
APS 4	45,964	47,573
APS 4	44,734	46,300
APS 3	43,763	45,295
APS 3	41,778	43,240
APS 3	40,601	42,022
APS 3	39,483	40,865
APS 2	37,284	38,589
APS 2	36,247	37,516
APS 2	35,191	36,423
APS 2	34,166	35,362
APS 1	32,830	33,979
APS 1	31,303	32,399
APS 1	30,267	31,326
APS 1	29,233	30,256
At 20 years	26,602	27,533
At 19 years	23,679	24,508
At 18 years	20,463	21,179
Under 18 years	17,540	18,154

* Retention point for staff classified as Senior Professional Officer Engineering Grade A at the time of translation to the Australian Public Service (APS) Classification Structure.

Table 8: Professional 1 Salary Structure

Local title	APS classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Professional 1	APS 5	51,353	53,150
	APS 5	49,978	51,727
	APS 4	45,964	47,573
	APS 4 ^{##}	44,734	46,300
	APS 3 [#]	41,778	43,240
	APS 3	40,601	42,022

Salary on commencement for a 3 year degree.

Salary on commencement for a 4 year degree (or higher).

Table 9: Medical Officer Salary Structure

Local title	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Medical Officer Class 4	111,915	115,832
	105,637	109,334
	101,675	105,234
Medical Officer Class 3	97,620	101,037
	93,236	96,499
Medical Officer Class 2	87,858	90,933
	83,385	86,303
Medical Officer Class 1	76,200	78,867
	69,030	71,446
	64,139	66,384
	59,207	61,279

Table 10: Legal Salary Structure

Local title	APS classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Legal 2	Executive Level 2	93,826	97,110
		90,956	94,139
		85,904	88,911
Legal 1	Executive Level 1	79,859	82,654
		72,450	74,986
		65,960	68,269
	APS 6	58,995	61,060
		55,890	57,846
		52,785	54,632
	APS 5	49,680	51,419
	APS 4	46,575	48,205
	APS 3	43,470	44,991

Table 11: Public Affairs Salary Structure

Local title	APS classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Senior Public Affairs 2	Executive Level 2	93,077	96,335
		90,205	93,362
Senior Public Affairs 1	Executive Level 2	85,832	88,836
Public Affairs 3	Executive Level 1	79,866	82,661
		74,634	77,246
		69,842	72,286
Public Affairs 2	APS 6	60,615	62,737
	APS 6	56,277	58,247
	APS 6	53,674	55,553
Public Affairs 1	APS 5	51,353	53,150
	APS 5	49,978	51,727
	APS 4	47,265	48,919
	APS 4*	44,734	46,300

* This level is generally reserved for staff with less than two years experience.

Table 12: Research Scientist Salary Structure

Local title	APS classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Senior Principal Research Scientist	Executive Level 2	117,405	121,514
		106,020	109,731
Principal Research Scientist	Executive Level 2	102,211	105,788
		98,501	101,949
		95,789	99,142
		93,248	96,512
		90,376	93,539
Senior Research Scientist	Executive Level 2	90,205	93,362
		84,570	87,530
		78,694	81,448
		74,634	77,246
Research Scientist	Executive Level 1	70,877	73,358
	Executive Level 1	64,677	66,941
	APS 6	56,382	58,355
	APS 6	53,437	55,307
	APS 6	51,983	53,802

Table 13: Graduate APS Salary Structure—Commencement Salary*

Classification	Qualification held on commencement	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Graduate APS			38,589
	Higher degree – eg. Masters	36,950	
	1st class honours	36,049	
	2nd class honours	35,133	
	Courses of at least 4 years	34,238	
	3 year degree	33,317	

* Graduate APS salaries are no longer determined according to the qualification held by the staff member on commencement.

Table 14: Cadet APS Salary Structure

Classification	Salary Ranges as at 1 July 2004	September 2004 3.5% increase
Cadet full time study	16,348	16,920
	14,877	15,398
	13,242	13,705
	11,444	11,845
	9,809	10,152
Cadet Practical Training	32,701	33,846
	30,947	32,030
	30,134	31,189
	29,156	30,176
	26,532	27,461
	23,617	24,444
	20,409	21,123
	17,494	18,106

Table 15: SES and Senior Medical Officer Indicative Salary Bandwidths*

Classification	Minimum	Maximum
Senior Executive Band 1	108,000	123,000
Senior Executive Band 2	130,000	155,000
Senior Executive Band 3	165,000	185,000
Medical Officer Class 5	123,165	128,340
Medical Officer Class 6	135,585	141,795

* These are indicative as the Secretary may approve salary rates outside these bands.

Table 16: Non-salary benefits – Core Department including the Therapeutic Goods Administration group of regulators

Non-SES staff–Certified Agreement	<ul style="list-style-type: none"> • Access to employee assistance program. • Extended purchased leave. • Flextime. • Study assistance. • Support for professional and personal development. • Award scheme. • Flexible working locations including, where appropriate, access to lap-top computers, dial in facilities, and mobile phones. • Access to negotiated discount registration/membership fees to join a fitness or health club. • Reimbursement of eyesight testing and eyewear costs prescribed specifically for use with screen based equipment. • Influenza and hepatitis B vaccinations for staff who are required to come into regular contact with members of the community classified as at increased risk with regard to influenza. • Flexible working hours. • Parental leave. • Leave for personal compelling reasons and exceptional circumstances. • Pay-out of additional duty in certain circumstances. • Recognition of travel time.
Non-SES staff–Australian Workplace Agreements	<ul style="list-style-type: none"> • All the above benefits except flextime. • Private use of motor vehicles or an allowance in lieu (not all officers).

Information on Performance Pay

Table 17: SES Performance-based Payments, 1 July 2004 to 30 June 2005

Level	Number	Aggregated Amount	Average	Minimum	Maximum
SES Bands 2 and 3	20	\$259,792	\$12,990	\$6,000	\$20,959
SES Band 1	76	\$569,531	\$7,494	\$929	\$16,950
Total	96	\$829,323	-	-	-

The above figures include Executive Professional classifications.

Ratings and performance payments made in 2004-05 relate to assessments for the 2003-04 cycle.

Due to the small numbers of staff at the SES Band 3 level, details for SES Bands 2 and 3 have been combined.

The above figures include CRS Australia SES details.

Table 18: Non-SES Performance-based Payments, 1 July 2004 to 30 June 2005

Level	Number	Aggregated Amount	Average	Minimum	Maximum
Medical Officers 3 and 4	13	\$72,878	\$5,606	\$1,111	\$13,430
Other non-SES staff - DoHA	299	\$1,300,032	\$4,348	\$658	\$10,644
Other non-SES staff - CRS Australia	1,303	\$1,447,310	\$1,111	\$41	\$5,006
Total	1,615	\$2,820,220	-	-	-

Figures have been aggregated to preserve employees' privacy.

Performance payments made in 2004-05 relate to assessments for the 2003-04 cycle.

CRS Australia has a certified agreement that allows all eligible staff access to performance based pay.

The Department of Health and Ageing only has performance payments available to staff with a current AWA in place.

APPENDIX 11 – ERRORS AND OMISSIONS 2003-04

DISCRETIONARY GRANT PROGRAMS

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The values listed in the *2003-04 Department of Health and Ageing Annual Report* have been corrected and are listed below. An administrative error occurred in transferring data from the Department of Finance and Administration database of discretionary grants to the table prepared for publication in the *2003-04 Department of Health and Ageing Annual Report*.

Outcome	Outcome Description	2003-04 \$ (GST Incl)
1	To promote and protect the health of all Australians and minimise the incidence of preventable mortality, illness, injury and disability.	7,895,120
2	Access through Medicare to cost-effective medical services, medicines and acute health care for all Australians.	4,036,386
3	Support for healthy ageing for older Australians and quality and cost-effective care for frail older people and support for their carers.	178,908,000
4	Improved quality, integration and effectiveness of health care.	24,262,001
5	Improved health outcomes for Australians living in regional, rural and remote locations.	70,490,412
6	To reduce the consequences of hearing loss for eligibly clients and the incidence of hearing loss in the broader community.	-
7	Improved health status for Aboriginal and Torres Strait Islander peoples.	120,647,614
8	A viable private health industry to improve the choice of health services for Australians.	5,570,631
9	Knowledge, information and training for developing better strategies to improve the health of Australians.	16,653,187

Note: Actual data was not collected for the whole year for Indigenous discretionary grants because they were exempt for the first part of 2003-04. The annual figure listed above for Outcome 7 is an estimate based on actual figures for 2004-05.





PART 05

REFERENCES

GLOSSARY AND ACRONYMS

GLOSSARY

Outcomes	The results, impacts or consequences of actions by the Australian Government on the Australian community.
Outputs	The goods or services produced by agencies on behalf of the Australian Government for external organisations or individuals.
Performance indicators	Measures of agency effectiveness in achieving the Australian Government's outcomes.
Performance measures	Measures that provide information on administered items and outputs in terms of quality, quantity and efficiency.
Portfolio Budget Statements	Statements prepared by portfolios to explain the Budget appropriations in terms of outcomes and outputs.
Portfolio Additional Estimates Statements	Statements prepared by portfolios to explain the Additional Estimates Budget appropriations in terms of outcomes and outputs.

ACRONYMS

AAG	Australian Association of Gerontology	AHD-MPC	Australian Health Disaster Management and Policy Committee
AASB	Australian Accounting Standards Board	AHEC	Australian Health Ethics Committee
AAT	Administrative Appeals Tribunal	AHMAC	Australian Health Ministers' Advisory Council
ABS	Australian Bureau of Statistics	AHPMC	After Hours Primary Medical Care
ACAM	Australian Centre for Asthma Monitoring	AHS	Aboriginal Health Services
ACAT	Aged Care Assessment Teams	AHSPIA	Australian Hearing Specialist Program for Indigenous Australians
ACCHS	Aboriginal Community Controlled Health Services	AIA	Australian Immunisation Agreements
ACFI	Aged Care Funding Instrument	AIDS	Acquired Immune Deficiency Syndrome
ACIR	Australian Childhood Immunisation Register	AIHW	Australian Institute of Health and Welfare
ACPAC	Aged Care Planning Advisory Committee	ANAO	Australian National Audit Office
ADRAC	Adverse Drug Reaction Advisory Committee	AO	Officer of the Order of Australia
AEIFRS	Australian Equivalents to International Financial Reporting Standards	APS	Australian Public Service
AGEST	Australian Government Employees Superannuation Trust	APY	Anangu Pitjantjatjara Yankunytjatjara
AGPT	Australian General Practice Training	ARC	Australian Research Council
AHCA	Australian Health Care Agreements	ARCBS	Australian Red Cross Blood Service
		AR-DRG	Australian Refined Diagnosis Related Group
		ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
		ARTG	Australian Register of Therapeutic Goods

ATO	Australian Taxation Office	FSANZ	Food Standards Australia New Zealand
AusAID	Australian Agency for International Development	GM	Genetically Modified
Auseinet	Australian Network for Promotion, Prevention and Early Intervention	GMO	Genetically Modified Organism
AUSFTA	Australia-United States Free Trade Agreement	GMP	Good Manufacturing Practice
AWA	Australian Workplace Agreement	GP	General Practice, General Practitioner
BEFR	Budget Estimates and Framework Review	GPET	General Practice Education and Training Limited
BHC	Business Management Committee	GST	Goods and Services Tax
BMP	Bonded Medical Places	GTN	Global Training Network
CACP	Community Aged Care Packages	HAC	Health Advisory Committee
CAP	Conditional Adjustment Payment	HACC	Home and Community Care
CCRC	Commonwealth Carer Respite Centre	HAPS	Health and Ageing Postgraduate Studies
CDM	Chronic Disease Management	HCCS	High Cost Claims Scheme
CDS	Commonwealth Disability Strategy	HECS	Higher Education Contribution Scheme
CEIs	Chief Executive Instructions	Hib	Haemophilus influenza type b
CIP	Continuous Improvement Projects	HIC	Health Insurance Commission
CMO	Chief Medical Officer	HIV	Human Immunodeficiency Virus
COAG	Council of Australian Governments	HPV	Human Papilloma Virus
CPGs	Commonwealth Procurement Guidelines	HREC	Human Research Ethics Committee
CSL	Commonwealth Serum Laboratories	HTML	Hypertext Markup Language
CSO	Community Service Obligation	IARC	International Agency for Research on Cancer
DIR	Dealings involving Intentional Release of genetically modified organisms into the Environment	IBC	Institutional Biosafety Committee
DNIR	Dealings not involving Intentional Release of genetically modified organisms into the Environment	IBNR	Incurred But Not Reported
EACH	Extended Aged Care at Home	ICD-10-AM	International Classification of Diseases version 10 Australian Modification
ECS	Exceptional Claims Scheme	ICG	Infection Control Guidelines
EL	Executive Level	IFC	Informed Financial Consent
EMA	Emergency Management Australia	IFRS	International Financial Reporting Standards
EMS	Environmental Management System	IHR	International Health Regulations
EPC	Enhanced Primary Care	IHSHY	Innovative Health Services for Homeless Youth
ESD	Ecologically Sustainable Development	IPCS	International Program for Chemical Safety
FCTC	Framework Convention for Tobacco Control	IT	Information Technology
FMO	Financial Minister's Orders	IVD	In-vitro Diagnostic
FOI	Freedom of Information	JCPAA	Joint Committee of Public Accounts and Audit
		MAHS	More Allied Health Services

MBS	Medicare Benefits Schedule	OGTR	Office of the Gene Technology Regulator
Medsafe	New Zealand Medicines and Medical Devices Safety Authority	OH&S	Occupational Health and Safety
MO	Medical Officer	OPA	Official Public Account
MoU	Memorandum of Understanding	PAES	Portfolio Additional Estimates Statements
MP	Member of Parliament	PBAC	Pharmaceutical Benefits Advisory Committee
MPA	Multi Program Funding Agreements	PBS	Pharmaceutical Benefits Scheme
MRA	Australia-Canada Mutual Recognition Agreement	PBS	Portfolio Budget Statements
MRBSS	Medical Rural Bonded Scholarship Scheme	PDS	Performance Development Scheme
MRI	Magnetic Resonance Imaging	IPHERP	Public Health and Research Program
MSAC	Medical Services Advisory Committee	PHIAC	Private Health Insurance Administration Council
MSOAP	Medical Specialist Outreach Assistance Program	PHIO	Private Health Insurance Ombudsman
NAL	National Acoustic Laboratories	PHOFA	Public Health Outcome Funding Agreements
NBA	National Blood Authority	PEPA	Program of Experience in the Palliative Approach
NCDS	National Chronic Disease Strategy	PHC	Prohibition of Human Cloning
NDS	National Drug Strategy	PIP	Practice Incentives Program
NEHTA	National E-Health Transition Authority	PIRS	Patient Information and Recall Systems
NHMRC	National Health and Medical Research Council	PMF	Performance Measurement Framework
NHPA	National Health Priority Areas	POC	Policy Outcomes Committee
NICNAS	National Industrial Chemicals Notification and Assessment Scheme	PSR	Professional Services Review
NICS	National Institute of Clinical Studies	PSS	Premium Support Scheme
NIP	National Immunisation Program	RCS	Residential Classification Scale
NMDS	National Minimum Data Set	RFDS	Royal Flying Doctor Service
NPHP	National Public Health Partnership	RFT	Request for Tender
NQPS	National Quality Performance System	RHSET	Rural Health Support, Education and Training
NRCP	National Respite for Carers Program	RIHE	Research Involving Human Embryos
NRP	National Research Priorities	RMMR	Residential Medication Management Reviews
NSIF	National Service Improvements Framework	ROCS	Run-Off Cover Scheme
NSPF	National Staff Participation Forum	ROCSP	Run-Off Cover Support Payment Scheme
NSPS	National Suicide Prevention Strategy	RPA	Regional Partnership Agreement
OATSIH	Office for Aboriginal and Torres Strait Islander Health	RRMA	Rural, Remote and Metropolitan Areas
OCS	Office of Chemical Safety	RSSC	Risk and Security Steering Committee
OECD	Organisation for Economic Co-operation and Development	SARS	Severe Acute Respiratory Syndrome

SDRF	Service Development and Reporting Framework
SES	Senior Executive Service
SIDS	Sudden Infant Death Syndrome
SRA	Shared Responsibility Agreement
SSRS	Support Scheme for Rural Specialists
STI	Sexually Transmitted Infection
TGA	Therapeutic Goods Administration
TKP	Tjungungka Kuranyukuta Palyantjaku
TTY	Teletype
UDRH	University Departments of Rural Health
UMPSP	United Medical Protection Support Payments Scheme
WHO	World Health Organization