

Appendices

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Appendix One — Outcomes and Outputs Performance Information

PERFORMANCE INDICATOR	MEASURE	
Output Group 1.1		
Operation of National Classification Scheme		
Decisions made	6481 ⁷	
Certificates issued	6174 ⁸	
Complaints/requests for information handled	Complaints	664
	Requests for information	791
	Total	1455
Classification (education or research) projects	1	
Training activities conducted	Ongoing training for Board and Review Board members and OFLC staff. Also Police, ACS, ABA and industry.	
Timeliness; commercial classification decisions made within 20 business days of receiving a valid application; and certificates issued within 30 days of a decision	5542 ⁹	
Consistency of decisions with general community standards	The number of classification decisions complained about (73) is a very small proportion (0.01%) of the total number of commercial classification decisions made (5579). Consumer research also shows high levels of recognition of the classification scheme by the community.	
Client satisfaction measured by complaints	There were four complaints – compared to 21 last year – recorded from industry. These concerned: <ul style="list-style-type: none"> • a breach by a rival firm; • not being granted a waiver of classification fees; • classification fees; and • lack of research into community standards about adult material. 	
Accuracy of information provided or published	No complaints	

⁷ Finalised applications less 169 withdrawals. See Table 1, Appendix Three.

⁸ Not all finalised applications require a certificate to be issued, for example, no certificate is issued for withdrawals, advices or fee waivers. See Table 2, Appendix Three.

⁹ See Table 3, Appendix Three.

Outcomes and Outputs Performance Information (Cont.)

PERFORMANCE INDICATOR	MEASURE
Output Group 1.2 Provision of ancillary services	
Ministerial correspondence processed	722
Briefs, submissions and papers prepared	20
Projects and activities conducted (ancillary to the Classification program)	5
Inspections conducted by Community Liaison Officers	725 site visits 41 industry client meetings 2080 telephone contacts
Breaches identified by Community Liaison Officers	1354
Correspondence, briefs, submissions and papers completed within the required deadlines	Deadlines were met in most cases.
Satisfaction of the Minister and staff	Effective ongoing liaison between the OFLC and relevant ministerial and departmental areas.
Satisfaction of Censorship Ministers and officials participating in the national classification scheme	One meeting of Censorship Ministers supported by three meetings of officials were conducted satisfactorily.
Client satisfaction measured by the volume of complaints about services or information provided	No significant number of complaints were received.

Appendix Two — Summary Resource Table By Outcome

	(1) Budget 2001-2002 \$'000	(2) Actual expenses 2001-2002 \$'000	Variation (column 2 minus column 1)	Budget 2002-2003 \$'000
Administered Expenses (including third party outputs)	641	670	29	662
Total Administered Expenses	641	670	29	662
Price of Departmental Outputs				
Output 1.1 – Operation of the national classification scheme	3,668	3,668	-	3,710
Output 1.2 – Provision of services ancillary to the operation of the national classification scheme including research, the Community Liaison Scheme, policy development and ministerial support	1,833	1,833	-	1,860
Revenue from Government (Appropriation) for departmental outputs	5,501	5,501	-	5,570
Revenue from other sources	420	815	395	520
Total price of outputs	5,921	6,316	395	6,090
TOTAL FOR OUTCOME 1 (Total price of outputs and administered expenses)	6,562	6,986	424	6,752
			2001-2002	2002-2003
Average Staffing Level			48	50

Appendix Three — Classification Board Workload Statistics

Summary of Board workload

Table 1: Commercial and Other Applications, Finalised – by Format/Source

Format/Source	No. of applications finalised	No. of decisions
Commercial Film (Public Exhibition)	445	437
Commercial Film (Sale/Hire)	2876	2788
Commercial Computer Games	761	747
Commercial Publications	1521	1516
Certificates of Exemption for Advertising Eligible Films	123	123
Certificates of Approval for Advertisements	95	91
Internet Content	94	93
Enforcement	409	379
Advice to Australian Customs Service	81	75
Approvals to exempt classification of films for festivals/events	141	141
Fee waiver applications	104	91
Total	6650	6481¹⁰

Table 2: Certificates Issued – by Format/Source

Format/Source	No. of certificates
Commercial Film (Public Exhibition)	437
Commercial Film (Sale/Hire)	2788
Commercial Computer Games	747
Commercial Publications	1516
Certificates of Exemption for Advertising Eligible Films	123
Certificates of Approval for Advertisements	91
Internet Content	93
Enforcement	379
Total	6174¹¹

Table 3: Timeliness of Decisions on Commercial Applications – by Application Type

Application Type	No. under 20 business days	No. over 20 business days
Commercial Film (Public Exhibition)	435	2
Commercial Film (Sale/Hire)	2766	22
Commercial Computer Games	744	3
Commercial Publications	1506	10
Commercial Approval of Advertisements	91	0
Total	5542	37
% of total	99.34%	0.66%

Table 4: Overdue Applications – by Reason for Delay

Reason	No.
Consideration by full Classification Board	0
Legal advice required by Classification Board	0
Workflow delay	37
Total	37

¹⁰ Finalised applications less than 169 withdrawals.

¹¹ Not all finalised applications require a certificate to be issued, for example, no certificate is issued for withdrawals, advices or fee waivers.

Films – Public Exhibition

Table 5: Commercial Films (Public Exhibition) Applications, Finalised – by Classification

Classification	No.
G	50
PG	89
M15+	206
MA15+	81
R18+	11
RC	0
Withdrawn	8
Total	445

Advertising Exemptions

In accordance with section 33 of the Classification Act and the Classification (Eligible Films) Determination 1999, certificates of exemption were granted in relation to 80 eligible films during the 2001 calendar year.

In the reporting period, a total of 123 certificates of exemption were granted in relation to 94 eligible films.

Advertisements

In accordance with section 29 of the Classification Act, 91 certificates of approval for advertisements were granted.

Films – Sale/Hire

Table 6: Commercial Films (Sale/Hire) Applications, Finalised – by Classification

Classification	No.
G	654
PG	438
M15+	754
MA15+	256
R18+	146
X18+	523
RC	17
Withdrawn	88
Total	2876

Table 7: Commercial Films (Sale/Hire) Applications, Finalised – by Reasons for Refusal

Reason	No.
Demeaning Portrayal	1
Fetish	1
Non-Consent	1
Offensive Fantasy	3
Offensive Fantasy & Sexualised Violence	1
Offensive Fetish	1
Sexual Violence	1
Violence	8
Total	17

Computer Games

Table 8: Commercial Computer Games Applications, Finalised – by Classification

Classification	No.
G	359
G8+	199
M15+	140
MA15+	48
RC	1
Withdrawn	14
Total	761

Table 9: Commercial Computer Games Applications, Finalised – by Reasons for Refusal

Reason	No.
Sexualised Violence	1
Total	1

Publications

Table 10: Commercial Publications Applications, Finalised – by Classification

Classification	No.
Unrestricted	239
Category 1	1033
Category 2	228
RC	16
Withdrawn	5
Total	1521

Table 11: Commercial Publications Applications, Finalised – by Reasons for Refusal

Reason	No.
Minors	5
Offensive Fantasy	9
Offensive Fetish	1
Sexual Violence	1
Total	16

Fee Waivers

Table 12: Fee Waiver¹² Applications, Finalised

Type	No.
Full fee waiver approved, Public Exhibition Film	73
50% fee payable, Public Exhibition Film	2
75% fee payable, Public Exhibition Film	1
Fee waiver application refused, Public Exhibition Film	0
Full fee waiver approved, Sale/Hire Film	9
50% fee payable, Sale/Hire Film	5
75% fee payable, Sale/Hire Film	1
Fee waiver application refused, Sale/Hire Film	0
Applications withdrawn	13
Total	104

Internet Content

Table 13: Internet Content, Finalised – by Classification

Classification	No.
G	1
PG	0
M15+	1
MA15+	2
R18+	24
X18+	15
RC	50
Withdrawn	1
Total	94

¹² Section 91 of the Classification Act provides that the Director may, under certain conditions, waive all or part of fees payable.

Table 14: Internet Content, Finalised – by Reasons for Refusal

Reason	No.
Bestiality	5
Child Pornography	23
Child Pornography & Minors	1
Offensive Fantasy	11
Offensive Fetish	5
Offensive Fetishes	1
Offensive Paedophile References	3
Promote in Matters of Crime	1
Total	50

Australian Customs Service

Table 15: Advice to Australian Customs Service – by Format

Format	No.
Films	67
Publications	8
Computer games	0
Withdrawn	6
Total	81

Enforcement

Table 16: Enforcement Applications, Finalised – by Agency

Enforcement Agency	Publications	Films Sale/Hire	Films Public Exhibition	Computer Games	Section 87 ¹³ Certificates	Total
Australian Defence Forces	3	1	0	0	0	4
Australian Federal Police	0	5	0	0	4	9
ACT Office of Fair Trading	0	0	0	0	1	1
NSW Police Service	8	77	0	0	102	187
NT Police Service	0	6	0	0	8	14
Qld Office of Fair Trading	0	31	0	0	18	49
SA Police Service	4	29	0	0	7	40
VIC Police Service	1	9	0	0	4	14
WA Police Service	0	14	0	0	47	61
Withdrawn	1	24	0	0	5	30
Total	17	196	0	0	196	409

Film Festivals

During the reporting period, the Director approved 141 film festivals for exemption from State and Territory classification enforcement provisions. South Australia and Queensland have retained the power to grant exemptions to film festivals in those States.

¹³ Section 87 of the Classification Act provides that a person may apply, for evidentiary purposes, to the Director for a certificate about action taken, or not taken, under the Classification Act.

Appendix Four — Australian Consumers' Understanding of Classification Information

Highlights from Consumer Research Conducted by the OFLC

The OFLC conducted quantitative market research to better understand a range of issues, including how familiar consumers were with the organisation and with the symbols used to classify films (including videos and DVDs) and computer games. A national study using AC Nielsen's face to face omnibus service was conducted in both metropolitan and rural areas of the six States and two Territories between 15-17 February 2002. A total of 1075 people aged 14 years and over participated in the study. The methodology employed allowed for results to be projected to the Australian population aged 14+.

The majority of Australians (54 per cent) reported infrequent (once a month or less) visits to cinemas. Watching videos was much more popular with six in 10 Australians (60 per cent) viewing at least two to three times per month. Almost four in 10 consumers (38 per cent) reported playing computer games on at least an occasional basis. Frequency of playing was fairly evenly spread across the three types of playing segments with around one-third in each – 12 per cent of the 14+ population could be classified as frequent players. Among 14 to 17 year olds this figure increased to 37 per cent.

Key Findings

The key findings of the research included:

1. Consumer Familiarity with the OFLC

Around eight out of 10 Australians (81 per cent) indicated they had heard of the OFLC via at least one of the three sources evaluated — brand name, logo or the “This film is yet to be classified” slide at cinemas. Awareness was marginally higher among parents (86 per cent).

2. Awareness of Film Classification Symbols

Awareness of all the symbols used by the OFLC to classify films, videos and DVDs was very high, averaging around 90 per cent. (See table on page 94.)

3. Awareness of Computer Game Classification Symbols

Awareness of any of the symbols used to classify computer games (around 20 to 30 per cent) was considerably lower than awareness for any of the film symbols. A sizeable proportion (36 per cent) were unaware of the existence of any scheme to classify computer games. This compares with 3 per cent for films. Awareness was higher, though not universal, among players of computer games (79 per cent). (See Table on page 96.)

Of the two sets of symbols currently used to classify computer games, familiarity was marginally stronger for the symbols which were similar to those used to classify films, that is, the symbols on games in packaging under 300 cm².







Among the eight individual computer game symbols, recognition of the G symbol was highest at 28 per cent closely followed by M15+ at 25 per cent.

4. *Converging Symbols for Films and Computer Games*

There was general consumer agreement that the same symbols should be used for classifying films and computer games. Over seven in 10 (71 per cent) indicated agreement with nearly five in 10 (47 per cent) agreeing strongly with this view. Overall levels of agreement and disagreement were similar for players and non players alike.

Awareness of Film Symbols Analysed by Age Group

Across the board, recognition of film symbols was lower amongst the 55+ year age group. Awareness levels were very similar for all other age groups for G, PG, M15+, MA15+ and R18+. Only in the case of X18+ were differences evident. Not surprisingly the younger age group of 14 to 17 years was much less likely to recognize this symbol with awareness peaking amongst the 25 to 39 year age group (71 per cent compared to 61 per cent overall).

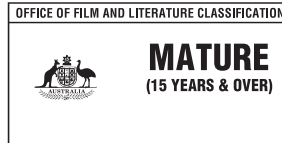
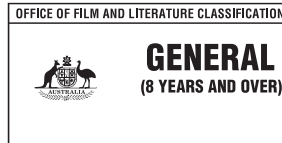
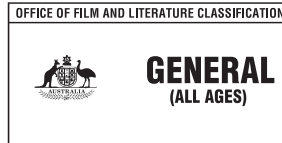
Base: WEIGHTED SAMPLE ('000s)	Total N=15974 %	14 to 17 N=1001 %	18 to 24 N=2002 %	25 to 39 N=4426 %	40 to 54 N=4170 %	55+ N=4376 %
Not aware of any of the classification symbols	3	-	2	2	2	8
	94	100	96	97	96	87
	93	100	97	97	98	83
	93	96	96	97	97	82
	88	96	96	95	92	71
	86	89	92	92	91	73
	61	39	66	71	65	51

Awareness/Recognition of Classification Symbols for Computer Games

Both sets of symbols that are currently being used were shown to respondents to assess awareness.

Small symbols used on packaging smaller than 300cm

Large symbols used on packaging larger 2300cm2



Awareness of Computer Games Symbols Analysed by Age Group

The majority of the youth segment (76 per cent) was familiar with the computer game classification scheme with awareness of individual classifications around 50 per cent. In general, younger consumers, those aged under 40 years, tended to indicate higher levels of recognition than adults in general and older consumers

Base: WEIGHTED SAMPLE ('000s)	Total N=15974 %	Youth 14 to 17 N=1001 %	18 to 24 N=2002 %	25 to 39 N=4426 %	Adults N=1031 %
Not aware of any scheme to classify computer games	36	14	22	27	37
Don't know/unsure	21	10	14	20	22
Aware of scheme	43	76	64	53	41
Aware of scheme but not any of individual classification symbols	8	2	5	8	8
G	28	53	46	37	26
General (all ages)	20	51	35	24	18
Nett Classification	31	58	52	40	29
G8+	20	50	30	26	18
General (8 years & over)	18	58	32	22	16
Nett Classification	23	63	35	30	21
M15+	25	61	44	31	22
Mature (15 years & over)	19	49	35	23	17
Nett Classification	27	49	48	34	25
MA15+	20	50	37	26	18
MA – Restricted (15 years & over)	16	44	33	18	14
Nett Classification	23	58	42	28	20

Appendix Five — External Scrutiny

Freedom of Information

In accordance with section 8 of the FOI Act, this section contains information about FOI procedures and access to documents.

The organisational structure, broad functions and powers of the OFLC, the Board and the Review Board are described in earlier sections of this report. Arrangements exist for bodies or persons to participate in the formulation of certain policies relating to the national classification scheme.

FOI Procedures and Initial Contact Points for Inquiries

Applicants seeking access to documents under the FOI Act should forward a \$30 application fee and apply in writing to:

The FOI Coordinator
Office of Film and Literature Classification
Locked Bag 3
HAYMARKET NSW 1240

The FOI Coordinator is available between 9.00am and 5.00pm Monday to Friday (excluding public holidays) and can be contacted by telephone on (02) 9289 7100 or by fax on (02) 9289 7101.

The FOI Coordinator will assist applicants to identify the particular documents they seek. If a request is to be refused on grounds appearing in subsection 15(2) or subsection 24(1) of the FOI Act (insufficient information or unreasonable diversion of resources) applicants will be notified and given an opportunity for consultation.

If applicants are dissatisfied with a decision made under the FOI Act, they may apply for an internal review, which is subject to a \$40 application fee. Once the internal review application fee is received, an officer who is at least one level above that of the initial decision maker will conduct the review.

Facilities for Access

The OFLC, if it approves access, will provide copies of documents after it has received payment of any charges that apply.

Alternatively, applicants may arrange to inspect documents at the OFLC if the documents lend themselves to this form of access. Information about the facilities available to assist people with disabilities to obtain access to documents can be obtained from the FOI Coordinator. If necessary, special arrangements can be made to overcome any difficulties in physical access. If an applicant resides some distance from any point at which access is normally provided, consideration will be given to alternative arrangements with a view to reducing inconvenience to the applicant. (See Appendix Seven for full details on the OFLC Disability Strategy.)

Categories of Documents Maintained by the OFLC

The OFLC maintains the following categories of documents:

- applications under the Classification Act;
- documents relating to decisions of the Board;
- documents relating to OFLC policy; and
- documents relating to OFLC administration.

The Review Board maintains the following categories of documents:

- documents relating to decisions, including statements of reasons for the decisions of the Review Board;
- applications for review;
- copies of decisions on review;
- correspondence with applicants on review of Board decisions;
- letters of inquiry and complaint and copies of replies; and
- policy documents.

The following categories of documents are available (otherwise than under the FOI Act) free of charge upon request, and are also on the OFLC website:

- publications, film/videotape and computer games classification guidelines;
- publications, including the results of research projects;
- OFLC annual reports on activities (some years are out of print);
- application forms for classification and review; and
- information on how to apply and classification fee schedules.

FOI Requests during 2001-2002

During the reporting period three new requests were received under the FOI Act. Of these, two were finalised during the period.

Privacy

As required by the *Commonwealth Privacy Act 1988*, the OFLC maintains a written record of the classes of personal information that it holds and submits a copy of that record to the Office of the Federal Privacy Commissioner for publication in the annual Personal Information Digest. The Digest is available from the Office of the Federal Privacy Commissioner. Information about records held by the OFLC can be obtained by writing to:

The Privacy Contact Officer
Office of Film and Literature Classification
Locked Bag 3
HAYMARKET NSW 1240

Judicial Decisions

During the reporting period there were no matters dealt with in the Federal or High Court in connection with the OFLC, the Board or the Review Board.

Decisions by Administrative Tribunals

During the previous reporting period an application was made to the Administrative Appeals Tribunal (AAT) for a review of the Director's decision to refuse the importation of a prohibited import under Regulation 4A of the Prohibited Imports Regulations. In the reporting period, the AAT affirmed the Director's decision.

During the reporting period, another application was made to the AAT for a review of the Director's decision to refuse the importation of a prohibited import under Regulation 4A of the Prohibited Imports Regulations. The matter is ongoing.

Reports by the Auditor-General

There were no reports on the operations of the OFLC, the Board or the Review Board by the Auditor-General in the reporting period.

Reports by Parliamentary Committee

In May 2002, senior officers of the OFLC appeared before the Senate Legal and Constitutional Legislation Committee Consideration of Budget Estimates hearing and answered questions put by members of the Committee. Responses to some questions were deferred to be dealt with on notice. The Committee reported on the OFLC's proposed expenditure in March and June 2002 and tabled its *Report on the Examination of Annual Reports No. 1 of 2002* in March 2002.

The New South Wales Legislative Council's Standing Committee on Social Issues referred to the OFLC in one of its reports on the New South Wales *Classification (Publications, Films and Computer Games) Enforcement Amendment Bill 2001*.

The Committee's final report on the New South Wales Bill, titled *Safety Net? Inquiry into the Classification (Films, Publications and Computer Games) Enforcement Amendment Bill 2001 Final Report: On-line Matters* was tabled in the New South Wales Legislative Council in June 2002. The OFLC is considering those matters in the report that relate to the office.

Commonwealth Ombudsman

No matters involving the OFLC, the Board or the Review Board were referred by outside agencies or individuals to the Commonwealth Ombudsman during the reporting period.

Appendix Six — Staffing Matters

Overview

The OFLC employed 48.8 staff (full-time equivalent basis) at 30 June 2002. This includes both Board members and staff engaged under the *Public Service Act 1999*. Tables showing a detailed breakdown of these numbers by location, broad-banded classification and gender are presented below. The tables also show staffing details at 30 June 2001 for comparison. There has been only a small increase in the number of operative and paid inoperative staff despite the recruitment to four new employment opportunities introduced during the reporting period in accordance with the organisation structure adopted following a review of the operations of the OFLC by KPMG which was finalised in 1999-2000.

In relation to the method of recording:

- The tables include staff employed under the *Public Service Act 1999* (APS staff) and appointed to the Board under the Classification Act (Board members). Review Board members are not included in the figures.
- APS staff include ongoing and non-ongoing staff (including APS staff on temporary movement from other agencies), casual and part-time staff.
- Board members include those appointed under section 48 of the Classification Act (who are recorded as ongoing staff) and temporary and acting appointments under sections 50 and 66.
- Part-time APS staff and Board members are shown as full-time equivalents other than in the Part-time Staff, Non-ongoing Staff and Equal Employment Opportunity tables which reflect actual numbers.
- With the co-location of the CLS staff during the reporting period, all OFLC staff and Board members are now located in the OFLC's Sydney premises.

Operative and Paid Inoperative Staff

This table shows all staff, including Board members on duty or on paid leave as at 30 June 2002. The table reports actual occupancy, so if an employee was on paid leave as at 30 June and another temporarily assigned that employee's normal duties, then two employees are recorded against the one set of duties.

Unpaid Inoperative Staff

This table shows all staff, including Board members, on long term leave without pay as at 30 June 2002.

Part-time Staff

This table is a breakdown of part-time staff as at 30 June 2002. It includes paid inoperatives and those temporarily assigned to higher duties.

Non-ongoing Staff

This table is a breakdown of non-ongoing staff as at 30 June 2002. It includes paid inoperatives and those temporarily assigned to higher duties. It also includes ongoing APS staff on temporary movement from other APS agencies.

Staff Numbers at 30 June 2001 and 30 June 2002 (includes APS Staff and Board Members)

	As at 30 June 2001									As at 30 June 2002								
	Classification		SES		EL 1-2		APS 1-6		Total	Classification		SES		EL 1-2		APS 1-6		Total
	Board Members		M	F	M	F	M	F		M	F	Board Members		M	F	M	F	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Operative and Paid Inoperative Staff																		
NSW	4.6	6	0	1	4	5.4	11	12	44	3.6	6.2	0	1	4	7	10	16	46.8
VIC	0	0	0	0	0	0	1	0	1	-	-	-	-	-	-	-	-	-
	4.6	6	0	1	4	5.4	12	12	45	3.6	6.2	0	1	4	7	12	13	46.8
Unpaid Inoperative Staff																		
NSW	1	1	0	0	1	2	0	2	7	1	0	0	0	0	0	1	1	2
VIC	0	0	0	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-
	1	1	0	0	1	2	0	2	7	1	0	0	0	0	0	1	1	2
Part-time Staff																		
NSW	1	2	0	0	0	1	0	0	4	1	2	0	0	0	2	0	0	5
VIC	0	0	0	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-
	1	2	0	0	0	1	0	0	4	1	2	0	0	0	2	0	0	5
Non-ongoing Staff																		
NSW	0	0	0	0	1	2	3	3	9	0	0	0	0	1	1	3	3	5
VIC	0	0	0	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-
	0	0	0	0	1	2	3	3	9	0	0	0	0	1	1	3	3	5

Board Membership

Under section 48 appointments to the Board are made by the Governor-General on the recommendation of the Attorney-General. Terms are generally for three years although members may be appointed for further terms. Under the Classification Act, appointments to the Board may not exceed a total of seven years. These appointments are subject to prior consultation with State and Territory Ministers responsible for censorship in accordance with subsection 48(3) of the Classification Act.

Under section 66 of the Classification Act, the Minister may appoint a person to act as a member of the Board during a vacancy in the office and, under section 50, temporary members may be appointed to ensure the efficient dispatch of the Board's business.

Board Movements

During the reporting period Mr Simon Webb ceased his appointment as Deputy Director on the expiry of his term on 31 December 2001. Mr Paul Hunt, Senior Classifier on the Board, has been acting in the office of Deputy Director since 22 August 2001. Wendy Banfield has been acting as Senior Classifier since 22 August 2001. One Board member, Ms Kathryn Reidy, resigned on 14 March 2002 on engagement as an APS staff member of the OFLC.

Remuneration of Senior Executive Employees

The OFLC has only one Senior Executive Service (SES) employee, the Marketing and Development Manager, SES Band 1. Remuneration and other conditions of employment are established by an Australian Workplace Agreement (AWA) for this employee, within the range of remuneration offered at that level within the APS.

Given that this person is the only employee at any level to be covered by an AWA, inclusion of details of the remuneration package is not possible without revealing the specific terms of the AWA.

The Director and Deputy Director are statutory appointees equivalent to SES Band 3 and 2 respectively. Remuneration for these offices is established by the Remuneration Tribunal.

Performance Pay

An aggregate amount of \$10,061 was paid to APS staff as performance pay during the reporting period. A total of five APS staff members received performance pay during the reporting period. Given the small number of APS staff in OFLC, a greater disaggregation of performance pay is not possible without identifying payments to individuals.

**Salary Ranges Available for APS Employees under the OFLC Agency Agreement
2001-2003**

Classification	Salary (\$) from 15.5.01	Salary (\$) from 15.5.02
Executive Level 2	81,564	84,826
	78,918	82,075
	73,420	76,357
	69,584	72,367
Executive Level 1	65,206	67,814
	60,375	62,790
APS Level 6	54,230	56,399
	52,208	54,297
	49,710	51,698
	48,385	50,320
	47,209	49,098
APS Level 5	46,350	48,204
	45,080	46,883
	43,710	45,459
APS Level 4	42,551	44,253
	41,487	43,147
	40,435	42,052
	39,188	40,756
APS Level 3	37,950	39,468
	36,992	38,472
	36,075	37,518
	35,161	36,568
APS Level 2	34,233	35,602
	33,398	34,734
	32,554	33,856
	31,721	32,989
	30,870	32,105

Representation of Equal Employment Opportunity Groups within Salary Levels at 30 June 2002

These figures relate to ongoing and specified term employees of the APS and all Board members, include all inoperatives and are based on actual classifications.

Percentages are shown as whole numbers. Percentages for women and staff with Equal Employment Opportunity (EEO) data are based on total staff. Percentages for other groups are based on staff for whom EEO data was available.

Salary Range \$	Total No. of staff	Women	People of non English speaking background (1st generation)	People of non English speaking background (2nd generation)	Aboriginal and Torres Strait Islander people	People with disabilities	Staff with EEO data
32105-39468	7	4 57%	1 20%	0 0%			5 71%
40756-44253	7	4 57%	2 29%		0 0%		7 100%
45459-48204	3	3 100%		1 33%			3 100%
49098-56399	9	3 33%			1 13%	1 13%	8 89%
62790-67814	7	5 71%	1 14%				7 100%
70100	8	5 63%	1 13%				8 100%
72367-84826	5	3 60%					5 100%
85000 – 100000	1	1 100%					1 100%
88950	2	2 100%					2 100%
120550	1						1 100%
147100	1						1 100%
Total	51¹⁴	30 59%	5 10%	2 2%	1 2%	1 2%	47 92%

¹⁴ This figure reflects actual numbers and is different from the full-time equivalent figure.

Appendix Seven — Commonwealth Disability Strategy

The OFLC recognises its obligations regarding the right of people with disabilities to participate in all aspects of the community. To help them to do this, the OFLC is working to ensure an inclusive approach towards people with disabilities in the conduct of its activities.

The OFLC, although a small agency, may be seen, within the framework of the Commonwealth Disability Strategy, to have four roles — policy adviser, regulator, service provider and employer.

Policy Adviser

The OFLC has a policy advisory role in relation to the national classification scheme. This activity has very limited direct effect on people with disabilities. However, there is a need to ensure equal access for people with disabilities in relation to consultation on policy, legislation and guidelines changes. It is important that the Board reflects broad Australian community standards and, in this context, it is particularly important that all Australians are able to have input into the review of classification guidelines which inform classification decisions.

Public consultation in relation to classification matters is undertaken primarily through written submissions.

During the reporting period work has proceeded on a revised website for the OFLC which will allow for the clearer presentation to the community of information, including consultation related information, in accessible electronic formats. The new website will play an important role in the OFLC's interaction with clients and the community (see pages 60 and 64).

Regulator

The Board has a regulatory role in that it classifies material. Compliance under the national classification scheme is regulated by State and Territory classification enforcement legislation. Classification services are provided substantially to commercial producers, distributors or retailers. While publicly available information on regulations and compliance reporting has not, to date, been provided in a range of accessible formats, such information will soon be made available, as appropriate, on the OFLC's website in accessible electronic formats.

Service Provider

The OFLC has a service provider role through, primarily, the provision of classification services to commercial applicants for a fee. While the provision of these services does not appear to have any greater impact on people with a disability than it does on the community generally, provision is being made for improved access for people with disabilities to information through accessible electronic formats on a revised website.

OFLC has a complaints handling procedure in place that includes access to the Commonwealth Ombudsman.

Employer

As a relatively small employer, the OFLC is able to sustain a flexible and responsive approach to its obligations under the *Disability Discrimination Act 1982*.

During the reporting period an employment page was added to the existing OFLC website providing recruitment information in accessible electronic formats in accordance with National Office for the Information Economy guidelines. Additionally, enquiries may be made, and applications lodged, electronically.

Provision continues to be made for any applicants with a disability to indicate the need for, and to discuss, any particular requirements for interview. The size of the OFLC allows all recruitment to be managed by the Human Resources section which is conversant with, and has information on, the principle of reasonable adjustment.

The OFLC's Harassment policy, finalised during the reporting period, provides support for employees with disabilities through guidance as to what may constitute inappropriate behaviour towards employees with disabilities and procedures to address such behaviour.

The OFLC's Performance and Development Review Scheme provides opportunities for all employees, including those with disabilities, to agree on development strategies to support their changing needs and ability to pursue a career path.

The individual needs of all staff are considered in providing them with training or referring them to external training providers. Most training and development is provided externally and, as appropriate, the content of external training is checked for information on disability issues where relevant to the program.

The handling of applications for review of employment actions within the OFLC includes provision for reference to external mechanisms.

Appendix Eight — Other Information

Competitive Tendering and Contracting

Competitive tendering and contracting provides agencies with the ability to explore alternative service delivery options, under arrangements which adhere to the objectives of value for money, open and effective competition, ethics and fair dealing, accountability and reporting, national competitiveness and industry development, and support for other Commonwealth policies.

The OFLC continued development of its market testing program of corporate services in the reporting year.

At year's end market testing of firewall and related IT security services was in-train and will be completed in the coming year.

Discretionary Grants

The OFLC made no discretionary grants in the reporting period.

Environmental Performance

The OFLC is aware of the Government's commitment to ecologically sustainable development, and attempts as far as possible to minimise environmental impact.

As far as possible, recycled paper is used, and information is disseminated electronically throughout the office. Waste paper is recycled.

The premises occupied by the OFLC incorporate a range of energy efficient technologies.

Purchasing

The OFLC's procurement procedures are in accordance with the policies and principles set out in the Commonwealth Procurement Guidelines.

Advertising and Market Research

The OFLC engaged Starcom Worldwide (Australia) Pty Ltd, a media advertising organisation, to coordinate press advertising for recruitment exercises and nationwide information campaigns. Payments to Starcom totalled \$61,502 which included the cost of newspaper advertisements.

Additionally, AC Nielsen Australia Pty Ltd was engaged for market research. The purpose of this commission was to gauge consumer familiarity with the OFLC and classification information. This research will be used to inform future education and other initiatives (see Appendix Four).

Payments to AC Nielsen totalled \$19,424.

Consultancies

In 2001-2002 the OFLC let four consultancy service contracts. Expenditure on consultants during the year totalled \$68,827.

The main categories of purposes for which consultants were engaged were assistance with specialist recruitment activities, and acquisition of specialist administrative skills. Two consultancy contracts in excess of \$10,000 were let during the year, and these are detailed below.

The OFLC applies the principles and policies of the Commonwealth Procurement Guidelines when engaging consultants. Except where particular skills are required, the OFLC engages consultants via a tender process.

Name of Consultant	Purpose of the Consultancy	Contract Amount	Selection Process Used	Reasons for Engagement
Lyncroft Consulting Group	Assistance with recruitment of Classification Board members	\$58,038	Select Tender	Supplement in-house skills and capacity
International Conferences	Assistance in the management and organisation of an international conference	\$18,775	Select Tender	Supplement in-house skills and capacity

Correction of Material Errors in the 2000-2001 Annual Report

1. On page 84 of the 2000-2001 Annual Report it was erroneously reported that, in accordance with section 33 of the Classification Act, 48 certificates of exemption in relation to eligible films were granted.

This should have been reported as:

In accordance with section 33 of the Classification Act, 99 certificates of exemption in relation to eligible films were granted.

2. On pages 71, 72 and 82 of the 2000-2001 Annual Report it was erroneously reported that the Classification Review Board reviewed 21 titles. This should have been reported as 22. The omitted title was the film *The Monkey's Mask*.

The Board classified *The Monkey's Mask* R18+. An application was submitted for review of the Board's decision. The Review Board dismissed the application and the film retained its R18+ classification.

This omission affects other totals in the Classification Review Board section of the 2000-2001 Annual Report.

Glossary

Term/ abbreviation	Explanation
ABA	Australian Broadcasting Authority
ACS	Australian Customs Service
Advertising Exemption Scheme	A scheme that allows for the advertising, under legal conditions, of certain cinema films in advance of their classification.
2001 Amendment Act	<i>Classification (Publications, Films and Computer Games) Amendment Act (No. 1) 2001</i>
ANAO	Australian National Audit Office
Approved organisation	An organisation approved for the purpose of screening unclassified films at film festivals.
APS	Australian Public Service
ARIA	Australian Record Industry Association
ARIA Code	ARIA Code of Practice for Labelling Product with Explicit and Potentially Offensive Lyrics
Attorney-General	Commonwealth Attorney-General, and Commonwealth Minister responsible for censorship matters.
Authorised assessor	A person authorised by the Director to make recommendations to the Board on the classification of computer games that are likely to be classified G, G8+ or M15+.
Board, the	Classification Board
CD	Compact disc (audio)
CD-ROM	Compact disc – read-only memory
Censorship Ministers	Commonwealth, State and Territory Ministers responsible for censorship matters; meetings are held under the auspices of SCAG.
Classification Act (Commonwealth)	<i>Classification (Publications, Films and Computer Games) Act 1995</i>
Classification Board, (the Board)	Statutory body created by the Classification Act. The Classification Board classifies computer games, films (including videos and DVDs) and submittable publications.
Classification guidelines	Guidelines on the application of the National Classification Code, approved by Censorship Ministers. Separate guidelines exist for the classification of publications, films, and computer games.
Classification markings	Classification symbols, descriptions and consumer advice lines, as determined by the Director.
Classification Review Board, (the Review Board)	Statutory body created by the Classification Act. The Classification Review Board is a part-time statutory body convened, as required, to review decisions made by the Classification Board.
Classifier	A full-time, part-time, acting or temporary member of the Classification Board.

Code, the	The National Classification Code
Community Liaison Officer scheme	Now known as the Community Liaison Scheme (CLS).
Community Liaison Scheme (CLS)	Formerly known as the Community Liaison Officer (CLO) scheme. A scheme designed to assist retailers and distributors of publications, films and computer games to comply with their legal obligations under the national classification scheme.
Computer games classifications	
G	General
G8+	Suitable for children 8 years and over
M15+	Recommended for mature audiences 15 years and over
MA15+	Restrictions apply to persons under the age of 15
RC	Refused Classification
Consumer advice	The Classification Board and Classification Review Board determine consumer advice for films, computer games and certain publications. Films classified PG, M, MA15+, R18+ and X18+, and computer games classified G8+, M15+ and MA15+ must carry a consumer advice line, in addition to the classification symbol. Consumer advice gives the principal elements that contributed to the classification of the product and indicates the intensity and/or frequency of those elements. The Board and the Review Board may also apply consumer advice to films and computer games classified G, and publications classified Unrestricted.
<i>Customs (Prohibited Imports) Regulations 1956</i>	Customs (Prohibited Imports) Regulations made under section 50 of the <i>Customs Act 1901</i> (Commonwealth); Regulation 4A relates to the importation of publications (including films and computer games and other goods).
Deputy Director	Full-time member of the Board who may exercise the Director's powers in the Director's absence.
Director	Full-time member of the Board who is responsible for the management of the Board's administrative affairs and those of the OFLC.
DVD	Digital versatile disc
EEO	Equal Employment Opportunity
EAP (Employee Assistance Program)	A confidential counselling facility made available to Board members and APS staff at the OFLC, designed to assist in overcoming work and personal difficulties and enhance general wellbeing.
Film (including video and DVD) classifications	
G	General
PG	Parental guidance recommended for persons under 15 years
M15+	Recommended for mature audiences 15 years and over
MA15+	Restrictions apply to persons under the age of 15
R18+	Restricted to adults 18 years and over
X18+	Restricted to adults 18 years and over
RC	Refused Classification
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
HR	Human Resources
IT	Information Technology
Media convergence	The combining of "traditional" media via "new technology", such as DVDs, CDs, computer games and the internet.
National classification scheme	A cooperative Commonwealth, State and Territory regulatory scheme for classification of publications, films and computer games.

National Classification Code	A schedule to the Classification Act that sets out the classification categories and their content.
NESB	Non-English Speaking Background.
Office of Film and Literature Classification	Commonwealth agency that provides administrative support to the Board and the Review Board.
OFLC	Office of Film and Literature Classification
OH&S	Occupational Health and Safety
Publications classifications	
Unrestricted	Unrestricted
Category 1 – Restricted	Not available to persons under 18 years
Category 2 – Restricted	Not available to persons under 18 years
RC	Refused Classification
Review Board	Classification Review Board
SCAG	Standing Committee of Attorneys-General
Senior Classifier	Full-time senior member of the Classification Board.
SES	Senior Executive Service
Staff Development Assistance Program	Financial and leave assistance provided by the OFLC to staff undertaking formal study.
Standing Committee of Attorneys-General (SCAG)	Committee comprising the Attorneys-General of the Commonwealth, States and Territories.
Submittable publication	An unclassified publication that is unsuitable for a minor to see or read, and likely to cause offence to a reasonable adult to the extent that the publication should not be sold or displayed as an unrestricted publication.

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