

PART 5 Other mandatory information

Our core values include teamwork, based on valuing diversity and actively seeking contributions, as well as service excellence, respect, openness and commitment.



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Appendix 1 – Membership of non-statutory bodies

COUNCIL FOR MULTICULTURAL AUSTRALIA

Mr Benjamin Chow (Chair)
Dr Mustapha Alameddin
Ms Barbra Blomberg
Mr Julian Heath
Cr Catherine Ng
Dr Helen Nugent AO
Ms Stavroula Raptis
Associate Professor Boni Robertson
Dr Colin Rubenstein AM
Ms Sarina Russo
Ms Jillian Segal AM
Mr Don Smarrelli
Mr Yasser Soliman
Professor Tom Stannage AM
Superintendent Michael Van Heythuysen (retired), OAM
Mr Wilson Wu (resigned in July 2005)

MUSLIM COMMUNITY REFERENCE GROUP MEMBERS

Dr Ameer Ali (Chair)
Sheikh Taj Aldin Alhilali
Dr Mohammed Taha Alsalamy
Ms Iktimal Hage-Ali
Mrs Aziza Abdel-Halim AM
Mr Amin Hady
Sheikh Fehmi Naji El-Imam
Mr Yasser Soliman
Mr Malcolm Thomas
Mr Abdul Jalal
Mr Mustapha Kara-Ali
Ms Nadia Gani
Mr Harry Hage
Mr Kemal Ismen

MUSLIM COMMUNITY REFERENCE GROUP SUB-GROUP MEMBERS

Mr Ghulam Abbas
Dr Waqar Ahmad
Ms Joumanah EL-Matrah
Ms Salam EL-Merebi
Mr Umar Batchelor
Mr Hajji Abdul Rahman Deen
Dr Nazre Sobhan
Ms Sherene Hassan
Ms Senada Softic-Telalovic
Ms Jamila Hussain
Mr Ali Roude
Mr Ahmad Mokachar
Mr Mohamed Hassan
Dr Ahmed Hammoud
Ms Nancy Aisha Novakovich
Sheikh Shafiq Rahman Abdullah Khan
Mr Hassan Bazzi
Ms Yasmin Khan
Imam Sabri Samson
Kaled EL-Hassan

REFUGEE RESETTLEMENT ADVISORY COUNCIL

Major-General Warren Glenny AO RFD ED (retired) (Chair)
Mr Paris Aristotle AM
Ms Margaret Piper
Dr Mohammed Taha Alsalamy
Ms Carmel Guerra
Ms Irene Ross
Mr Mohamed Abdi
Mr Kevin Liston
Ms Jeannie Mok

IMMIGRATION DETENTION ADVISORY GROUP

The Hon. John Hodges (Chair)
Dr Mohammed Taha Alsalami
Mr Paris Aristotle AM
Air Marshal Ray Funnell AC (retired)
Major General Warren Glenny AO RFD ED (retired)
The Hon. Gerry Hand
Associate Professor Harry Minas
The Hon. Margaret Reid AO
Sister Loreto Conroy
Mr Tsebin Tchen

DETENTION HEALTH ADVISORY GROUP

Associate Professor Harry Minas (Chair)
Mr Jorge Aroche
Dr Maxine Whittaker
Dr Anna Whelan
Dr Tim Lightfoot
Professor Ian Hickie
Ms Sandra Eagar
Dr Louise Newman
Ms Amanda Gordon
Dr Leanne Rowe
Dr Choong-Siew Yong
Dr Paul Kotala
Ms Mary Durkin (Observer status)

Appendix 2 – Citizenship statistics

The following information is provided in accordance with section 42(d) of the *Australian Citizenship Act 1948*. The tables show the number of people who became Australian citizens, details of their former nationality/citizenship, and the country in which they were ordinarily resident before entering Australia.

COUNTRY OF NATIONALITY OR CITIZENSHIP OF PEOPLE WHO BECAME AUSTRALIAN CITIZENS IN 2005-06

Previous citizenship	People
Afghanistan	1181
Albania	242
Algeria	35
Angola	4
Argentina	250
Armenia	23
Austria	105
Azerbaijan	12
Bahamas	2
Bahrain	1
Bangladesh	774
Barbados	4
Belarus	33
Belgium	50
Belize	2
Bermuda	3
Bhutan	2
Bolivia	18
Bosnia-Herzegovina	505
Botswana	2
Brazil	232
Brunei Darussalam	12
Bulgaria	109
Burundi	20
Cambodia, the Kingdom of	513
Cameroon	8
Canada	959
Chile	552
China, People's Republic of	7317

Previous citizenship	People
Colombia	291
Congo	55
Congo, Democratic Republic of	11
Cook Islands	3
Costa Rica	9
Cote d'Ivoire	1
Croatia	402
Cuba	8
Cyprus	36
Czech Republic	71
Czechoslovakia, former	7
Denmark	75
Djibouti	1
Dominica	1
Dominican Republic	10
Ecuador	50
Egypt, Arab Republic of	371
El Salvador	37
Eritrea	170
Estonia	13
Ethiopia	580
Fiji	1697
Finland	154
France	525
French Polynesia	3
Georgia	8
Germany	620
Ghana	93
Greece	223
Guatemala	7
Guinea	6
Guyana	4
Hong Kong, Special Administrative Region of the People's Republic of China	1693
Honduras	3
Hungary	105

Previous citizenship	People
Iceland	6
India	7439
Indonesia	1397
Iran	725
Iraq	2173
Irish Republic	1233
Israel	377
Italy	884
Jamaica	13
Japan	146
Jordan	209
Kazakhstan	24
Kenya	244
Kiribati	3
Korea, Democratic People's Republic of	9
Korea, Republic of	1758
Kuwait	12
Kyrgyzstan	55
Lao Peoples Democratic Republic	51
Latvia	20
Lebanon	1269
Liberia	158
Libya	3
Lithuania	28
Luxembourg	2
Macau, Special Administrative Region	28
Macedonia, Former Yugoslav Republic of	362
Madagascar	2
Malawi	4
Malaysia	2000
Maldives	10
Malta	631
Marshall Islands	2

Previous citizenship	People
Mauritania	2
Mauritius	257
Mayotte	1
Mexico	61
Micronesia, Federal States of	3
Moldova	41
Mongolia	9
Morocco	32
Mozambique	9
Myanmar (Burma)	298
Namibia	42
Nauru	1
Nepal	308
Netherlands	619
Netherlands Antilles	1
New Caledonia	2
New Zealand	7636
Nicaragua	2
Nigeria	130
Norway	12
Oman	1
Pakistan	1078
Palau	2
Panama	6
Papua New Guinea	156
Paraguay	8
Peru	181
Philippines	3725
Pitcairn Island	1
Poland	358
Portugal	195
Qatar	2
Romania	245
Russian Federation	624
Rwanda	22
Samoa	92

Previous citizenship	People	Previous citizenship	People
Saudi Arabia	1	United States of America	1828
Senegal	1	Uruguay	71
Serbia and Montenegro	53	Uzbekistan	38
Seychelles	34	Vanuatu	13
Sierra Leone	141	Venezuela	65
Singapore	948	Vietnam	2114
Slovakia	102	Yemen	7
Slovenia	27	Yugoslavia Federal Republic	602
Solomon Islands	42	Zambia	20
Somalia	263	Zimbabwe	902
South Africa, Republic of	5036	Not stated/other	1718
Spain	114	Total	103 350
Sri Lanka	1958		
St Vincent & the Grenadines	2		
Sudan	2793		
Swaziland	1		
Sweden	350		
Switzerland	257		
Syria	192		
Tadjikistan	3		
Taiwan	1121		
Tanzania	21		
Thailand	1028		
Timor-Leste, Democratic Republic of	227		
Tokelau	4		
Tonga	226		
Trinidad and Tobago	19		
Tunisia	15		
Turkey	759		
Tuvalu	4		
U.S.S.R., former	11		
Uganda	23		
Ukraine	296		
United Arab Emirates	5		
United Kingdom	22 143		

COUNTRY OF PREVIOUS RESIDENCE OF PEOPLE WHO BECAME AUSTRALIAN CITIZENS IN 2005-06

Previous residence	People
Afghanistan	514
Albania	227
Algeria	29
Antigua and Barbuda	1
Argentina	256
Armenia	25
Australia	659
Austria	135
Azerbaijan	10
Bahamas	4
Bahrain	37
Bangladesh	729
Barbados	6
Belarus	32
Belgium	61
Belize	3
Bermuda	11
Bhutan	1
Bolivia	16
Bosnia-Herzegovina	446
Botswana	51
Brazil	229
Brunei Darussalam	73
Bulgaria	108
Cambodia, Kingdom of	512
Cameroon	6
Canada	960
Cayman Islands	4
Chile	547
China, People's Republic of	7172
Colombia	289
Congo	17
Congo, Democratic Republic of	8
Cook Islands	14

Previous residence	People
Costa Rica	10
Cote d'Ivoire	1
Croatia	529
Cuba	8
Cyprus	70
Czech Republic	65
Czechoslovakia, former	13
Denmark	71
Djibouti	4
Dominican Republic	10
East Africa (so stated)	3
Ecuador	46
Egypt, Arab Republic of	1195
El Salvador	35
Eritrea	81
Estonia	14
Ethiopia	386
Faeroe Islands	1
Fiji	1665
Finland	135
France	423
French Polynesia	6
Gabon	5
Georgia	8
Germany	688
Ghana	85
Greece	361
Grenada	1
Guatemala	7
Guinea	176
Guyana	4
Hong Kong, Special Administrative Region of the People's Republic of China	1938
Honduras	1
Hungary	102
Iceland	6

Previous residence	People	Previous residence	People
India	6775	Mauritius	261
Indonesia	1206	Mexico	60
Iran	872	Micronesia, Federal States of	4
Iraq	1357	Moldova	39
Irish Republic	1047	Mongolia	8
Israel	421	Morocco	21
Italy	832	Mozambique	20
Jamaica	10	Myanmar (Burma)	261
Japan	236	Namibia	48
Jordan	525	Nauru	7
Kazakhstan	24	Nepal	292
Kenya	997	Netherlands	596
Kiribati	2	Netherlands Antilles	1
Korea, Democratic People's Republic of	11	New Caledonia	33
Korea, Republic of	1706	New Zealand	7825
Kuwait	60	Nicaragua	2
Kyrgyzstan	57	Niger	2
Lao Peoples Democratic Republic	54	Nigeria	111
Latvia	21	Niue	2
Lebanon	1340	Norfolk Island	6
Lesotho	7	Northern Mariana Islands	1
Liberia	58	Norway	27
Libya	2	Oman	50
Lithuania	30	Pakistan	1587
Luxembourg	1	Palau	3
Macau, Special Administrative Region	50	Palestinian Authority	31
Macedonia, former Yugoslav Republic of	339	Panama	4
Madagascar	3	Papua New Guinea	284
Malawi	19	Paraguay	10
Malaysia	1868	Peru	176
Maldives	11	Philippines	3701
Malta	622	Poland	339
Marshall Islands	2	Portugal	147
Mauritania	1	Puerto Rico	1
		Qatar	32
		Reunion	3
		Romania	241

Previous residence	People
Russian Federation	581
Rwanda	2
Samoa	83
San Marino	1
Saudi Arabia	77
Senegal	4
Serbia and Montenegro	591
Seychelles	34
Sierra Leone	80
Singapore	1447
Slovakia	98
Slovenia	24
Solomon Islands	50
Somalia	116
South Africa, Republic of	5354
South America (so stated)	2
Spain	124
Sri Lanka	1766
St Helena	1
St Vincent & the Grenadines	2
Sudan	1618
Suriname	1
Swaziland	8
Sweden	335
Switzerland	285
Syria	304
Tadjikistan	3
Taiwan	1142
Tanzania	49
Thailand	1102
Timor-Leste, Democratic Republic of	426
Tokelau	4
Tonga	209
Trinidad and Tobago	17
Tunisia	13
Turkey	1088

Previous residence	People
Tuvalu	3
U.S.S.R.	15
Uganda	165
Ukraine	303
United Arab Emirates	384
United Kingdom	21 119
United States of America	1986
Unknown	26
Uruguay	68
Uzbekistan	35
Vanuatu	16
Venezuela	64
Vietnam	2047
West Bank	1
Western Sahara	1
Yemen	64
Yugoslavia, Federal Republic of	663
Zambia	55
Zimbabwe	1144
Total	103 350

Source: Reporting Assurance Section - ICSE Citizenship data at 23/07/06

Appendix 3 – Performance pay

Employees by classification who received performance pay

Classification level	Number receiving performance pay
APS5/6	4
Executive Level 1	17
Executive Level 2	64
SES B1	50
SES B2/B3	23
Total	158

Aggregated amount of performance payments by classification level

Classification Level	Aggregated amount of performance pay
APS5/6	\$19 924
Executive Level 1	\$109 038
Executive Level 2	\$453 641
SES B1	\$480 388
SES B2/SES B3	\$330 171
Total	\$1 393 162

Average bonus payment and range of payments by classification level

Classification level	Average bonus payment	Range of payments
APS5/6	\$4 981	\$1 250 - \$8 264
Executive Level 1	\$6 414	\$2 539 - \$11 105
Executive Level 2	\$7 088	\$1 125 - \$14 157
SES B1	\$9 608	\$3 808 - \$17 850
SES B2/SES B3	\$14 355	\$6 000 - \$27 465

Appendix 4 – Senior Executive Service

Number of Senior Executive Service officers

As at 30 June 2005*				As at 30 June 2006			
Actual Classification	Female	Male	Total	Actual Classification	Female	Male	Total
SES B1	30	37	67	SES B1	28	54	82
SES B2	7	12	19	SES B2	4	10	14
SES B3	1	3	4	SES B3	1	2	3
Total	38	52	90	Total	33	66	99

*Includes the Office of Indigenous Policy Coordination.

Includes people acting on the above dates.

Appendix 5 – Staffing levels by location

Staffing Levels by Location (Headcount)

Location	As at 30 June 2005	As at 30 June 2006*
National Office	2614	2649
New South Wales	1175	1348
Victoria	697	792
Queensland	311	401
South Australia	282	360
Western Australia	320	354
Tasmania	68	114
Northern Territory	44	50
ACT and Regional Offices	82	100
Overseas** (A-based staff)	161	177
Australia Total	5754	6345
Overseas*** (locally engaged employees)	679	792
Total	6433	7137

* The average staffing level for 2005-06 was 6473 compared to 5806 in 2004-05

** This figure includes staff in the transit pool awaiting placement

*** Overseas staff administered by the Department of Foreign Affairs and Trade on our behalf

Appendix 6 – Staffing levels by classification (as at 30 June 2006)

*Non-ongoing number also include Irregular/Intermittent Staff Numbers.

Classification	Ongoing						Non-Ongoing*						Overall Result
	Full Time			Part Time			Full Time			Part Time			
	Male	Female	Result	Male	Female	Result	Male	Female	Result	Male	Female	Result	
APS1	5	5	10				1		1	12	9	21	32
APS2	8	26	34		2	2	2	2	4	9	2	11	51
APS3	231	458	689	4	61	65	93	222	315	1	9	10	1079
APS4	385	679	1064	7	104	111	22	55	77	1	4	5	1257
APS5	378	553	931	9	88	97	8	25	33	1	3	4	1065
APS6	467	579	1046	11	112	123	10	11	21	5	5	10	1200
CADST	1	2	3										3
EXEC1	426	460	886	5	87	92	17	4	21	5	5	10	1009
EXEC2	167	156	323	1	7	8	3		3	1	1	2	336
Graduate	24	44	68										68
Legal	7	12	19		1	1		4	4		1	1	25
M02	3		3	2	2	4							7
M03				1		1	1	1	2				3
M04		1	1										1
PA02	9	4	13				1	2	3				16
PA03	4	6	10										10
PRLEG	6	11	17										17
SEC	1		1										1
SES B1	54	26	80		2	2							82
SES B2	10	4	14										14
SES B3	2	1	3										3
SNLEG	17	35	52		5	5		2	2				59
SPA0A	2	1	3										3
ACAD		1	1										1
PA01		1	1										1
Not assigned	2		2										2
Total	2208	3066	5274	40	471	511	158	328	486	35	39	74	6345

Note: Includes people acting on the above date

Appendix 7 – Salary level by classification

Training classifications

APS classification	Salary points prior to certification	Salary at date of certification [after 4.5 per cent pay rise]	Salary at 24 March 2005 [4 per cent]	Salary at 23 March 2006 [3.5 per cent]
Aboriginal Cadets' pay rates during full time study. 60% of full time APS1 junior rates	\$10 439	\$10 909	\$11 345	\$11 742
	\$12 179	\$12 727	\$13 236	\$13 699
	\$14 093	\$14 727	\$15 316	\$15 852
	\$15 832	\$16 544	\$17 206	\$17 808
	\$17 398	\$18 181	\$18 908	\$19 570
APS 1 and Aboriginal Cadets during practical training	\$17 398 ¹	\$18 181	\$18 908	\$19 570
	\$20 298 ²	\$21 211	\$22 059	\$22 831
	\$23 488 ³	\$24 545	\$25 527	\$26 420
	\$26 388 ⁴	\$27 575	\$28 678	\$29 682
	\$28 997	\$30 302	\$31 514	\$32 617
	\$30 163	\$31 520	\$32 781	\$33 928
	\$31 162	\$32 564	\$33 867	\$35 052
Graduate APS	\$32 161	\$33 608	\$34 952	\$36 175
	\$32 817	\$34 294	\$35 666	\$36 914
	\$33 720	\$35 237	\$36 646	\$37 929
	\$34 605	\$36 162	\$37 608	\$38 924
	\$35 505	\$37 103	\$38 587	\$39 938
	\$36 504	\$38 147	\$39 673	\$41 062

¹ Under 18 years old (60 per cent)

² 18 years (70 per cent)

³ 19 years (81 per cent)

⁴ 20 years (91 per cent)

Appendix 7 – Salary level by classification *continued*

APS level and executive level employees

APS classification	Salary points prior to certification	Salary at date of certification (after 4.5 per cent pay rise)	Salary at 24 March 2005 (4 per cent)	Salary at 23 March 2006 (3.5 per cent)
APS Level 1	\$17 398 ⁵	\$18 181	\$18 908	\$19 570
	\$20 298 ⁶	\$21 211	\$22 059	\$22 831
	\$23 488 ⁷	\$24 545	\$25 527	\$26 420
	\$26 388 ⁸	\$27 575	\$28 678	\$29 682
	\$28 997 ⁹	\$30 302	\$31 514	\$32 617
	\$30 163	\$31 520	\$32 781	\$33 928
	\$31 162	\$32 564	\$33 867	\$35 052
	\$32 161	\$33 608	\$34 952	\$36 175
APS Level 2	\$32 817	\$34 294	\$35 666	\$36 914
	\$33 720	\$35 237	\$36 646	\$37 929
	\$34 605	\$36 162	\$37 608	\$38 924
	\$35 505	\$37 103	\$38 587	\$39 938
	\$36 504	\$38 147	\$39 673	\$41 062
APS Level 3	\$37 378	\$39 060	\$40 622	\$42 044
	\$38 350	\$40 076	\$41 679	\$43 138
	\$39 500	\$41 278	\$42 929	\$44 432
	\$40 624	\$42 452	\$44 150	\$45 695
APS Level 4	\$41 659	\$43 534	\$45 275	\$46 860
	\$42 984	\$44 918	\$46 715	\$48 350
	\$44 103	\$46 088	\$47 932	\$49 610
	\$45 347	\$47 388	\$49 284	\$51 010
APS Level 5	\$46 467	\$48 558	\$50 500	\$52 268
	\$47 923	\$50 080	\$52 083	\$53 906
	\$49 384	\$51 606	\$53 670	\$55 548
APS Level 6	\$50 187	\$52 445	\$54 543	\$56 452
	\$51 436	\$53 751	\$55 901	\$57 858
	\$52 845	\$55 223	\$57 432	\$59 442
	\$55 500	\$57 998	\$60 318	\$62 429
	\$57 819	\$60 421	\$62 838	\$65 037

⁵ Under 18 years old (60 per cent)

⁶ 18 years (70 per cent)

⁷ 19 years (81 per cent)

⁸ 20 years (91 per cent)

⁹ Bottom salary point of adult salary rate

Appendix 7 – Salary level by classification *continued*

APS level and executive level employees *continued*

APS classification	Salary points prior to certification	Salary at date of certification (after 4.5 per cent pay rise)	Salary at 24 March 2005 (4 per cent)	Salary at 23 March 2006 (3.5 per cent)
EXEC Level 1	\$64 274	\$67 166	\$69 853	\$72 298
	\$65 985	\$68 954	\$71 712	\$74 222
	\$67 608	\$70 650	\$73 476	\$76 048
	\$70 082	\$73 236	\$76 165	\$78 831
EXEC Level 2	\$74 108	\$77 443	\$80 541	\$83 360
	\$78 186	\$81 704	\$84 972	\$87 946
	\$81 108	\$84 758	\$88 148	\$91 233
	\$84 031	\$87 812	\$91 324	\$94 520
	\$86 843	\$90 751	\$94 381	\$97 684

Classification levels, local titles including broadbands, and salary rates

Legal Officers

APS classification	Local title	Salary points prior to certification	Salary at date of certification (after 4.5 per cent pay rise)	Salary at 24 March 2005 (4 per cent)	Salary at 23 March 2006 (3.5 per cent)
APS Level 4	Legal Officer	\$44 103	\$46 088	\$47 932	\$49 610
APS Level 5		\$47 923	\$50 080	\$52 083	\$53 906
APS Level 6		\$50 187	\$52 445	\$54 543	\$56 452
		\$52 845	\$55 223	\$57 432	\$59 442
		\$55 500	\$57 998	\$60 318	\$62 429
		\$57 819	\$60 421	\$62 838	\$65 037
EXEC Level 1	Senior Legal Officer	\$64 274	\$67 166	\$69 853	\$72 298
		\$70 082	\$73 236	\$76 165	\$78 831
		\$76 041	\$79 463	\$82 642	\$85 534
		\$78 516	\$82 049	\$85 331	\$88 318
EXEC Level 2	Principal Legal Officer	\$86 390	\$90 278	\$93 889	\$97 175
		\$89 202	\$93 216	\$96 945	\$100 338

Appendix 7 – Salary level by classification *continued*

Public affairs officers

APS classification	Local title	Salary points prior to certification	Salary at date of certification (after 4.5 per cent pay rise)	Salary at 24 March 2005 (4 per cent)	Salary at 23 March 2006 (3.5 per cent)
APS Level 4	Public Affairs Officer 1	\$42 984	\$44 918	\$46 715	\$48 350
		\$45 234	\$47 270	\$49 161	\$50 882
APS Level 5		\$47 923	\$50 080	\$52 083	\$53 906
		\$49 384	\$51 606	\$53 670	\$55 548
APS Level 6	Public Affairs Officer 2	\$52 845	\$55 223	\$57 432	\$59 442
		\$54 172	\$56 610	\$58 874	\$60 935
		\$55 500	\$57 998	\$60 318	\$62 429
		\$57 197	\$59 771	\$62 162	\$64 338
		\$59 517	\$62 195	\$64 683	\$66 947
EXEC Level 1	Public Affairs Officer 3	\$70 082	\$73 236	\$76 165	\$78 831
		\$74 517	\$77 870	\$80 985	\$83 819
		\$76 041	\$79 463	\$82 642	\$85 534
		\$78 516	\$82 049	\$85 331	\$88 318
EXEC Level 2	Senior Public Affairs Officer B	\$81 553	\$85 223	\$88 632	\$91 734
		\$84 365	\$88 161	\$91 687	\$94 896
	Senior Public Affairs Officer A	\$86 052	\$89 924	\$93 521	\$96 794
		\$88 864	\$92 863	\$96 578	\$99 958

Appendix 7 – Salary level by classification *continued*

Medical officers

APS classification	Salary points prior to certification	Salary at date of certification (after 4.5 per cent pay rise)	Salary at 24 March 2005 (4 per cent)	Salary at 23 March 2006 (3.5 per cent)
Medical Officer Class 2	\$82 893	\$86 623	\$90 088	\$93 241
	\$86 165	\$90 042	\$93 644	\$96 922
Medical Officer Class 3	\$92 656	\$96 826	\$100 699	\$104 223
	\$95 726	\$100 034	\$104 035	\$107 676
Medical Officer Class 4	\$101 053	\$105 600	\$109 824	\$113 667
	\$104 994	\$109 719	\$114 108	\$118 102
	\$106 975	\$111 789	\$116 261	\$120 330
	\$109 787	\$114 727	\$119 316	\$123 492

Appendix 8 – Occupational health and safety

Occupational health and safety policy and agreement

We are committed to providing a safe and healthy work environment for staff, contractors, and visitors. This commitment is reflected in the 2003 Occupational Health and Safety Policy and Agreement. This policy document was developed in consultation with staff and their representatives as required under s.16 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* ('the OH&S Act'). The Occupational Health and Safety (OH&S) policy and agreement is scheduled for review in 2006.

OH&S committees

In line with legislative requirements to consult with staff and their representatives on OH&S issues, we convene health and safety committees in all national, state, and territory offices. Key OH&S issues are referred to the National OH&S Committee, which met three times during 2005-06.

Health and safety representatives

In consultation with the Community and Public Sector Union, we conducted elections for vacant Health and Safety Representatives and deputies on an ongoing basis as vacancies occurred.

Health, safety and wellbeing

To promote health, safety, and wellbeing, we provided employees and contractors with:

- OH&S and rehabilitation training (induction and fundamentals of supervision programmes)
- lunchtime health promotion seminars ('Quit Smoking', 'Managing Teenagers', and 'Supporting Your Peers Through Difficult Times')
- eyesight testing for screen based activities
- employee Assistance Program and counselling services
- ergonomic workstation assessments and ergonomic office furniture
- influenza vaccinations
- hepatitis B vaccinations
- first aid kits and training
- fire warden training
- fitness programs, gymnasium equipment, and yoga and aerobic classes (National Office)

- rehabilitation services with the aim of reducing the human and financial costs of work related and non-work related injury and illness.

Section 29 notices (provisional improvement notices)

There were no provisional improvement notices issued under s.29 of the OH&S Act.

Section 45 directions (workplace not be disturbed)

There were no directions issued under s.45 of the OH&S Act.

Section 46 notices (prohibition notices)

There were three prohibition notices issued under s.46 of the OH&S Act addressing the identification, investigation, and removal of asbestos containing material at the Villawood Immigration Detention Centre. More information is provided under 'Incident investigation' in this Appendix.

Section 47 notices (improvement notices)

There was one improvement notice issued under s.47 of the OH&S Act addressing the identification, investigation, and removal of asbestos containing material at the Villawood Immigration Detention Centre. More information is provided under 'Incident investigation' in this Appendix.

Section 68 occurrences (notification and reporting of accidents and dangerous occurrences)

A s.68 notification relates to notifiable fatalities and dangerous occurrences.

A notifiable fatality is the work related death of any employee, contractor, or member of the public. One member of the public passed away after a fall within a department building in Western Australia during July 2005. Two employees and three members of the public were lost in the *Malu Sara* boating incident of October 2005. More information is provided under 'Incident investigation' in this Appendix.

We are also required to report any dangerous occurrence, that is, incidents with the potential to cause serious personal injury (injury requiring emergency medical treatment) or death. We reported 304 dangerous occurrences to Comcare during 2005-06. The notable increase in reporting is due to a greater emphasis on reporting of incidents at immigration detention centres.

Three year summary of occurrences

	2003-04	2004-05	2005-06
Notifiable fatality	0	2	6
Dangerous occurrences	62	88	304

Incapacity

An incapacity is an incident resulting in the inability to engage in work and/or an inability to work at the same level as undertaken immediately before the injury. There are three categories of incapacity:

- lost time injuries represent the number of incidents resulting in one or more working days incapacity within each financial year
- prescribed incapacity represents the number of incidents resulting in 30 or more successive working days incapacity, of any staff member, within each financial year
- weeks lost represent the total number of weeks lost to incapacities in the financial year.

We experienced an increase in lost time injuries during 2005-06. However, early intervention and rehabilitation strategies were successful in constraining increases in '30 day incapacities' and thereby limiting the increase in total number of weeks lost.

Three year summary of incapacity

	2003-04	2004-05	2005-06
Lost time injuries	58	66	109
Prescribed incapacity	29	22	28
Weeks lost	1101	1408	1577

Incident reporting system

In an effort to improve reporting and recording of incidents in the department, we will introduce an electronic incident reporting and records tool in July 2006. Improved capturing of incident data will help us with analyse incident trends, identifying prevention strategies, and improve our OH&S performance during 2006-07.

Mechanism of injury

In consultation with Comcare, we identify actions, events, and exposure that cause serious injury and disease. The mechanism of injury descriptors are based upon the national *Type of Occurrence Classification System* and help us identify injury trends and set injury prevention performance targets.

Three year summary of mechanism of injury

Accepted claims	2003-04	2004-05	2005-06
Falls, trips & slips	28	27	36
Hitting objects	3	6	7
Being hit by moving objects	6	8	6
Sound & pressure	0	0	1
Body stressing	34	37	63
Heat, radiation & electricity	2	0	1
Biological factors	0	2	0
Mental stress	3	5	5
Other & unspecified	12	15	26
Totals	88	100	145

Workers' compensation premiums

The main factors influencing our workers compensation premium rate are claim costs and frequency. During 2005-06 our premium decreased in terms of total dollar premium and percentage of payroll. The decrease is the result of early intervention and rehabilitation strategies we have implemented over the last three years, and is notable given that all agencies premium rates during the corresponding period have increased.

Three year summary of comcare premiums

	2003-04	2004-05	2005-06
*Premium	\$4 579 931	\$5 641,147	\$4 728,063
DIMA per cent of payroll	1.67	1.46	1.39
All Agencies per cent of payroll	1.43	1.67	1.77

*The premium amount covers the department, the Migration Review Tribunal, the Refugee Review Tribunal, and the Translating and Interpreter Services independent contractor components.

Incident investigations

Four Investigations of incidents were conducted during 2005-06:

1. During July 2005 a member of the public fell within the foyer of a departmental leased building in Western Australia. The person later passed away. A coronial inquest will be conducted during 2006-07.
2. During October 2005 the vessel 'Malu Sara' was tragically lost in the Torres Strait while returning from a workshop held on the island of Saibai. Aboard were two of our colleagues and three other passengers. The Australian Transport Safety Bureau completed a comprehensive report, and we are cooperating fully with the Bureau to address the issues raised in the report.
3. During November 2005 asbestos containing material was discovered at the Benjamin Offices (Level 4 Blue Building) in Belconnen, ACT. The site was closed down for an interim period whilst appropriate testing by Robson Laboratories was undertaken in consultation with Comcare. Test samples were found to be asbestos free and the building was reoccupied in December 2005.
4. During March 2006 asbestos containing material was discovered in an external area of the Villawood Immigration Detention Centre in Sydney. The area was cordoned off and appropriate testing was conducted by Environmental Safety Professionals. People in immigration detention at Villawood were temporarily re-located for a short period while investigation work was undertaken. The site was later re-occupied in consultation with Comcare.

In an effort to improve reporting and recording of incidents within the department, we will introduce an electronic incident reporting and records tool in July 2006. Increased interaction between state and territory offices will also contribute to more robust reporting in this area with more accurate data provided to measure and improve OH&S performance.

Injury Prevention & Management Plan 2006 – 2009

In line with government and community expectations, we have adopted a three year planning cycle for strategically managing the prevention of physical and psychological injuries in the workplace. *The Injury Prevention and Management Plan 2006-09* adopts OH&S performance targets issued by the Safety Rehabilitation and Compensation Commission and is supported by all Australian Governments, the Australian Council of Trade Unions, and employer associations.

Appendix 9 – Freedom of information (FOI)

We have provided the information in this Appendix to comply with section 8 of the *Freedom of Information Act 1982*.

Information about us, including our structure, appears earlier in this annual report. Decision-making powers are vested in the Minister and/or the Secretary under various Acts. The Minister or the Secretary may delegate most of their powers to departmental staff.

Generally, we prefer to provide access to documents in the form of copies. Private viewing of personal files may be done by appointment at state and regional offices.

Initial telephone inquiries in relation to freedom of information (FOI) matters can be made through the Client Service Line on 13 18 81.

FOI requests with contact addresses in Victoria should be sent to:

Parliamentary and Public Access Section
DIMA Victoria
GPO Box 241E
MELBOURNE VIC 3001

FOI requests with contact addresses in all other States and Territories of Australia should be sent to:

FOI Section
DIMA PO Box 25
BELCONNEN ACT 2616

FOI Documents Maintained

Type	Description
Documents of decision-making bodies *	Relating to the business of these bodies and including agenda, minutes, and other records.
Cabinet documents *	Records of Cabinet matters including Cabinet submissions and Cabinet minutes.
Representations to the Minister for Immigration and Multicultural Affairs and the Parliamentary Secretary *	The Minister and the Parliamentary Secretary receive a large number of written representations each year concerning all aspects of migration, population, settlement, citizenship policies, and portfolio administration.
Documents on internal departmental administration *	These documents include personnel records, organisation and staffing records, financial and expenditure records, and internal operating documentation such as internal working documents and correspondence.
Programme documents *	We hold documents relating to grants provided to various organisations under the programmes we administer and programmes administered under enactments including the <i>Migration Act 1958</i> and the <i>Australian Citizenship Act 1948</i> .
Personal information documents *	We hold personal information about applicants for migration and Australian citizenship as well as information about movements into and out of Australia. This is located on individual files and our databases.
Documents available for access or purchase subject to a fee or other charge	Our annual report is available on the Internet. Our legislation and policy instructions are available for purchase via an online subscription service, LEGENDcom, on our website. The <i>Freedom of Information Handbook</i> is available for purchase from our Freedom of Information units.

FOI Documents Maintained *continued*

Documents available free of charge upon request **	We hold and make available on request (free of charge) a range of documents including fact sheets, some research documents, general information leaflets (some in a number of languages), and a leaflet about FOI that is published by the Attorney-General's Department.
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* Some records are either not available or only available to the public under the FOI Act, where access may be subject to a charge.

** These are available on our website (www.immi.gov.au) and/ or at the public inquiry counters of our Australian and overseas offices.

Appendix 10 – Advertising and market research

Expenditure on advertising and market research contracts during 2005-06

Advertising agencies	
Singleton, Ogilvy & Mather Development of advertising creative for Australian Citizenship promotion campaign	\$1 300 000
Sub-total	\$1 300 000
Market research	
Butler Group Subscription	\$32 203
Value Creation Group Pty Ltd Departmental workshops	\$89 485
Usability One Usability and accessibility research	\$17 050
Elliott & Shanahan Concept testing for Australian citizenship advertising	\$87 725
The Research Forum Research to evaluate the effectiveness of Australian citizenship advertising	\$34 974
Sub-total	\$261 437
Direct mail organisations	
Sub-total	0
Media advertising	
HMA Blaze Non-campaign advertising	\$1 174 334
Universal McCann Campaign advertising	\$2 012 486
Sub-total	\$3 186 820
Total	\$4 748 257

Appendix 11 – Ecologically sustainable development and environmental performance

We are committed to identifying, implementing, and promoting best practice in environmental management, and to operating in an ecologically sustainable manner. We are also committed to providing an environmentally sound workplace that conforms to occupational health and safety requirements.

We aim to minimise the environmental impact of our operations and we have implemented an Environmental Management System that sets out the planning, operational, and management processes to achieve this in areas such as:

- energy consumption
- office consumables
- landfill waste
- transportation.

Following are examples of initiatives undertaken during 2005-06:

- We have purchased a new style waste recycling bin for new office accommodation that will help our staff recycle waste and result in a reduction of waste going to landfill.
- We have encouraged our SES staff and pool vehicle users to choose smaller four cylinder vehicles where operational requirements allow.
- We initiated a review of the Environmental Management System as a new ISO standard, ISO14001:2004 was introduced. The new standard takes into consideration the provisions of ISO 9001:2000 which focus on quality.

The implementation of environmental initiatives is progressing through the assistance of EnviroWatch, a staff volunteer network that receives senior management support. This group of environmental 'champions' was previously known as the Waste Watch Network.

The table below outlines our energy performance:

Three year summary of energy performance

Financial year	Building tenant light and power	
	MJ/pp/pa (Target of 10 000 expected to be met by 2002-03)	MJ/m ₂ /pa (No Target Set)
2001-02	9849	467
2002-03	8359	429
2003-04	5759	287
2004-05 *	8043	367
2005-06	6601	419

MJ/pp/pa = Megajoules per person per annum

MJ/m₂/pa = Megajoules per square metre per annum

* The 2004-05 figures included the addition of the Office of Indigenous Policy Coordination to our portfolio during this period. The office was moved to the Department of Families, Community Services and Indigenous Affairs in 2005-06.

Migration and the environment:

Increasing numbers of migrants are settling in areas outside of Sydney, Newcastle, Wollongong, Brisbane, the Gold Coast, and Perth as a result of state-specific and regional migration initiatives. These initiatives have helped state and territory governments to avoid increasing environmental

pressures in chosen areas while allowing state and territory governments to address skill shortages and population needs in regional and low population growth areas.

The number of visas granted under these initiatives greatly increased in 2005-06.

Appendix 12 – Consultancies

CONSULTANCY SERVICES CONTRACTS OF \$10 000 OR MORE DURING 2005–06

Following is an explanation of the meaning of the terms 'Selection process' and 'Justification' which are used in the table below.

Selection process: The explanation of the selection process terms used in the table is drawn from the Commonwealth Procurement Guidelines (CPGs) dated January 2005.

- **Open tender:** A procurement procedure in which a request for tender is published, inviting all businesses that satisfy the conditions for participation to submit tenders, including services sourced through panels.
 - **Select tender:** A procurement procedure in which the procuring agency selects potential suppliers to submit tenders in accordance with the CPGs.
 - **Direct sourcing:** A procurement process in which an agency may contract a single potential supplier or suppliers of its choice. Where a procurement is valued above the thresholds set out in the CPGs, direct sourcing is available only under certain defined circumstances. Conditions for direct sourcing apply under the mandatory procurement procedures.
- Justification:** Following is an explanation of the key we have used in the table to show the justification for our decision to use a consultancy.
- A** Involves specialist professional knowledge and/or expertise that may not be maintained in-house.
 - B** Involves development of an intellectual output – for example research, evaluation, advice, and recommendations - to assist with agency decision making.
 - C** Involves a one-off task, a set of tasks or irregular tasks (making employment of permanent staff impractical or undesirable).

Consultant name	Description	Contract price	Selection process	Justification
2nd Road Pty Ltd	Provision of expert model and method for strategic planning process	\$65 235	Direct sourcing	A
Access Economics Pty Ltd	Update and enhancement of migrant fiscal impact model	\$54 000	Direct sourcing	B
Access Testing Centre	Usability and accessibility research	\$29 040	Open tender	B
Access Testing Centre	Usability and accessibility research	\$30 800	Direct sourcing	A
Access Testing Centre	Usability and accessibility research	\$26 400	Direct sourcing	A
Acumen Alliance Pty Ltd	Financial advisory services	\$22 000	Open tender	B
Alliance Consulting Group Pty Ltd	Business adviser for procurement process	\$33 000	Open tender	A
Alliance Consulting Group Pty Ltd	Business adviser for procurement process	\$26 150	Open tender	A
APIS Consulting Group Pty Ltd	Financial advice for the passenger card processing expression of interest	\$14 304	Open tender	A
APIS Consulting Group Pty Ltd	Review of information requirements and systems	\$950 000	Open tender	B

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
APIS Consulting Group Pty Ltd	Multi-Disciplinary Teams approach project	\$117 150	Open tender	A
APIS Consulting Group Pty Ltd	Support to Systems for People communications and change taskforce	\$160 000	Open tender	A
APIS Consulting Group Pty Ltd	Project management and procurement assistance for new detention services tender	\$1 235 520	Open tender	B
Australian Catholic University	Research services	\$41 250	Direct sourcing	A
Australian National University, Australian Centre for Population Research	Demographic scoping paper on future demand for, and supply of, labour, and immigration	\$16 500	Direct sourcing	B
Bearing Point Australia Pty Ltd	Data management strategy	\$197 560	Open tender	A
Booz Allen Hamilton	Model Office project review of DIMA's current service and business delivery operations	\$26 301	Select tender	A
Booz Allen Hamilton	Advice on Model Office Stage 1	\$209 000	Select tender	B
Booz Allen Hamilton	Advice on Model Office Stage 2	\$395 000	Select tender	B
Codarra Advanced Systems Pty Ltd	Develop a project manager's guide	\$1 171 600	Open tender	A
Cogent Business Solution	Evaluation of the Enhanced CEKAL System (ECS) project tender	\$57 058	Open tender	B
Cogent Business Solutions	Business advice for procurement process	\$100 000	Open tender	A
Cogent Business Solutions	Business advice for procurement process	\$17 100	Open tender	A
Cogent Business Solutions	Procurement and contract management services	\$119 982	Open tender	A
Cogent Business Solutions Pty Ltd	Business advice for procurement process	\$27 552	Open tender	C
Cogent Business Solutions Pty Ltd	Negotiation support	\$18 692	Open tender	A
Cogent Business Solutions Pty Ltd	Financial management advice	\$50 000	Open tender	A
Cogent Business Solutions Pty Ltd	Financial advice for IHSS Tender	\$55 000	Open tender	A
Cogent Business Solutions Pty Ltd	Financial advice for IHSS contract management	\$42 200	Open tender	B

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
CSC Australia Pty Ltd	Redevelopment of the APEC Business Travel Card system	\$187 000	Open tender	A
CSC Australia Pty Ltd	External Services Provider process improvement plan	\$20 889	Open tender	A
CSC Australia Pty Ltd	IT disaster recovery project - programme management & project control services	\$200 640	Open tender	A
CSC Australia Pty Ltd	AppBuilder and ICSE technical support	\$524 801	Open tender	A
CSC Australia Pty Ltd	Email classification project	\$130 130	Open tender	A
CSC Australia Pty Ltd	SGS extension physical technology model	\$120 271	Open tender	A
CSC Australia Pty Ltd	ICSE synchronisation	\$765 600	Open tender	A
CSC Australia Pty Ltd	Undertake activities in support of biometrics project	\$35 000	Open Tender	A
CSC Australia Pty Ltd	Information management programme	\$303 930	Open tender	A
CSC Australia Pty Ltd	Scoping study for an automated accounts payable invoice entry solution	\$17 111	Direct sourcing	A
CSC Australia Pty Ltd	Health check of the IT Platform, IT governance, and project management	\$1 221 700	Open Tender	A
CSC Australia Pty Ltd	Advice on integration, identity, business process, and rule management	\$387 362	Open tender	A
CSC Australia Pty Ltd	Testing services for global revenue management	\$104 060	Open tender	A
CSC Australia Pty Ltd	SAP authorisation development	\$71 500	Open tender	A
CSC Australia Pty Ltd	Mobile office solution	\$31 900	Open tender	A
CSC Australia Pty Ltd	ICSE business analyst	\$108 790	Open tender	A
CSC Australia Pty Ltd	Feasibility study for an identity risk profile framework	\$297 000	Direct sourcing	A
CSC Australia Pty Ltd	GSE CSC technology specialists re-engagement	\$1 103 520	Open tender	A
CSC Australia Pty Ltd	TRIM upgrade project	\$374 880	Open tender	A

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
CSC Australia Pty Ltd	Enterprise security programme - Stage 1	\$91 635	Open tender	A
CSC Australia Pty Ltd	Regional Movement Alert List – APEC project to enhance international data sharing	\$255 255	Open tender	A
Cultural Diversity Services Pty Ltd	The effectiveness of cross-cultural training in the Australian context	\$165 000	Open tender	B
Dale Roger Louis Boucher	Investigation services	\$330 600	Direct sourcing	A
Deloitte Touche Tohmatsu	Advice on procurement of investment manager	\$64 048	Direct sourcing	C
Direct Contracts Pty Ltd	Project management services	\$12 672	Direct sourcing	A
Econtech Pty Ltd	Impact of migration on productivity and economic growth	\$36 100	Direct sourcing	B
Elliott & Shanahan	Concept testing for the Australian citizenship promotional campaign 2006	\$87 725	Select tender	B
Ernst & Young	Advice and expert assistance in the tax function and to ensure legislative compliance	\$303 877	Direct sourcing	A
Ernst & Young	Living in Harmony evaluation	\$17 869	Open tender	B
Ernst & Young	Council for Multicultural Australia evaluation	\$38 945	Open tender	B
GHD (ACT)	Building protection for 6 Chan St Belconnen	\$56 000	Select tender	B
Gibson Quai - Consulting AAS Pty Ltd	Provision of best price benchmark for telecommunication services	\$55 000	Select tender	A
Hiser	Usability and accessibility research	\$17 050	Open tender	C
Human Synergistics Australia Pty Ltd	Conduct focus groups on employee opinion survey	\$52 300	Select tender	C
Hydrasight Pty Ltd	Onsite evaluation of micrographic equipment	\$38 744	Open tender	A
Ian Johnsen	Case Management - individual & team supervision	\$19 146	Select tender	B
IBM Australia Ltd	Systems For People	\$16 500 000	Select tender	A
Interiors Australia Pty Ltd	Project management for building fit out	\$212 740	Select tender	A

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
Jakeman Business Solutions Pty Ltd	Border management literature review	\$22 050	Direct sourcing	B
Jakeman Business Solutions Pty Ltd	Passenger card processing and related services	\$72 837	Open tender	A
KAZ Technology Services	Services for INTERCEPT risk rating application	\$31 680	Direct sourcing	B
KPMG	Assessment for business system replacement project	\$59 400	Open tender	A
Macquarie University and La Trobe University	Develop special preparatory programme curriculum focused on youth	\$1 530 771	Direct sourcing	B
Maine Street Marketing Pty Ltd	Develop and implement a communications and consultation plan	\$71 500	Direct sourcing	C
Maine Street Marketing Pty Ltd	Media and development services for the Living in Harmony public information strategy incorporating Harmony Day 2006	\$72 690	Select tender	A
Margaret Papst and Associates Pty Ltd	Provision of professional development services	\$23 250	Select tender	A
Margaret Piper and Associates	Proposer support study examination	\$39 600	Direct sourcing	A
Michael Roche	Advisory services on the compliance and detention functions	\$198 000	Direct sourcing	A
Monash University	Develop basic interpreting skills training	\$33 640	Direct sourcing	B
New England Centre for Applied Research in Social Science	Study into the social costs and benefits of migration into Australia	\$198 000	Open tender	B
NewSouth Global Pty Ltd	Advice on the Border Operations Centre and its attendant IT	\$16 042	Direct sourcing	A
Northern Melbourne Institute of TAFE (NMIT)	Intensive preparation programme for new and emerging languages	\$30 380	Direct sourcing	B
Petmar Consultancies Pty Ltd	Investigation services	\$33 396	Direct sourcing	A
Protiviti Risk Consulting	SAP security and controls remediation project	\$75 000	Direct sourcing	B
Protiviti Risk Consulting	Provision of training of staff and configuration of SAP Assure	\$55 000	Direct sourcing	C
PSI Consulting Pty Ltd	Business advice for the passenger card processing expression of interest	\$14 230	Open tender	A

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
PSI Consulting Pty Ltd	Business advisor for procurement process	\$60 000	Open tender	A
PSI Consulting Pty Ltd	Probity/business advice on the supplementary internal audit and risk services tender	\$22 000	Open tender	B
Resolution Consulting Services Pty Ltd	Provision of IT financial advice	\$80 100	Open tender	A
Resolution Consulting Services Pty Ltd	Provision of IT financial advice	\$108 000	Open tender	A
Resolution Consulting Services Pty Ltd	Provision of IT financial advice	\$49 650	Open tender	A
Results Consulting Australia	Provision of a consultant for training	\$29 154	Select tender	A
Richardson O'Rourke Consulting Pty Ltd	Project management services	\$60 000	Open tender	A
Sage Legal Services	Legal advice for the Integrated Humanitarian Settlement Strategy	\$14 300	Direct sourcing	A
Sage Legal Services	Legal advice for the IHSS tender and contract negotiations	\$10 000	Direct sourcing	A
SAP Australia Pty Ltd	SAP business consultant	\$30 508	Direct sourcing	A
SHL Australia Pty Ltd	360 degree feedback for managers	\$28 800	Select tender	B
Singleton, Ogilvy & Mather	Development and implementation of an advertising strategy for an Australian citizenship communication campaign	\$1 300 000	Select tender	A
Stamford Interactive Pty Ltd	Establishment of a user-centred design to ICSE projects	\$30 875	Direct sourcing	A
Stamford Interactive Pty Ltd	Establishment of a user-centred design to ICSE projects	\$25 000	Direct sourcing	A
Step Two Designs Pty Ltd	Usability and accessibility research	\$30 695	Open tender	A
Step Two Designs Pty Ltd	Usability and accessibility research	\$65 450	Select tender	B
Step Two Designs Pty Ltd	Review of the Client Enquiry Support (CES) resource tool	\$59 500	Select tender	B
Terradata	Data mining and statistical analysis	\$72 375	Select tender	A
The Nous Group	Advice on our human resource framework	\$47 640	Direct sourcing	B

Appendix 12 – Consultancies *continued*

Consultant name	Description	Contract price	Selection process	Justification
The Production Hub	Production of a television documentary on the resettlement of refugees	\$79 160	Direct sourcing	A
The University of British Columbia (Canada)	Evaluation of skilled migration in Canada with comparison to Australia	\$31 874	Direct sourcing	B
Technology Partners Industry	Business advisor for procurement process	\$150 000	Direct sourcing	A
UCL Consultants Limited	Evaluation of skilled migration in the United Kingdom with comparison to Australia	\$26 500	Direct sourcing	B
Urbis Keys Young	National multilingual client satisfaction survey	\$597 201	Open tender	A
UXC Limited	Review of the AMEP Reporting Management System (ARMS)	\$85 800	Direct sourcing	B
Value Creation Group Pty Ltd	Development of a business plan	\$45 772	Direct sourcing	C
Value Creation Group Pty Ltd	Development of a business plan	\$55 000	Select tender	C
Value Creation Group Pty Ltd	Advice on client focussed workshops for senior managers	\$89 485	Direct sourcing	C
Walter Turnbull Pty Ltd	Probity advice	\$33 750	Open tender	A
Walter Turnbull Pty Ltd	Procurement for Immigration Advice and Application Assistance Scheme service providers	\$13 500	Open tender	A
Wilde & Woollard	Quantity surveyor advice	\$14 205	Direct sourcing	B
Workplace Research Associates	Advice on our span of manager control	\$87 372	Direct sourcing	B
Yellow Edge Pty Ltd	Advice on a framework for the College of Immigration Border Security and Compliance	\$49 500	Select tender	B
Yellow Edge Pty Ltd	Provision of a competency-based training needs analysis for compliance officers	\$43 560	Select tender	B

Appendix 13 – Compliance with legal services directions

This is a statement of legal services expenditure by us for 2005-06, published in compliance with paragraph 11.1 (ba) of the *Legal Services Directions 2005*.

Description	\$ (GST Exclusive)
Agency's total legal services expenditure	47 180 720
Agency's total external legal services expenditure	34 651 573
External expenditure on solicitors ¹	24 053 957
External expenditure on counsel ¹	4 673 440
Number of matters in which male counsel briefed ²	420
Value of briefs to male counsel ²	838 370
Number of matters in which female counsel briefed ²	193
Value of briefs to female counsel ²	323 143
Expenditure on counsel 1 July – 28 February (Data not available for breakdown)	3 511 927
Other disbursements on external legal services	1 186 273
Other external legal services	4 491 667
External expenditure on solicitors	246 236
Agency's total internal legal services expenditure	12 529 147
Salaries	11 290 990
Overheads (for example, office-stores, stationery, training, and travel)	1 238 157

Notes:

- ¹ These figures relate to litigation matters only. We are unable to breakdown the costs for other external legal services expenditure. However, we will be able to provide a breakdown for the whole of the external legal services expenditure in future financial years.
- ² These statistics relate to litigation matters only and only those matters that were resolved in the period 1 March 2006 to 30 June 2006. However, we will be able to provide this data for future financial years.

Appendix 14 – Discretionary grants

Discretionary grants are payments where the Portfolio Minister or paying agency has discretion in determining whether or not an applicant receives funding and may or may not impose conditions in return for the grant.

We administered the following discretionary grants programmes during 2005-06:

- Multicultural Affairs
- Living in Harmony funding for community projects
- Grants to the Federation of Ethnic Communities' Councils of Australia
- National Action Plan to Build on Social Cohesion, Harmony and Security funding for community projects
- Cross-portfolio Indigenous flexible funding arrangements
- Community Settlement Services Scheme
- Migrant Resource Centre/Migrant Service Agency grants
- International Cooperation.

A list of all grant recipients is available on request.

Appendix 15 - Correction of material errors in previous annual report

There was one major error detected after publication of the 2004-05 Annual Report.

On page 66, figure 28 had the 2005 stock data for Indonesia students incorrectly stated as 1046. The correct figure should be 10 466.

Acronyms

4CC	Four Countries Conference	ASCO	Australian Standard Classification of Occupations
AAO	Administrative Arrangement Order	ASEAN	Association of South East Asian Nations
AAP	Annual Audit Plan	ATIS	Automated Telephone Interpreting Service
AAT	Administrative Appeals Tribunal	ATNS	Agreements, Treaties, Negotiations, and Settlements
A-Based	Australian-based	ATO	Australian Taxation Office
ABP	Automated Border Processing	ATSB	Australian Transport Safety Bureau
ABS	Australian Bureau of Statistics	ATSIC	Aboriginal and Torres Strait Islander Commission
ABTC	APEC Business Travel Card	AusAID	Australian Agency for International Development
ACAD	Aboriginal Cadet	AUSCO	Australian Cultural Orientation
ACM	Australasian Correctional Management Pty Ltd	AWA	Australian Workplace Agreement
ACS	Australian Customs Service	BIO	Border Intelligence Officer
ACTU	Australian Council of Trade Unions	BPLAA	<i>Border Protection Legislation Amendment (Deterrence of Foreign Fishing) Act 2005</i>
ADS	Approved Destination Scheme	BSD	Border Security Division
ADV	Australian Declaratory Visas	BVE	bridging E Visa
AEC	Australian Electoral Commission	BVF	bridging F Visa
AFMA	Australian Fisheries Management Authority	CADST	Cadets
AFP	Australian Federal Police	CeBIT	Centre for Office and Information Technology
AL	Assessment Level	CEI	Chief Executive Instruction
ALO	Airline Liaison Officer	CERS	Certificates of Evidence of Resident Status
AMEP	Adult Migrant English Program	CES	Client Enquiry Support
ANAO	Australian National Audit Office	CIS	Country Information Service
APC	Asia-Pacific Consultations on Refugees, Displaced Persons, and Migrants	CLG	Corporate Leadership Group
APEC	Asia-Pacific Economic Cooperation	CMA	Council for Multicultural Australia
API	Advance Passenger Information	CMSC	Change Management Steering Committee
APIMRP	Australian Population, Immigration, and Multicultural Research Programme	CNTA	China National Tourism Association
APP	Advance Passenger Processing		
APS	Australian Public Service		
ARC	Australian Red Cross		
ARMS	AMEP Reporting Management System		
ASA	Asylum Seeker Assistance		

COAG	Council of Australian Governments	ECP	Enhanced Cooperation Programme
CPAS	Contracts and Procurement Advice Section	ECS	Enhanced CEKAL System
CP&CCD	Compliance Policy and Case Coordination Division	EDRC	Executive Detention Review Committee
CPG	Commonwealth Procurement Guidelines	EL	executive level
CSC	Computer Science Corporation Australia Pty Ltd	ELICOS	English Language Intensive Course for Overseas Students
CSSS	Community Settlement Services Scheme	EMC	Executive Management Committee
CSU	Cluster Support Unit	ENS	Employer Nomination Scheme
CSWE	Certificates in Spoken and Written English	EOC	Entry Operation Centre
CTC	Competitive Tendering and Contracting	ESOS Act	<i>Education Services for Overseas Students (ESOS) Act 2000</i>
		ESP	External services provider
		ETA	Electronic Travel Authority
		EU	European Union
DAEC	Departmental Audit and Evaluation Committee	e-Visa	electronic visa
DAFF	Department of Agriculture, Fisheries, and Forestry	EVO	Entitlement Verification Online
		EXEC	Executive
DEAN	Document Examination Alert Notices	FaCSIA	Department of Families, Community Services, and Indigenous Affairs
DeHAG	Detention Health Advisory Group		
DEST	Department of Education, Science and Training	FECCA	Federation of Ethnic Communities' Councils of Australia
DEWR	Department of Employment and Workplace Relations	FINA	Fédération Internationale de Natation Amateur
DFAT	Department of Foreign Affairs and Trade	FISC	Fraud, Integrity, and Security Committee
DIMA	Department of Immigration and Multicultural Affairs	FMA Act	<i>Fisheries Management Act 1991</i>
DIMIA	Department of Immigration, Multicultural and Indigenous Affairs	FMC	Federal Magistrates Court
		FOI	freedom of information
DPMC	DIMA Performance Management Committee	FOI Act	<i>Freedom of Information Act 1982</i>
DRC	Detention Review Committee	GCIM	Global Commission on International Migration
DRMs	Detention Review Managers		
DSC	Detention Services Contract	GFU	Global Feedback Unit
DSP	Detention Services Provider	GPU	Global Processing Unit
EC	European Commission	GSE	Global Systems Environment

GSL	GSL (Australia) Pty Ltd		
		JCPAA	Joint Committee of Public Accounts and Audit
HR	human resources		
HREOC	Human Rights and Equal Opportunity Commission	LA	Labour Agreement
		LEE	locally engaged employee
IAAAS	Immigration Advice and Application Assistance Scheme	LSIA3	Longitudinal Survey of Immigrants to Australia
IAP	Internal Audit Programme	LSIC	Longitudinal Survey of Immigrants to Canada
IBM	International Business Machines Corp.		
ICAO	International Civil Aviation Organisation	MAL	Movement Alert List
ICSE	Integrated Client Services Environment	MAPKE	Migration Advice Professional Knowledge Entrance
ICT	Information and Communication Technology	MAPP1	Mandatory Advance Passenger Processing – Stage 1
IDAG	Immigration Detention Advisory Group	MARA	Migration Agents Registration Authority
IDC	immigration detention centre	MATF	Migration Agents Taskforce
IDPs	internally displaced persons	MCIMA	Ministerial Council on Immigration and Multicultural Affairs
IDS	Immigration Detention Standards		
IECN	International Event Coordinator Network	MCRG	Muslim Community Reference Group
IELTS	International English Language Testing System	MIA	Migration Institute of Australia
IGC	Inter-Governmental Consultations	MJEX	multi-jurisdictional exercise
		MMO	Movement Monitoring Officer
IGOC Act	<i>Immigration (Guardianship of Children) Act 1946</i>	MO	Medical Officer
		MODL	Migration Occupations in Demand List
IHSS	Integrated Humanitarian Settlement Strategy	MOU	memorandum of understanding
IMtel	Immigration Intelligence (IT System)	MPMS	Migration Programme Management System
IOM	International Organization for Migration	MRC	Migrant Resource Centre
ISO	International Standards Organisation	MRT	Migration Review Tribunal
		MSA	Migrant Service Agency
ISS	Immigration Status Service	MSI	Migration Series Instruction
IT	information technology		
ITACs	Immigration Transit Accommodation Centres	NAATI	National Accreditation Authority for Translators and Interpreters

NAP	National Action Plan to Build on Social Cohesion, Harmony and Security	RFT	request for tender
NGO	non-government organisation	RHC	Residential Housing Centre
NIDC	Northern Immigration Detention Centre	RHP	Residential Housing Project
NIO	National Intelligence Officer	RMAL	Regional Movement Alert List System
NIVA	National Identity Verification and Advice	ROS	Resolution of Status
NSCF	National Staff Consultative Forum	ROU	Record of Understanding
		RPBV	Removal Pending Bridging Visa
		RRT	Refugee Review Tribunal
		RRV	resident return visa
OH&S Act	<i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	RSMS	Regional Sponsored Migration Scheme
OH&S	occupational health and safety	RTO	Registered Training Organisation
OIPC	Office of Indigenous Policy Coordination	SAR	Special Administrative Region
OPA	Official Public Account	SBS	Special Broadcasting Service
OPC	Offshore Processing Centre	SEARCCT	South East Asian Regional Centre for Counter Terrorism
		SES	Senior Executive Service
PAES	Portfolio Additional Estimates Statements	SES B	Senior Executive Service, Band
PALA	Performance and Learning Agreement	SGP	Settlement Grants Programme
PAO	Public Affairs Officer	SHP	Special Humanitarian Program
PBS	Portfolio Budget Statements	SIR	Skilled - Independent Regional
PID	Personal Identity Digit	SLA	service level agreement
PIDC	Pacific Immigration Directors Conference	SNLEG	Senior Legal Officer
PMC	People Management Committee	SPAO	Senior Public Affairs Officer
PNG	Papua New Guinea	SPP	Special Preparatory Programme
POPC	Perth Offshore Parents Centre	SRF	Settlement Reporting Facility
PPV	permanent protection visa	TB	tuberculosis
PRC	People's Republic of China	THV	temporary humanitarian visa
PRLEG	Principal Legal Officer	TIS	Translating and Interpreting Service
PSO	Programme Services Office	TPV	temporary protection visa
PSST	People-Smuggling Strike Team	TRIPS	Travel and Immigration Processing System
PTW	permission to work	TVAG	Tourism and Visa Advisory Group
PV	protection visa		
RCOA	Refugee Council of Australia		

UHM	unaccompanied humanitarian minor
UN	United Nations
UNDG	United Nations Development Group
UNDP	United Nations Development Program
UNESCO	United Nations Education, Scientific & Cultural Organisation
UNICEF	United Nations Children's (originally International Children's Emergency) Fund
UNHCR	The Office of United Nations High Commissioner for Refugees
UNHDL	United Nations High Level Dialogue on International Migration and Development
USA	United States of America
VET	Vocational and Educational Training
VPC	visitors processing centre
VSC	Values and Standards Committee
WCSU	War Crimes Screening Unit
WHM	Working Holiday Makers
WTO	World Trade Organisation
WTO GATS	World Trade Organisation General Agreement on Trade in Services

Compliance index

The annual report is prepared in accordance with the Requirements for Annual Reports approved by the Joint Committee of Public Accounts and Audit under subsections 63(2) and 70(2) of the *Public Service Act 1999*. This index refers to mandatory reporting items.

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