

Question No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page and Hearing Date or In Writing	Date received	Date tabled
1.	Prog 1.2	Urquhart	E-Government Branch	<p>Senator URQUHART: How many staff are currently engaged in the Digital Economy Branch?</p> <p>Mr Rizvi: I do not think we have a Digital Economy Branch anymore. You may be referring to the E-government Branch, which has—and I will need to take this on notice—fewer than 10 staff.</p>	Pg 4 25/2/2014	15/5/14	
2.	Prog 1.3	Urquhart	Best Practice Regulation Reports	<p>Senator RUSTON: I would like to ask you about the best practice regulation reports of 2012 and 2013. Those reports show that the department made an exceptional circumstances claim for not doing a regulatory impact statement with regards to the convergence review. Specifically, it states: A range of measures including the introduction of Australian content requirements; a decision not to issue spectrum or broadcast licenses for a fourth free-to-air television network; and the repeal of the “75 per cent reach rule”. Also the extension of the Telstra retail price controls to June 2014 and in relation to the problem gambling initiative. What were the circumstances that led to the request and the granting of exceptional circumstances in relation to not doing a regulatory impact statement?</p> <p>Mr Clarke: I don't think we are going to be able to give you a comprehensive answer from the floor. But your question is, what was the basis of the request?</p> <p>Senator RUSTON: Yes. What were the circumstances that led up to applying exceptional circumstances to not doing a regulatory impact statement in relation to that.</p> <p>Mr Clarke: When you say 'circumstances' do you mean, what was the basis of the claim?</p> <p>Senator RUSTON: Yes. What was that basis and the justification for the decision? I suppose it would be interesting to know, had you been required to do a regulatory impact statement, what kind of level of work and resources would have needed to be applied to</p>	Pg 6/7 25/2/2014	19/5/14	

				<p>it. Further to that, did the department have a view of what the likely impact would have been had you actually undertaken it? This may all play out in the reasons why you actually chose to seek that in the first place.</p> <p>Mr Clarke: We can possibly give you a partial answer now, which I will ask Mr Rizvi to respond to. But I think the bulk of your question will need to be taken on notice.</p> <p>Mr Rizvi: In respect to the IGA review, we were in close contact with the Office of Best Practice Regulation on the conduct of that review. The intention was that, to the extent that the government may have decided to proceed with the recommendations to modify the IGA, then a comprehensive regulation impact statement would have been developed. As it turned out, the previous government did not proceed to modify the act as a result of that review. As a result, a regulation impact statement was not required.</p> <p>Senator RUSTON: I will be interested in your detailed response. Okay. I am being wound up by the Chair.</p>			
3.	Corporate	Ruston	Union funding	<p>Senator RUSTON: The inevitable question: did your agency provide any funding to unions during the past three years?</p> <p>Mr Clarke: Not to my knowledge, but I will double-check the answer to that question.</p> <p>Senator RUSTON: Were there any last minute decisions to have any ministerial appointments, appointments to boards or other senior roles in the period immediately prior to the caretaker mode that you are aware of?</p> <p>Mr Clarke: There are none that immediately come to mind, but that is a question on which I will be able to check the records and give you a precise answer.</p> <p>Senator RUSTON: Thank you.</p>	Pg 16/17 25/2/2014	19/5/14	
4.	ACMA	Urquhart	Broadcasting Investigations – Alan Jones	<p>Senator URQUHART: How many investigations did the ACMA instigate into broadcast by Alan Jones in 2013?</p> <p>Ms McNeill: Again, I do not have those figures to hand. But we would regard that as an investigation, again, against the licensee rather than against Mr Jones or any particular personality or presenter.</p> <p>Senator URQUHART: Okay. Well, I understand that there are</p>	Pg 7/8 25/2/2014	15/5/14	

				<p>about 10 into that. Again, what were those investigations into?</p> <p>Ms McNeill: Typically the same suites of issues. Again, my memory is that there was a combination of breach and non-breach findings.</p> <p>Senator URQUHART: Are you able to provide on notice a little bit more detail about both of those?</p> <p>Ms McNeill: I am happy to give you that.</p>			
5.	ACMA	Urquhart	Broadcasting Investigations – ABC radio	<p>Senator URQUHART: How many investigations did the ACMA instigate into broadcasts by ABC radio in 2013?</p> <p>Ms McNeill: I do have those figures for the financial years but not by calendar year. In the 2012–13 financial year we opened 57 investigations into the ABC's compliance with codes of the act. In 2013–14, to date we have opened 29 investigations.</p> <p>Senator URQUHART: Would you be able to break that down into 2013 and provide some further information on that on notice as well?</p> <p>Ms McNeill: I would, yes.</p> <p>Senator URQUHART: And what were those investigations into?</p> <p>Ms McNeill: Again, a full gamut of matters. Some of them concerned captioning, some concern accuracy, some concern complaints about impartiality and there is some concern about harm and offence. There is a provision in the ABC code dealing with harm and offence. It is a full range of matters.</p> <p>Senator URQUHART: Again, if you could provide a bit more detail on notice, that would be great.</p>	Pg 8 25/2/2014	15/5/14	
6.	ACMA	Urquhart	Digital Radio Technologies	<p>Senator URQUHART: Am I correct that the two technologies favoured in that review are DAB+ and DRM? Can you inform the committee of the difference between them?</p> <p>Ms Cahill: Sorry, Senator, I do not have that information available. I would have to take the details on notice. But broadly speaking, you are right: those are the two technologies that are being canvassed. We will provide detailed information on the technologies.</p> <p>Senator URQUHART: Can you tell me why technical trials are only being conducted on the DAB+?</p> <p>Ms Cahill: Again, I would have to take that question on notice.</p>	Pg 10 25/2/2014	15/5/14	

7.	ACMA	Pratt	Copper thickness	<p>Senator PRATT: Finally, I want to take the opportunity to follow up on a question that the ACMA took on notice at the Senate select committee on the NBN. In particular, it was in relation to the thickness of copper. In the ACMA's view, does reducing the diameter of copper wire have a greater effect on the attenuation of high frequencies used for data than it does for lower frequencies used for voice? I do appreciate that that is quite a technical question.</p> <p>Mr Chapman: I can't recall that particular question. Nor can I recall the ACMA response, but in any event we would need to take that on notice, and I qualify that by saying if it is a relevant consideration within our remit. ACMA, as an overarching statement, has a role in telecommunications with respect to consumer protections. We have very little visibility under our areas of responsibility for the state of Telstra's copper. Contrary to urban myth, it is not a matter we have a particular role with respect to.</p> <p>Senator PRATT: I wouldn't call it an urban myth, but arguably you have a role in reporting and advising the minister in relation to matters affecting consumers or proposed consumer carriage services. Clearly, the extent to which one consumer in one region gets different services to another because of the state of Telstra's copper network would be relevant.</p> <p>Mr Chapman: I accept your response, Senator. I was just simply trying to make the point that we aren't the source of truth for the state of Telstra's copper. We have a number of peripheral roles in that space, including some that Mr Tanner is just going to touch on.</p>	Pg 11/12 25/2/2014	15/5/14	
8.	ACMA	Pratt	CNI database	<p>Senator PRATT: So you have not yet accessed the CNI database, but clearly that kind of information is relevant to the kind of information you are already highlighting?</p> <p>Mr Tanner: We collect and we publish a fair bit of information about the performance of the fixed line network, including a fair bit of information on faults—the total number of faults from year to year. You can see the series data and the percentage of subscriber lines in any given month that experience problems. We publish that data. The number of lines that experience more than</p>	Pg 12 25/2/2014	15/5/14	

				<p>three faults in a 60 day period, we publish that data as a time series. The number of lines that experience more than, I think, four faults over a 365 day period, we publish time series on that as well. It is all in the communications report. So there is a substantial amount of data which is collected from the major carriers and put in the public domain.</p> <p>Senator PRATT: Wouldn't the CNI database be a good complement to that information?</p> <p>Mr Tanner: I would have to take that on notice.</p> <p>Senator PRATT: Can you take on notice the question about attenuation of frequencies for data versus voice? Clearly they are all related. In addition, could you also advise whether poor joints and the corrosion on the surface of a copper wire has a greater effect on the attenuation of higher frequencies used for data than it does for lower frequencies used for voice? Again, I would be happy for you to take that on notice to get ACMA's views.</p> <p>Mr Chapman: I can't guarantee that they are matters within our expertise, but we will take it on notice and respond genuinely with respect to the limits of our expertise.</p> <p>Senator PRATT: Okay. I would hope, given that they may be matters that affect consumers, that it is something that you could see to be within your remit, notwithstanding the clearly complex issues. Thank you.</p>			
9.	ACMA	Urquhart	Network reliability framework	<p>Senator URQUHART: I have a question in relation to the fault data that you referred to in answer to one of the questions from Senator Ruston. Was that voice or ADSL faults that you referred to?</p> <p>Mr Tanner: The two graphs that I was comparing are basically on the network reliability framework, Telstra's fixed line telephone services network.</p> <p>Senator URQUHART: Is that voice?</p> <p>Mr Tanner: It certainly is voice, but I am not sure whether it is limited to voice. I am sorry; I do not know that off the top of my head.</p> <p>Senator URQUHART: Would you be able to take that on notice and get back to us?</p> <p>Mr Tanner: Yes, I can.</p>	Pg 15 25/2/2014	15/5/14	

				Senator URQUHART: Thank you.			
10.	ACMA	Urquhart	Telstra's copper network	<p>In relation to the operation of Telstra's copper network:</p> <ol style="list-style-type: none"> Is the transmission of the high frequencies used for broadband services over copper pairs more susceptible to faults caused by poor joints and copper corrosion than voice frequencies? Where field technicians find that an allocated twisted pair is not working they will sometimes utilise an "unmatched" pair by using one wire from each of two twisted pairs. If this pair is used for broadband will other pairs in the cable experience greater interference at voice frequencies or at the higher frequencies used for broadband? When there is external interference from external sources (as referred to on page 42 of 154 on the summary of advice provided to the Department by NBN Co and published by Delimiter) does this affect all services in a cable? Does the ACMA support NBN Co's contention in the Strategic Review that voice fault rates are a suitable proxy for data faults that rely on higher frequencies? Is it the responsibility of the Department or the ACMA to understand the operation of Telstra's copper network and provide advice to Government? 	Written	15/5/14	
11.	ACMA	Urquhart	FTTN/VDSL	<p>On Mr Turnbull's personal website on a post of FAQ's on Coalition policy (http://www.malcolmturnbull.com.au/policy-faqs/coalition-broadband-policy-frequently-asked-questions) it states</p> <p>"In areas where the NBN was deployed using FTTN/VDSL, the most error-prone parts of the copper (the large bundles running between nodes and exchanges) will be replaced by fibre. We have been advised by several operators of large telco networks, that it is also important to remember that the on the "D-side" (ie between the node and the customer's premise) the most common maintenance issue is "shovel strike" – the accidental severing of a cable."</p> <ol style="list-style-type: none"> Is the contention that the large bundles between the exchange and the pillars are the most error prone part of Telstra's copper network correct? 	Written	15/5/14	

				b. Is the contention that the “most common maintenance issue” for cable between the exchange and a customer’s premise is “shovel strike” correct?			
12.	ACMA	Xenophon	Local Content	<p>As required by the Broadcasting Services (Material of Local Significance – Regional Aggregated Commercial Television Broadcasting Licences) Direction 2013, ACMA is investigating the operation and effectiveness of current local content requirements, including whether they should be extended to other regional areas of Australia.</p> <ol style="list-style-type: none"> 1. Can you provide an update on this investigation? 2. What consultation has ACMA undertaken with regional commercial television broadcasters? 3. Has ACMA surveyed people in regional Australia? What were the outcomes of the survey? 4. Given the Ministerial Direction required ACMA to complete its investigation by 29 December last year, can you advise of the new expected completion date? 	Written	15/5/14	
13.	ACMA	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the 	Written	15/5/14	

				<p>Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <ol style="list-style-type: none"> 3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 			
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				8. What reviews are planned? <ol style="list-style-type: none"> When will each planned review be commenced? When will each of these reviews be concluded? When will government respond to each review? Will the government release each review? <ol style="list-style-type: none"> If so, when? If not, why not? 			
14.	ACMA	Ludwig	Commissioned reports	<ol style="list-style-type: none"> Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? What is the current status of each report? When is the Government intending to respond to these reports? 	Written	15/5/14	
15.	ACMA	Ludwig	Briefings for other parties	Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include: <ol style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a 	Written	15/5/14	

				breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?			
16.	ACMA	Ludwig	Stationery requirements	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	15/5/14	
17.	ACMA	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 	Written	15/5/14	
18.	ACMA	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses 	Written	15/5/14	
19.	ACMA	Ludwig	Media training	<ol style="list-style-type: none"> 1. In relation to media training services purchased by each 	Written	15/5/14	

				<p>department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> a. Total spending on these services b. an itemised cost breakdown of these services c. The number of employees offered these services and their employment classification d. The number of employees who have utilised these services and their employment classification e. The names of all service providers engaged f. the location that this training was provided <p>2. For each service purchased from a provider listed under (1), please provide:</p> <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the 			
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				location			
20.	ACMA	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ol style="list-style-type: none"> How many ongoing staff, the classification, the type of work they undertake and their location. How many non-ongoing staff, their classification, type of work they undertake and their location How many contractors, their classification, type of work they undertake and their location How many are graphic designers? How many are media managers? How many organise events? 	Written	15/5/14	
21.	ACMA	Ludwig	Provision of equipment	<p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	15/5/14	
22.	ACMA	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <ol style="list-style-type: none"> List the items List the purchase cost List the ongoing cost List the staff and staff classification that receive the equipment. 	Written	15/5/14	
23.	ACMA	Ludwig	Computers	<ol style="list-style-type: none"> List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	15/5/14	

24.	ACMA	Ludwig	Travel costs - department	<ol style="list-style-type: none"> 1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	15/5/14	
25.	ACMA	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	15/5/14	
26.	ACMA	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 	Written	15/5/14	

				<p>7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013?</p> <p>8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
27.	ACMA	Ludwig	Consultancies	<p>1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3. Have any consultancies not gone out for tender? If so, which ones and why?</p>	Written	15/5/14	
28.	ACMA	Ludwig	Meeting costs	<p>1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	15/5/14	
29.	ACMA	Ludwig	Hospitality and entertainment	<p>1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date?</p>	Written	15/5/14	

				<p>Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
30.	ACMA	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 5. For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) 	Written	15/5/14	

				<ul style="list-style-type: none"> e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>6. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
31.	ACMA	Ludwig	Staffing profile	<ul style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	15/5/14	
32.	ACMA	Ludwig	Staffing reductions	<ul style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 	Written	15/5/14	

				<ol style="list-style-type: none"> 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 			
33.	ACMA	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period? 	Written	15/5/14	
34.	ACMA	Ludwig	Coffee machines	<ol style="list-style-type: none"> 1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013? <ol style="list-style-type: none"> a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? 	Written	15/5/14	

				<ul style="list-style-type: none"> b) Why were coffee machines purchased? c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result? d) Where did the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee? <p>2. Does the department/agency rent coffee machines for staff usage?</p> <ul style="list-style-type: none"> a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased. b) Why are coffee machines rented? c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d) Where does the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from 			
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				<p>Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
35.	ACMA	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing? 	Written	15/5/14	
36.	ACMA	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	15/5/14	
37.	ACMA	Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each 	Written	15/5/14	

				department/agency. 2. What are the reasons for taxi costs?			
38.	ACMA	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written	15/5/14	
39.	ACMA	Ludwig	Credit cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse?	Written	15/5/14	
40.	ACMA	Ludwig	Senate estimates briefing	1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur?	Written	19/5/14	

				<ul style="list-style-type: none"> b. How many versions of this information were shown to the minister or their office? <p>4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <ul style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? <p>5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.</p>			
41.	ACMA	Ludwig	Freedom of Information	<ul style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 	Written	15/5/14	

				<p>7. List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9. Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a. Of the officers designated as decision makers, how many</p>			
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				<p>have received formal training?</p> <p>b. Of the officers designated as decision makers, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <p>a. List those notified request</p> <p>b. How many instances were each of this requests brought to the office or the Minister's attention?</p> <p>c. How many of these items resulted in a separate formal brief being provided to the Minister?</p> <p>d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister?</p> <p>e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office?</p> <p>f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office?</p> <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for</p>			
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				<p>FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that</p>			
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				<p>forms part of the IPS must be published ‘to members of the public generally’?”?</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
42.	ACMA	Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government’s red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. Do members of the unit have access to cabinet documents? 7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written	15/5/14	

43.	ACMA	Ludwig	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 	Written	15/5/14	
44.	ACMA	Ludwig	Boards (for Departments or agencies)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 	Written	15/5/14	

			with boards)	<ol style="list-style-type: none"> 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 9. Please list board members who have attended less than 51% of meetings 10. what have catering costs been for the board meetings held this year; is alcohol served? 			
45.	ACMA	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> 1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. 2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> a. Signage. b. Stationery (please include details of existing stationery and how it was disposed of). c. Logos d. Consultancy e. Any relevant IT changes. f. Office reconfiguration. 3. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> a. Who was involved in reaching this decision? b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 	Written	15/5/14	
46.	ACMA	Ludwig	Building Lease Costs	What has been the total cost of building leases for the agency / department since September 7, 2013?	Written	15/5/14	

				<ol style="list-style-type: none"> 1. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. 2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ol style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. 4. For each building owned or leased by the department: <ol style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
47.	ACMA	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 	Written	15/5/14	

				<ol style="list-style-type: none"> 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 			
48.	ACMA	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	15/5/14	
49.	ACMA	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost. 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes. 	Written	15/5/14	
50.	ACMA	Ludwig	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	15/5/14	
51.	ACMA	Ludwig	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were 	Written	15/5/14	

				re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal?			
52.	ACMA	Ludwig	Market research	List any market research conducted by the department/agency since 7 September 2013. 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected?	Written	15/5/14	
53.	ACMA	Ludwig	Departmental upgrades	Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed?	Written	15/5/14	
54.	ACMA	Ludwig	Wine Coolers/Fridges	Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items?	Written	15/5/14	

55.	ACMA	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	15/5/14	
56.	ACMA	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
57.	ACMA	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
58.	ACMA	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 	Written	15/5/14	

				<ol style="list-style-type: none"> 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 			
59.	ACMA	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	15/5/14	
60.	Prog 1.1	Conroy	Areas unable to receive fixed broadband service	<p>Senator CONROY: Are the 700,000 premises, or the six per cent of the total, that are unable to receive a fixed broadband service mostly in areas where the NBN Co fixed wireless service and long-term satellite service will be provided?</p> <p>Ms Grainger: I would need to take that on notice to make sure that my language is absolutely correct for you. The 700,000 premises are, as you would expect, distributed across the country. But, when we look at the analysis in terms of the remoteness classification, more premises without access to fixed broadband services are in the remote locations. So that may lead you to think about what particular solution they may receive via the NBN.</p>	Pg 25 25/2/2014	27/5/14	
61.	Prog 1.1	Smith	Interim Satellite Service	<p>Senator SMITH: Thank you very much, Chair. Let me use the highly emotional language that going from 48,000 to 165,000 to 250,000 is extreme. I am surprised that the outrage that I am hearing from constituents has not been louder than it already is, and it is very, very loud. Let us move on from that point because I think it has been made. This is a question I will put to NBN if you do not have the answer. What is the current cost of the interim</p>	Pg 31 25/2/2014	15/5/14	

				<p>satellite service, in your understanding?</p> <p>Mr Robinson: It is probably a question best put to NBN Co. I can take it on notice.</p> <p>Senator SMITH: Perhaps you can let me know on notice whether or not my estimate of \$350 million is accurate or, if it is not accurate, what the difference might be.</p> <p>Mr Robinson: I will take it on notice, Senator. That is approximately what I think it would be.</p>			
62.	Prog 1.1	Urquhart	Independent cost-benefit analysis and review of regulation	<p>In reference to the <i>Independent cost-benefit analysis and review of regulation</i>:</p> <p>a. What resources are being made available for this review? How many staff in the Department have been allocated? Are any programs being replaced to fund it?</p> <p>b. What are the panel members being paid?</p> <p>c. The answer to question on notice number 47 from Supplementary Estimates noted that “external advisers may be required given the technical and specialised nature of some of the tasks.” Have any advisers been selected yet?</p> <p>d. How much are these advisers expected to cost? Has a budget been put aside for this?</p>	Written	15/5/14	
63.	Prog 1.1	Urquhart	Multi technology model	<p>On ABC radio on the 13 February, Dr Switowski said, QUOTE: “Post the election, and post the Strategic review, we’ve now agreed on a multi technology model.” The strategic review is quite prescriptive on the various technologies that will exist by the end of the planned rollout. The Strategic review states that in the fixed line footprint 24% of premises will have FTTP (mostly greenfields), 41% will have some form of FTTN and 28% will make do with HFC.”</p> <p>a. Will the CBA have any influence at all on the technology deployed in the redesigned NBN?</p> <p>b. If the CBA will have an influence on the technology employed, will this affect the financial assumptions for Scenario 6?</p> <p>c. If the CBA will have no influence on the technology employed, why is it being done?</p> <p>d. If the CBA finds that the benefits of an all fibre solution far outweigh the costs and is a superior option to a multi-</p>	Written	15/5/14	

				<p>technology mix, will an all fibre solution be employed?</p> <p>e. If the CBA finds that the costs outweigh the benefits under any technology scenario, will the NBN be abandoned altogether?</p>			
64.	Prog 1.1	Urquhart	Independent cost-benefit analysis and review of regulation	<p>The Terms of Reference of the <i>Independent cost-benefit analysis and review of regulation</i> were released on 12 December. The overall purpose of the review is to:</p> <p>“analyse the economic and social costs and benefits (including both direct and indirect effects) arising from the availability of broadband of differing properties via various technologies”</p> <p>The terms of reference then specify four aspects that are to be reported on, of which only the first refers to benefits.?</p> <p>a. Does this reference only refer to benefits and not costs?</p> <p>b. The reporting requirement on benefits uses different language to the description of the purpose, it requires the review to identify the “direct and indirect value, in economic and social terms, of increased broadband speeds”. What is the difference between “direct and indirect value” and the difference between “economic and social terms”?</p> <p>c. The review is required to consider the “benefits of alternative /potential technologies.” Is the “Panel of Experts” constrained in terms of what alternative or potential technologies it considers, or is it specifically required to look at the technologies laid out in the Strategic Review?</p> <p>d. The review is required to consider the extent to which market pricing mechanisms can capture the value of benefits. Is this a reference to the extent to which the NBN Co revenue can be considered as a proxy for the benefits?</p> <p>e. If that is the intention, is the Panel asked to review the revenue estimates included in the Strategic Review to consider whether these revenue estimates accurately reflect the assumptions about the future benefits?</p> <p>f. The Terms of Reference don’t refer to either the direct costs of the NBN or any wider social costs of the NBN. Is the Independent review is required to rely upon the costs provided by the NBN Co Strategic Review and that there are no social costs?</p>	Written	15/5/14	

65.	Prog 1.1	Urquhart	Independent cost-benefit analysis and review of regulation	<p>In reference to <i>Independent cost-benefit analysis and review of regulation</i></p> <ol style="list-style-type: none"> a. Is a review controlled by the Department typically understood to be an “Independent” review irrespective of whether external experts are involved? b. How will this independent review be conducted compared to how the Independent Review of regional communications is periodically conducted? c. What is generally meant by the phrase “cost benefit analysis”? d. Will the Expert Panel be required to conduct a full cost benefit analysis consistent with the Department of Finance Handbook of Cost-Benefit Analysis published in January 2006? e. A critical parameter for a Cost Benefit Analysis is the cost of capital, or discount rate, to be used to compare a sequence of future costs and benefits. Has the Panel of Experts been provided with any guidance on what discount rate it should use were it to indeed actually do a Cost-Benefit Analysis? f. When Cost-Benefit Analysis is used to compare alternatives – such as building Fibre to the Premises in one stage versus two – there are four alternative measures that can be used. These are the Net Present Value, the Benefit-cost Ratio, the Internal Rate of Return and the Payback Period. (see page 134 of the Handbook) Has the Panel of Experts been provided with any guidance on which method or methods to use in their analysis? 	Written	15/5/14	
66.	Prog 1.1	Urquhart	Independent cost-benefit analysis and review of regulation	<p>A “Panel of Experts” has been appointed to conduct the <i>Independent cost-benefit analysis and review of regulation</i></p> <ol style="list-style-type: none"> a. What is the specific expertise of Dr Michael Vertigan in conducting an independent cost-benefit analysis? Can details of cost-benefit analyses he has prepared be provided? b. What is the specific expertise of Dr Michael Vertigan on the regulatory arrangements for telecommunications? c. What is the specific expertise of Alison Deans in conducting an independent cost-benefit analysis? Can details of cost-benefit analyses she has prepared be provided? 	Written	15/5/14	

				<p>d. What is the specific expertise of Alison Deans on the regulatory arrangements for telecommunications?</p> <p>e. Given his previous roles Tony Shaw has clearly extensive experience in telecommunications regulation. What is the specific expertise of Mr Shaw in conducting an independent cost-benefit analysis? Can details of cost-benefit analyses he has prepared be provided?</p> <p>f. Mr Ergas has been very vocal as an advocate in telecommunications regulatory policy over many years. Apart from his purported Cost-benefit analysis of the NBN in 2010, what is the specific expertise of Henry Ergas in conducting an independent cost-benefit analysis? Can details of cost-benefit analyses he has prepared be provided?</p> <p>g. In a decision of the Australian Competition Tribunal in 2004 (Qantas Airways Ltd [2004] ACompT 9) the judge observed that Mr Ergas displayed an : “attitude and conduct that led to a conclusion of partiality and an inability to express an objective expert opinion.” Does this comment suggest Mr Ergas is suitable for selection to a Panel of Experts required to undertake an independent analysis?</p> <p>h. Mr Ergas together with Alex Robson conducted a Cost-benefit analysis which was both part of a Productivity Commission paper and submitted to the former Senate Select Committee on the NBN. Did the Department seek any advice on the quality of that CBA before Mr Ergas was appointed to the Panel of Experts?</p> <p>i. In that CBA the benefits of high speed services are entirely represented by a series of “willingness to pay” assumptions. Is that what the Department is expecting in the assessment of benefits from the Panel of Experts?</p> <p>j. In determining the willingness to pay that CBA made the following statement; <i>“The question then is whether the valuation of the incremental speed associated with the NBN outweighs the incremental costs. In considering this, it is important to remember that most currently envisaged applications function reasonably efficiently at speeds well below those contemplated either in</i></p>			
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				<p><i>the NBN world or in the counterfactual. Thus, over time, advances in compression and coding tend to reduce bit rate requirements, to some extent offsetting the tendency for applications to become ever more 'content rich'.</i>“</p> <p>Is this an accurate assessment of the demand for higher speed services? If so, can the Department explain why over 20% of fibre to the premises customers choose the 100 Megabit per second download product?</p> <p>k. The CBA considered the financial projections for twenty years, while NBN Co's Corporate Plan has modelled the project over thirty years. Has the Panel of Experts been given any direction on what time period is to be considered for its analysis?</p> <p>l. Mr Ergas has recently made a submission to the Productivity Commission inquiry on Public Infrastructure. In that submission Mr Ergas said: <i>“There are many technical deficiencies in project evaluation, including sloppy use of 'wider economic benefits' to get questionable projects over the line, and incorrect setting of discount rates.”</i></p> <p>Has the Department had any discussion with the Panel of Experts on how wider economic benefits will be incorporated in the cost-benefit analysis?</p> <p>m. Following on from the comment on discount rates, Mr Ergas submitted: <i>“the discount rates used do not properly incorporate a mark-up for optimism bias and other distortions in public sector decision-making. The extent of that mark-up should reflect the option value of deferring investment, which in turn depends on the extent to which updated cost and demand information could lead to a reconsideration of the timing and extent of investment.”</i></p> <p>Has the Department had any discussion with the Panel of Experts on discount rates and whether they should be marked-up for “distortions in public sector decision making” or for the value of delay?</p> <p>n. When will the Panel of Experts commence consultation for its</p>			
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				<p>cost benefit analysis rather than just the regulatory framework?</p> <p>o. When Mr Ergas appeared before the previous Senate Select Committee on 4 June 2010, referring to the Implementation Study, he said <i>“Given access to that information, it would be a matter of days to complete the cost-benefit appraisal of the project.”</i> Will the Cost-benefit analysis completed by the Panel of Experts take longer than “a matter of days”? If so, why was Mr Ergas wrong in the evidence he gave to that Committee?</p>			
67.	Prog 1.1	Urquhart	Independent cost-benefit analysis and review of regulation	<p>In reference to the <i>Independent cost-benefit analysis and review of regulation</i>;</p> <p>a. Was a forum with industry held on 24 February to discuss the review of regulation?</p> <p>b. Who attended the forum?</p> <p>c. How was it decided who would be invited to the forum?</p> <p>d. Will a transcript of the forum be included in the published documents of the review?</p> <p>e. Is it correct that Telstr’s Dr Warren advised the forum that Telstra had no interest in turning back from structural separation?</p>	Written	15/5/14	
68.	Prog 1.1	Urquhart	Broadband Quality and Availability Report	<p>In reference to the <i>Broadband Quality and Availability Report</i> and the mybroadband website;</p> <p>a. Has the Department been able to confirm the comments by Mr Turnbull on 4RO in April 2009 referred to in the hearing (Note: it was referred to in a media release by Minister Conroy on 4 June 2012)?</p> <p>b. Does the Minister’s claim then that 3.5 Mbps enabled him to do everything he needs to do, and his claim now that 4.7 Mbps in inadequate, reflect the fact that expectation of broadband speeds continues to increase?</p> <p>c. What proportion of the areas with inadequate broadband will be able to achieve a 25 Mbps download by 2016?</p> <p>d. Can the Department explain the study published on the Delimiter website (http://delimiter.com.au/2014/02/26/mybroadband-tracker-overestimates-broadband-speeds/) on 26 February that</p>	Written	15/5/14	

				<p>demonstrates that mybroadband's median speeds are closer to upper range speeds?</p> <p>e. Can the Department explain why the mybroadband website states that ADSL availability at CASE:17 is the highest availability rating while the Telstra Wholesale website states there are no available ports?</p>			
69.	Prog 1.1	Urquhart	Corporate Plan 2012-15	<p>NBN Co claims to be operating under the Corporate Plan 2012-15 that was published in August 2012.</p> <p>a. Does the Commonwealth Authorities and Companies Act (s42) require that the directors must prepare a corporate plan that covers a period of three years at least once a year and give it to the responsible Minister?</p> <p>b. When did NBN Co last give a Corporate Plan to the responsible Minister within the meaning of the Act?</p> <p>c. The Minister has said NBN Co will submit a revised Corporate Plan in June. However at the half year results announcement and at Estimates NBN Co indicated the Government would be provided a 2014-15 "budget" before June and a Corporate Plan later in the year. When NBN Co will be submitting a new Corporate Plan?</p> <p>d. Will that Corporate Plan cover at least a three year period as required by the CAC Act?</p> <p>e. Is NBN Co as a GBE complying with its obligations under the CAC Act? If not, has that been advised to the Directors of NBN Co?</p> <p>f. Section 82 of the National Broadband Network Companies Act also places an obligation on NBN to provide a Corporate Plan annually that covers a period of at least three years. Is NBN Co complying with this obligation?</p>	Written	15/5/14	
70.	Prog 1.2	Urquhart	Vodafone network	<p>The answer to Question on Notice 45 indicates the Department has no knowledge of the population or geographic coverage of the Vodafone network. Is that correct?</p> <p>a. Is the data on coverage for the Telstra and Optus networks based on the simple details provided on their websites?</p> <p>b. The Broadband Availability and Quality Report was unclear on how the wireless coverage data was provided. What methodology was employed to identify 3G and 4G coverage?</p>	Written	15/5/14	

				<p>Was the Department provided with detailed maps in digital format by one or more providers to generate this data?</p> <p>c. Have you been provided with detailed maps of their voice coverage?</p> <p>d. On what basis will areas be determined as mobile blackspot for the purposes of the Mobile Coverage Program?</p> <p>e. On the basis of the answers to Questions on Notice 45 or other sources by how much, as a percentage of Australia's land mass, will the Mobile Coverage Program increase mobile coverage?</p> <p>f. What previous programs have been run to extend mobile coverage since 1992, how much did each program cost and what extra coverage was achieved by each program?</p>			
71.	Prog 1.1	Urquhart	Australian Broadband Guarantee project	How much did the Australian Broadband Guarantee project cost and how many services were provided by it? What was the capability of these services?	Written	15/5/14	
72.	Prog 1.1	Urquhart	Telstra's copper network	<p>In relation to the operation of Telstra's copper network:</p> <p>a. Is the transmission of the high frequencies used for broadband services over copper pairs more susceptible to faults caused by poor joints and copper corrosion than voice frequencies?</p> <p>b. Where field technicians find that an allocated twisted pair is not working they will sometimes utilise an "unmatched" pair by using one wire from each of two twisted pairs. If this pair is used for broadband will other pairs in the cable experience greater interference at voice frequencies or at the higher frequencies used for broadband?</p> <p>c. When there is external interference from external sources (as referred to on page 42 of 154 on the summary of advice provided to the Department by NBN Co and published by Delimiter) does this affect all services in a cable?</p> <p>d. Does the Department support NBN Co's contention in the Strategic Review that voice fault rates are a suitable proxy for data faults that rely on higher frequencies?</p> <p>e. Is it the responsibility of the Department or the ACMA to understand the operation of Telstra's copper network and provide advice to Government?</p>	Written	15/5/14	

73.	NBN Co	Conroy	FSAMs	<p>Senator CONROY: Okay. So they have a contract to complete 36,000 by the end of the year?</p> <p>Mr Brown: There is a sunset date as to when they are going to be finished. That is December—effectively 12 months from when we made this amendment to our existing contract.</p> <p>Senator CONROY: So this was an amendment back in December.</p> <p>Mr Brown: Yes. Last December we signed the amending agreement to take a subset of the work that was part of the original contract and commit to dates and deliveries. The onus is on them to complete that. At this point in time there are two of the 16 FSAMs close to final completion. Nine have commenced work and five are yet to start. We would expect at this stage—</p> <p>Senator CONROY: Sorry, can I clarify? There is a completed set of FSAMs right now?</p> <p>Mr Brown: Yes.</p> <p>Senator CONROY: There are some that were underway prior to 16 December, and there was construction work underway—depending on if we can avoid the argument about what construction is, because I think Dr Switkowski accepted what construction was at the last Senate hearings—in more than 16 FSAMs.</p> <p>Mr Brown: That is correct.</p> <p>Senator CONROY: In how many FSAMs was work underway?</p> <p>Mr Brown: I would have to take that on notice. It was more than FSAMs.</p>	Pg 46 25/2/2014	20/5/14	
74.	NBN Co	Conroy	FSAMs	<p>Mr Brown: In clarifying: I referred to 16 FSAMs that are in the actual construction phase as against the design phase, and some of those are completely new start work.</p> <p>Senator CONROY: Okay. I accept that. That is what I am trying to clarify. What is new work that you have picked out and told them to go to on top of the 90,000 that were under construction and design—I am trying to avoid getting into an argument. So this 36,000 is a complete subset of that 90,000 or has some from outside that 90,000?</p> <p>Mr Brown: I will take it on notice to confirm, but I understand it is a subset of the 90,000 that were captured in the design phase;</p>	Pg 46/47 25/2/2014	27/5/14	

				but, again, many of those had had no work actually commenced in the street.			
75.	NBN Co	Conroy	FSAMs	<p>Senator CONROY: Depending on your definition of 'design' and 'construction'—but, as we have said, Dr Switkowski has accepted. But also Visionstream obviously had some difficulties, so it is possible that they, as you suggest, had done no work at all, not even the trundling down the street. Will Visionstream be paid in full for their original contract? Will they receive the same amount of money?</p> <p>Mr Brown: Will they be paid in full when they finish the work?</p> <p>Senator CONROY: Will they receive the same amount of money as they were forecast and announced on the stock exchange that they were going to receive for the 36,000 premises?</p> <p>Mr Brown: The amending agreement included new commercial terms, which are commercially sensitive and in confidence and we are not going to—</p> <p>Senator CONROY: I am just asking whether they are going to be paid the amount of money announced on the stock exchange and that you—not you, but the NBN has previously acknowledged. The question I am asking is: are they going to be paid the same amount of money for 225,000 premises or are they going to get paid for whatever they have already done, plus the 36,000? This is a very germane question that you will ultimately have to answer. It is not about the sensitivity about per FSAM; this is about a quantum, and quantum you have to tell us. So what is the quantum of the new contract?</p> <p>Mr Brown: As I have attempted to point out, the 36,000 premises that are covered by the 16 FSAMs under the amending agreement is a subset of the original contract. They will be paid consistent with the terms of the original contract and any amendments we make as part of that—</p> <p>Senator CONROY: Are you getting any money back from the—was the original contract \$350 million?</p> <p>Mr Brown: I would need to take that on notice. That is approximately correct.</p>	Pg 47 25/2/2014	27/5/14	
76.	NBN Co	Conroy	Visionstream	<p>Mr Brown: I am not withholding the information. Visionstream valued the contract at \$300 million when we made the original</p>	Pg 52 25/2/2014	27/5/14	

				<p>announcement. They released that to the Stock Exchange. They have not chosen to restate anything to the Stock Exchange, so clearly, in their view, it is not material in terms of any—</p> <p>Senator CONROY: So they are still receiving the \$300 million. 'Not material' is an important commercial term. To complete the 30,000, you said, that—</p> <p>Mr Brown: Thirty-six thousand premises.</p> <p>Senator CONROY: Thirty-six thousand. Does that include the ones that were done by Aurora the first time? I am just trying to not double-count on you.</p> <p>Mr Brown: Sure.</p> <p>Senator CONROY: So is that 36,000 of the 225,000 that were contracted to do? That is just so I am not unfair in the characterisation I will ultimately get to.</p> <p>Mr Brown: The 36,000 is a subset of work package for contract we provide.</p> <p>Senator CONROY: Okay. How many have Visionstream already completed—in other words, not the work that was done by Aurora in those first three sites in Tassie?</p> <p>Mr Brown: Bear with me as I calculate that number for you. Within scope, the contract is approximately 20—</p> <p>Senator CONROY: They have done 20?</p> <p>Mr Brown: We have passed 33,000 premises in Tasmania, of which approximately 27,000 are part of the contract with VPL.</p> <p>Senator CONROY: Okay—27,000?</p> <p>Mr Brown: Approximately. We can reconfirm those numbers.</p> <p>Senator CONROY: I will not hold you to that. That is a rough approximation. If you are able to identify it more clearly, that would be great.</p>			
77.	NBN Co	Conroy	November Estimates QoN 207	<p>Dr Switkowski: As I have just discovered, the question had eight parts and we have answered it in half a dozen lines. In the last line, it makes reference to the fact that it would require a diversion of resources. I think Senator Conroy is linking that line to a particular part of whatever one of those eight questions is. That may or may not be legitimate. We cannot tell until we take the time to have a look at it. I think Senator Conroy is being a touch mischievous.</p>	Pg 62/63 25/2/2014	20/5/14	

			<p>Senator CONROY: I am not being a touch mischievous. Can you produce that report for the Senate committee now? You know exactly which report I am talking about. We have had a discussion.</p> <p>Senator Fifield: I think that question will be taken on notice, Senator Conroy.</p> <p>CHAIR: He said he would look at it, Senator Conroy.</p> <p>Senator Fifield: Dr Switkowski indicated that he would appreciate the opportunity to study the full set of questions.</p> <p>Senator CONROY: If Dr Switkowski wants to say that, that is fine, but I did not hear him say that. Let him answer for himself.</p> <p>Dr Switkowski: I will take that on notice.</p> <p>Senator CONROY: That is two estimates in a row you have taken it on notice, just so we are clear.</p> <p>Dr Switkowski: No. We have answered—</p> <p>Senator CONROY: It was put on notice last time. I am asking about the answer.</p> <p>Dr Switkowski: But you have the answer in front of you.</p> <p>Senator CONROY: But we do not have the document in front of us. That is the actual point. I am happy that you have taken it on notice. I will move on. I want to ask you about the answer you gave to question on notice 207. Here your answer states: Please refer to answer to Question 205.</p> <p>Does question 207 ask for any information about FSAMs?</p> <p>Dr Switkowski: This asked us for data for about a dozen different dates and premises that had build instructions being issued. So it is a very detailed question about the nature of the construction build.</p> <p>Senator CONROY: That is the point of putting questions on notice. They can be detailed so you can give us detailed answers.</p> <p>CHAIR: Senator Conroy, please let them answer.</p> <p>Senator CONROY: I will come to my question. I am just drawing your attention to it so you could have a quick look at it. The reason given for providing no additional information in relation to question 205 was that information is not provided at FSAM level. What I am confused about is how an answer to question on notice 205 can be an answer to a question that had not</p>			
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				<p>been asked about FSAMs. You actually refer me to a question that has nothing to do with the question I actually asked you. It is a completely different question that I ask and you say, 'Go and look at 205.'</p> <p>Dr Switkowski: I will have to reflect on that and come back to you.</p>			
78.	NBN Co	Ludlam	MDUs	<p>Senator LUDLAM: Maybe not at the table. We were asked to keep their material confidential. My colleagues in Melbourne have approached us about a residents association, which has informed us that NBN has been rolled out in a whole neighbouring area around a particular public housing estate in Carlton. Because of technical issues around MDUs, this estate has been left behind. I can be as specific as you like. They are now quite worried that they will not be connected. Can you give us any comfort? Maybe you addressed this in passing in your opening statement. They have had a philanthropic offer for a wireless system for the whole estate if it can be connected to NBN Co's hardware. It is the Carlton public housing estate across six buildings. I presume you are familiar with the area. It is just immediately north of Melbourne.</p> <p>Dr Switkowski: I am.</p> <p>Senator LUDLAM: The estate is listed as build commenced on the maps on your website. I am just wondering whether the rollout is flowing around those estates or whether you can give them some comfort tonight.</p> <p>Dr Switkowski: I guess we will take that one on notice and get more information. I am familiar with the area. It is adjacent to the university and the cemetery. I do not know what the build out is.</p> <p>Senator LUDLAM: The boundary is between Lygon Street, Drummond, Elgin and Nicholson streets. So it is that block immediately north of town.</p> <p>Dr Switkowski: We shall follow up.</p> <p>Senator LUDLAM: If you could. I guess they are very concerned that the rollout is effectively going to flow around them. What is your policy on public housing as a whole? Is there anything there that might affect them? There is no policy to exclude?</p> <p>Mr Brown: Public housing is included in our footprint.</p>	Pg 73 25/2/2014	27/5/14	

				<p>Senator LUDLAM: I would have thought so.</p> <p>Mr Brown: There are some process issues which we have tackled in most of the states now, but not all, in terms of getting approval from the actual state governments, who are officially the owners of those premises. There is a lot of approval process steps that they actually have to positively wade us through. That has resulted in some delays in some areas. But most of that is now dealt with.</p> <p>Senator LUDLAM: Are you aware of whether this area is—</p> <p>Mr Brown: No. Specifically, I will have to take it on notice. We will get you an answer on the specifics of that.</p> <p>Senator LUDLAM: I will just run through what I was going to put on notice, given these gentlemen at the table cannot help me. This is so you have a bit of structure around what I am asking. Is each apartment intended to be connected, or are you going to try one of these units in the basement, which I know your minister is very interested in? Will you be cabling up each apartment? Where can we find some confirmation about the status of when it will eventually be connected? Will private homes around the public housing be connected before the public housing estates? If so, why is that the case? So anything at all you can provide us to give them some confidence would be greatly appreciated.</p> <p>Dr Switkowski: We shall certainly do that.</p>			
79.	NBN Co	O'Neill	Telstra Network	<p>Senator O'NEILL: I am sure that you had a very nice time coming to the Central Coast at some point. It was a very excited community when we got the very early rollout of the NBN fibre to the premises. Roughly, one-third of the Central Coast has been committed to that technology. It is of some concern to the residents that they would have had fibre to the premises right across by 2016. The maps that have been in discussion here this afternoon were in fact very accurate on the Central Coast. People made plans with regard to their work et cetera about the rollout, which was on time and was being delivered. Given we are not in government any more, it is hard to get the statistics. Could you possibly provide the committee with details of the number of places that have access to the NBN—proper fibre to the premises—on the Central Coast? How many of those are signed</p>	Pg 74 25/2/14	27/5/14	

			<p>up and active? If community representations to me are any indication, it is a very high take-up rate. Could we also get an indication of people who signed up in good faith in anticipation of the rollout continuing to them who now no longer have the opportunity to have fibre to the premises because of a change in government and a change in government policy? In fact, I would like some figures on those who are happy and those who are disappointed. With regard to transparency and stakeholder disclosure, could you take me through the decision making and the evidence base that has led you to select Epping in Victoria and particularly Umina-Woy Woy on the Central Coast as the trial sites for the fibre-to-the-node testing?</p> <p>Mr Brown: The basis of the selection of the two locations was predominantly the availability of spare copper lines. We are effectively putting down about 10 FTTN cabinets. Again, the trial is about the construction process or, just as importantly, the migration process of how you would connect a customer and, indeed, what product can be sustained. There is no doubt the technology works. The question is how you commercialise the product. Remember that that is the focus. The real issue was whether we could pick places that were least disruptive that actually have sufficient copper pairs where we are not interfering with the existing Telstra network. In discussions with Telstra, they were the two places that made best sense. That was a decision made by NBN but with discussions with Telstra about what is the easiest place to start with relative availability of copper.</p> <p>Senator O'NEILL: Could you provide us with some documentation about the processes that were undertaken? Could you confirm or clarify whether community consultation was undertaken? Were local businesses, local councils and local representatives of the Central Coast involved in that decision making?</p> <p>Mr Brown: We will confirm that. As far as I am aware, we have not consulted with local businesses. This is a very small, very specific purpose trial. It is to do with how we build things and how we connect people. We are not offering commercial services. This is an opportunity to, if you like, iron out the bugs without</p>			
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				disrupting the residents.			
80.	NBN Co	Urquhart	Question on Notice 205 and 207 from Supplementary Estimates	<p>Referring to the answers to Question on Notice 205 and 207 from Supplementary Estimates and the answers provided at the hearing on 25 February 2014;</p> <ol style="list-style-type: none"> a. Can NBN Co provide a copy of every Weekly Program Summary Report prepared since July 2013; b. Can NBN Co provide a copy of the Monthly Ready For Service Report each month since the July; c. Consistent with the commitment by the Minister to transparency, will any of the following reports which are being provided to RSPs, the Monthly RFS, the Monthly Point of Interconnect Rollout Plan, Proposed Footprint Lists in both XLSX and XML file format and a ZIP archive of MIF files (MapInfo Document) indicating the network boundaries for the Brownfields Fibre, Greenfields Fibre and Fixed Wireless footprints where construction has commenced be provided on NBN Co's website each month? d. In answers Dr Switkowski repeatedly referred to providing information to "stakeholders". In the list of stakeholders Dr Switkowski counted suppliers, market analysts, shareholder ministers and RSPs. Does NBN Co regard the Australian Parliament and citizens as stakeholders? Is there any reason why data provided to RSPs should not be provided to all stakeholders? e. The Telstra Wholesale website at http://www.telstrawholesale.com/products/broadband/adsl/adsl-reports-plans/index.htm provides details of ADSL equipped exchanges, the number of ports available and plans for future capacity upgrades. Telstra provides this to "stakeholders" by publishing on its website. Is there any reason why NBN Co should not be equally transparent? f. At the hearing (Page 68) Dr Switkowski said "Many of us come from the private sector where that disclosure is compulsory, so we are hardwired to think along those lines." Why is Telstra publishing on its website data at an 	Written	20/5/14	

				<p>exchange level while NBN Co does not publish on its website data at the FSAM (equivalent) level?</p> <p>g. Question on Notice 205 asked for specific information in relation to a number of FSAMs.</p> <p>i. Is it NBN Co's contention that the answer given was an accurate response to parts (a), (b) and (c) of that question? If not, is it NBN Co's intention to provide similarly inaccurate answers to future Questions on Notice?</p> <p>ii. Is it NBN Co's contention that answering questions about the costs of detailed design work at the FSAM level is a diversion of resources? If so, is it possible for NBN Co to provide an estimate of the value of design work completed to date for FSAMs listed that have not yet had a build instruction? If not, how was data for the Strategic Review developed?</p> <p>h. The answer to Question on Notice 207 referred the Committee to the answer to the Question on Notice 205. Can NBN Co specifically advise what part of the answer was relevant to that question?</p> <p>i. At the hearing (Page 62) in relation to questions on these answers Dr Switkowski said "That may or may not be legitimate. We cannot tell until we take the time to have a look at it."</p> <p>i. Has Dr Switkowski looked at the answer to determine if it was legitimate?</p> <p>ii. Will NBN Co ensure that in future when asked at a hearing about its answer to a Question on Notice the witnesses at the table are able to answer questions about the answer?</p>			
81.	NBN Co	Urquhart	Half Yearly Results	<p>Referring to the Half Yearly Results Briefing provided on Friday 21 February.</p> <p>a. Apart from a reference by the Minister at the IIAGala and a tweet from the Minister on 20 February, how was the results briefing and webcast publicised?</p> <p>b. When publicly listed companies conduct half yearly briefings is it normal to provide a transcript of the briefing?</p>	Written	27/5/14	

				<ul style="list-style-type: none"> c. As at 28 February NBN Co only had a link to replay the webcast on its website. Will a transcript be provided? d. When publicly listed companies conduct half yearly briefings do they place the information in a part of their website with other information like annual reports? e. As at February 28 NBN Co seemed to only have its half yearly results briefing in its News section under the heading "NBN Co prepares for revised rollout model." Will NBN Co place the information in a more accessible part of its website? f. Does NBN Co contend that its results briefing is reflective of a commitment to meet the standards of a publicly listed company? g. Can NBN Co advise what information was provided in the results briefing that would not have been provided in the previous half-yearly reports to the JCNBN? 			
82.	NBN Co	Urquhart	Interim Statement of Expectations	<p>The Minister issued the company with an interim Statement of Expectations on 24 September and conducted a press conference:</p> <ul style="list-style-type: none"> a. At the press conference Minister Turnbull said "A key priority will be to reduce the backlog of 66,000 premises passed by the NBN Co network which can't currently obtain a service." How many of those 66,000 can now obtain a service? What did NBN Co have to do to make it possible for them to obtain a service? Did what NBN Co do vary in any way from the actions that were already in place under previous management? b. The Minister also said "Detailed network design work is underway in areas containing a further 645,000 premises. In geographic areas where NBN Co is in a position to hand over final designs to construction partners, some of these sites may see construction work begin shortly." For which sites has NBN Co handed over final designs? How many premises does this cover? What impediments are there to commencing the build phase for the remainder? c. The Minister also said "There are also more than 900,000 premises listed on the one year rollout plan on the NBN Co website where only preliminary network design work is 	Written	26/5/14	

				underway. Decisions about actual construction in these areas will be taken after the reviews into the NBN rollout are completed.” Now the Strategic Review is completed what decisions have been taken in relation to these sites?			
83.	NBN Co	Urquhart	NBN Co Strategic Review	<p>On page 72 the NBN Co Strategic Review states that “NBN Co has attracted a committed, motivated, generally capable group of people who want to do important, meaningful work”. The review notes “NBN Co staff often speak about ‘living in the political and media fish bowl’ and it is clear that this has adversely impacted the organization.”</p> <p>On 26 February an article appeared on the front page of the Daily Telegraph under the heading “Lost in space Conroy’s \$350 million broadband black hole”:</p> <ol style="list-style-type: none"> a. Is this article an example of the kind of conduct that results in the staff living in a fish bowl? b. The article states “NBN Co sources have blamed former communications minister Stephen Conroy for changing the eligibility criteria for subscriptions, which had been limited to families and small businesses which had no other access to comparable services. The company sources said that Mr Conroy had broadened those criteria to include schools and hospitals with much larger data needs.” Was this statement to the Daily Telegraph provided by an official spokesman for NBN Co to the journalists? If so, who? c. If not, does NBN Co know which unauthorised officer at the company provided the comments to the Daily Telegraph? d. Is it a fact that the change in criteria was announced by the former Minister in a media release in May 2012 in which it was noted that the change was a result of a recommendation by the Regional Telecommunications Independent Review Committee? e. Is it a fact that the 5th report of the Joint Committee on the NBN issued in June 2013 recommended that NBN Co and the Department carefully monitor the current rate of ISS activations and prior to the customer cap on the ISS being reached: * consult with relevant stakeholders and the Australian 	Written	27/5/14	

				<p>community on options for establishing cost efficient arrangements to ensure that education, health and local government facilities in rural and remote communities and other individuals determined to be most in need of access to the ISS are still able to access the service; and</p> <p>*consider increasing the customer cap on the ISS, if additional satellite capacity becomes available at a competitive cost?</p> <p>f. Since 18 September 2013 what actions were taken by NBN Co to monitor the service?</p> <p>g. Why were further activations on the service accepted after 18 September 2013 that have resulted in peak speeds in busy hour being inadequate?</p> <p>h. Is it a fact that in its answer to Question 7 taken on notice from the public hearing of the JCNBN on 31 October 2011 NBN Co advised “There are approximately 250,000 eligible end users based on current eligibility criteria.”?</p> <p>i. Was this number of premises covered by the eligibility criteria reported in the 2nd report of the JCNBN?</p> <p>j. Was the Member for Wentworth a member of that Committee?</p> <p>k. On 13 February in the House of Representatives the Minister said “And then—in what can only be described as the Labor government's departure from the real world of Australia and entry into its own fantasy world of Conrovia—at the beginning of 2013, in a press release, the NBN Co announced that the number of eligible customers for the broadband satellite had increased to 250,000, so it had gone up. They had changed the eligibility, but of course nothing had been done to improve the service.” Is the implication of this statement that the eligibility criteria were increased in 2013 incorrect?</p>			
84.	NBN Co	Urquhart	Strategic review	At the hearing of the Committee Dr Switkowski said (Hansard Pp 39-40) “The strategic review laid out expectation and scenarios. The forecasts that we will be accountable for will be published when we produce our 2014-15 budget and then the 2014-17 corporate plan.”	Written	27/5/14	

				<p>a. On the basis of this evidence is it Dr Switkowski’s evidence that no credence should be provided to any of the data in the Strategic Review as they are merely expectations and scenarios?</p> <p>b. At his press conference of 24 September Minister Turnbull said “My message to the NBN Co. now and in the months ahead is that what we want is the plain, unvarnished facts. We want to get to the facts, the truth of the matter, we want to know what this project is really going to cost and how long it’s really going to take and we want sensible, prudent, conservative estimates.” Is it NBN Co’s contention that a strategic review which “laid out expectations and scenarios” is consistent with the Minister’s direction?</p> <p>c. Later in the hearing (page 42) Dr Switkowski said “Senator Conroy, the revised strategy under the multi-technology mode anticipates that the rollout will be finished around about 2020, with the expenditure of \$40 billion plus. I think that is a very, very demanding outlook.” Can NBN Co explain whether the MTM is an “expectation” a “scenario” or a “demanding outlook”?</p>			
85.	NBN Co	Urquhart	NBN Co forecasts	<p>At the hearing of the Committee on a number of occasions different approaches to developing forecasts were mentioned. For example on page 40 of Hansard Dr Switkowski said, “What I am saying is that you cannot take one figure and then say therefore the end result is going to be a multiple of that figure at this stage of a project of this magnitude and this complexity. Our forecasts are much more nuanced than that and, I hope, rooted in experience and actual performance than simply a linear extrapolation on the trend over a couple of months.”</p> <p>a. Is it NBN Co’s contention that the previous NBN Co forecasts were simply constructed by multiplying early stage results and extrapolating?</p> <p>b. Is it a fact that NBN Co’s Corporate Plan was at all times predicated on increasing efficiency over time and hence lowering unit costs?</p> <p>c. Is it a fact that the Revised Outlook presented in the Strategic Review is the version that does simply extrapolate</p>	Written	20/5/14	

				<p>current performance over ten years?</p> <p>d. To illustrate the point he was making Dr Switkowski demonstrated that extrapolating from the \$7B invested to date to a total expenditure of \$210B was wrong. Is NBN Co aware, as reported on Delimiter on 27 February, that on radio 3AW announcer Tom Elliot did just that? Did NBN Co make any effort to speak to this announcer during or after the broadcast to correct him?</p>			
86.	NBN Co	Urquhart	Roll out	<p>In the hearing (Page 42) Dr Switkowski said “But it is not going faster than we were tracking up until the strategic review, or indeed the change of government.” In question time in the House of Representatives the same day the Minister said “The truth is: the fibre build is proceeding faster than ever.” Who has misled the Parliament, Dr Switkowski or Minister Turnbull?</p>	Written	27/5/14	
87.	NBN Co	Urquhart	Roll out	<p>At the hearing (Page 42) Dr Switkowski said “The announcement, as I recall—and I stand to be corrected—foreshadowed an eight-year rollout plan in 2009. Five years into that period, we are at three per cent.” The joint media release of April 2009 said “This company... will invest up to \$43 billion over 8 years to build the national broadband network.”</p> <p>a. In NBN Co’s evidence at both Supplementary Estimates and the Senate Select Committee, NBN Co has stated it is still operating under the Corporate Plan 2012-15. Is that still the situation?</p> <p>b. Did the NBN Co Corporate Plan 2012-15 state that the Commencement Date was 7 March 2012 being the date “that the Telstra Definitive Agreements became wholly unconditional”?</p> <p>c. On that basis to say NBN Co is “five years into that period” is incorrect isn’t it? NBN Co is still not even two years into that period, is that correct?</p> <p>d. What proportion of the transit network is completed?</p> <p>e. As a proportion of the total project, how advanced is the fixed wireless construction?</p> <p>f. As a proportion of the total project, how advanced is the long term satellite solution?</p> <p>g. As a proportion of the total project, how advanced is the</p>	Written	29/5/14	

				<p>building of Operational and Business Support Systems (OSS/BSS)?</p> <p>h. What proportion of the \$7B quoted as having been invested has been invested in areas other than the fibre build?</p> <p>i. Do the investment figures in the corporate plan also include expenditure on fibre construction in FSAMs that have not yet been brought into service (in other words work in progress)? So even the investment in fibre is for more than the 3% of completed premises, is that correct?</p> <p>j. On that basis the statement that “total investment so far in NBN Co approaches \$7 billion for three per cent of the build” is inaccurate, isn’t it?</p>			
88.	NBN Co	Urquhart	Satellite services	<p>At the hearing (Page 49) Mr Simon in relation to satellite services said “That is right. In terms of wholesale pricing, we do have a strategic review going on as we speak, on both satellite and fixed wireless. Part of the scope of that strategic review is to look at a range of topics, including the way we price it.”</p> <p>a. Did the Coalition Broadband Policy state that if the NBN Co special access undertaking (SAU) was accepted by the ACCC that the prices in that undertaking would be a cap on prices rather than a universal price?</p> <p>b. Has the ACCC accepted the SAU?</p> <p>c. Has the Minister provided an instruction to NBN Co, or indicated that he intends to instruct NBN Co, to treat the SAU prices as a cap?</p> <p>d. When asked if he could rule out increasing prices Mr Simon did not rule it out. Can NBN Co now rule out increasing broadband prices to regional Australians as a consequence of its Strategic Review?</p>	Written	27/5/14	
89.	NBN Co	Urquhart	Roll out information	<p>At the hearing the Minister representing the Minister for Communications said, “You had lots of information that was put in the public domain through NBN Co that was completely meaningless and that bore little connection to what was actually happening.”</p> <p>a. Has NBN Co at any time provided information that was meaningless? If so, please provide examples?</p> <p>b. Has NBN Co at any time provided information that bore</p>	Written	27/5/14	

				<p>little connection to what was actually happening? If so, please provide examples?</p> <p>c. A particular accusation has been made that announcing premises passed numbers was inaccurate. Does NBN Co use exactly the same definition now as it did previously to report premises passed?</p> <p>d. A particular accusation has been made that the definition of construction commenced was inaccurate. Did Dr Switkowski when shown images of workers engaged in design phase activities acknowledge that this was construction?</p> <p>e. Is the definition of “forecast” something that is expected to happen not something that will happen? Is a forecast “accurate” if it is based on the best available data at the time it is made (in the case of construction the advice from contractors)?</p> <p>f. Did the independent assessment for the strategic review find that the corporate plan is based on detailed and quantitative analyses? (Refer to Mr Rousselot’s evidence at page 5 of the SSCNBN on 17 December)?</p> <p>g. At the SSCNBN on 17 December the Chair asked Mr Korda “In the parliament on 11 December Minister Turnbull said, ‘The truth is that the Labor Party have misled, spun and deceived on broadband for four years.’” Did you find, in your view, any evidence of an attempt to deceive?” In reply Mr Korda said “Attempt to deceive? No, I would not put it that way.”</p> <p>The Chair further asked “Mr Turnbull said further ‘Tomorrow we will see the truth about the NBN. The Labor Party do not want to hear it. They do not want to know how many billions of dollars they have wasted. They do not want to know how many falsehoods they have told.’ Did any of your analysis find any falsehoods?” Mr Korda did not say his analysis had found any falsehoods.</p> <p>Is this correct?</p> <p>h. Was the Minister representing the Minister for Communications correct to assert that “You [referring to</p>			
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				Senator Conroy] had lots of information that was put in the public domain through NBN Co that was completely meaningless and that bore little connection to what was actually happening.”			
90.	NBN Co	Urquhart	Consumers	<p>At the hearing (Page 66) Dr Switkowski said “In terms of the retail and domestic market, it really is hard in any practical sense to describe the activities of a family, even with hyperactive teenagers, that would get anywhere near 100 megabytes (sic) per second any time soon.” At the half yearly results briefing the company revealed that over 20% of fibre customers are ordering a 100 Mbps download an 40 Mbps upload service.</p> <p>a. Can NBN Co explain why customers are prepared to pay more for a service that Dr Switkowski seems to believe they have no need for?</p> <p>b. Is an evidence based Corporate Plan better based on the revealed preference of consumers or the opinion of corporate executives?</p> <p>c. At the hearing (Page 72) Dr Switkowski said “We are on a path to get to 100 megabytes per second on copper within several hundred metres of the node in the 2020s.” Does NBN Co acknowledge that there are customers who have clearly expressed a willingness to pay for this service who will have to wait till the 2020s?</p>	Written	27/5/14	
91.	NBN Co	Urquhart	Verizon	<p>At the hearing Senator Ruston (Page 66) said “Mr McAdam, who is the CEO of Verizon, is quoted as having said, ‘Going in and digging up yards and deploying fibre in a lot of new markets is not in the cards.’”</p> <p>a. In the deployment of NBN Co’s Fibre to the Premises model in what percentage of cases of customer connection is a customer’s yard actually “dug up” to effect the connection?</p> <p>b. If yards are not dug up how is the connection made?</p>	Written	27/5/14	
92.	NBN Co	Urquhart	Duct clearing technology	At the hearing (Page 73) Dr Switkowski was asked by Senator Ludlum “We took evidence in Perth a couple of weeks ago in the select committee, including from a company that has been engaged, I believe, by some of your subcontractors to make much greater use of Telstra’s existing network of pits and ducts. It is a	Written	27/5/14	

				<p>technology that effectively involves just blowing pressurised water through the ducts so that they can be more easily reused. Are you familiar with that company or that technology?" Dr Switkowski advised that he was only aware of it to the extent of media reports, that it had been labelled micro-trenching technology and that he "had a chat with people in the technology group. They were, firstly, familiar with the technology and were curious but not moved to immediately trial it."</p> <p>a. As Senator Ludlum was clearly asking about duct clearing technology why did Dr Switkowski refer to it as "micro-trenching technology"?</p> <p>b. Minister Turnbull referred to it as "micro-trenching technology" in a speech to the House of Representatives on 11 February. Did anybody from NBN Co seek to provide advice to the Minister that this is a duct clearing technology not a not micro-trenching technology?</p> <p>c. In ZDNet following an exclusive interview with Dr Switkowski on 21 February (four days before Estimates) Josh Taylor wrote "A spokesperson for NBN Co indicated that the company is already using a duct remediation technology recently floated by a Western Australian contractor that would reduce the cost of deploying fibre in the network, and Switkowski said NBN Co is open to any new innovations to reduce the cost of building the network." Which statement is correct, the one by Dr Switkowski that NBN Co was "not moved to immediately trial it" or the one by the spokesperson that "NBN Co is "already using" the technology?"</p>			
93.	NBN Co	Urquhart	Premises passed by HFC	<p>In relation to HFC:</p> <p>a. At the hearing Dr Switkowski asserted in relation to premises passed by HFC "I have not done it recently but I am asserting that they could call Telstra or Optus and get a service." Is it still Dr Switkowski's contention that every premise passed by Optus's HFC cable could order a service?</p> <p>b. The Frontier Economics Expert report prepared for NBN Co and Optus and submitted to the ACCC as a Supplementary</p>	Written	20/5/14	

				<p>Submission to the application for authorisation of the HFC agreement (ACCC authorisations A91271-A91273) (available at http://registers.accc.gov.au/content/index.phtml/itemId/1005757/fromItemId/565475/display/submission) states (at para 81) “Optus points out in its submission that while its network passes 2.4 million homes, only 1.4 million of those are considered serviceable addresses due to technical or practical difficulties” Does NBN Co accept that not all the premises passed by Optus HFC cable are serviceable?</p> <p>c. In response to examples of customers who could not obtain a connection to the Optus HFC Dr Switkowski said “It may have something to do with Optus's diminishing interest in that network, which is not the case with NBN Co.” In the Optus Supplementary Submission to Australian Competition and Consumer Commission on Telstra’s December 2007 Exemption Application for Fixed Line Services in the Optus HFC Area. May 2008 states (at para 2.27) “The key serviceability decisions for the HFC network were made well before the rollout of the DSLAM network. For example, as discussed above the decision not to serve commercial premises was taken in 1999. As discussed in Optus’ previous submission, MDUs were judged to be unserviceable on the basis of commercial analysis undertaken in April 2000.” Does NBN Co accept that one million of the premises passed by the Optus HFC cable have been unserviceable for over 14 years?</p> <p>d. At the hearing (Page 38) Dr Switkowski said “The relevant point was that when the cable rollout went out for subscription television, people could order a service and get it.... There was not a category that said 30 per cent of the premises that we pass with the cable rollout cannot be connected. That is what is happening.” Does NBN Co acknowledge that after Dr Switkowski ceased his short stint as CEO of Optus policy decisions were made that one million premises would be designated unserviceable?</p> <p>e. The Strategic Review has proposed that the HFC networks</p>			
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				be augmented to make all premises serviceable. What has changed between 2000 and now to make this viable?			
94.	NBN Co	Urquhart	Rollout	<p>With respect to the policy to re-prioritise the rollout:</p> <ol style="list-style-type: none"> a. Is it correct that the existing rollout of the FTTP NBN has been concentrated around the location of Points of Interconnect (POIs)? b. Who chose the location of the POIs? c. Has NBN Co incurred additional expense in serving Greenfields locations because of the need to build temporary FANs (TFANs) and to purchase managed services between TFANs and the Transit network? d. Will a decision to re-prioritise the rollout to service “underserved” areas result in additional such costs? e. If so, how much? 	Written	20/5/14	
95.	NBN Co	Urquhart	NBN Co Strategic Review	<p>With respect to the Strategic Review:</p> <ol style="list-style-type: none"> a. Has NBN Co undertaken any work to validate or test the assumptions that underpin the redacted information on page 86 of the Strategic Review. If so can the values be provided to the Committee? If not, when does NBN Co expect to complete this work? b. Can NBN Co advise why it estimates the total number of premises passed by Optus HFC cable as 1.2 million (Exhibit 3.2) when in an earlier submission to the ACCC they and Optus claimed it passed 2.4 million premises of which 1 million are unserviceable (see questions relating to HFC earlier)? c. How is NBN Co tracking to the schedule detailed in Exhibit 4-11? 	Written	27/5/14	
96.	NBN Co	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced 	Written	20/5/14	

				<ul style="list-style-type: none"> c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public <p>2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <p>3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?</p>			
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				<ul style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? <ul style="list-style-type: none"> 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. What reviews are planned? <ul style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
97.	NBN Co	Ludwig	Commissioned reports	<ul style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports? 	Written	26/5/14	
98.	NBN Co	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <ul style="list-style-type: none"> a. How are briefings requests commissioned? 	Written	27/5/14	

				<ul style="list-style-type: none"> b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information? 			
99.	NBN Co	Ludwig	Stationery requirements	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	27/5/14	
100.	NBN Co	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. 	Written	27/5/14	

				b. What is the cost from 7 September 2013 to date?			
101.	NBN Co	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services from 7 September 2013 to date?</p> <p>c. Itemise these expenses</p>	Written	27/5/14	
102.	NBN Co	Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>a. Total spending on these services</p> <p>b. an itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. the location that this training was provided</p> <p>2. For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete</p>	Written	27/5/14	

				<p>package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>			
103.	NBN Co	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>	Written	27/5/14	
104.	NBN Co	Ludwig	Provision of equipment	<p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	27/5/14	
105.	NBN Co	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <p>a. List the items</p>	Written	27/5/14	

				<ul style="list-style-type: none"> b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment. 			
106.	NBN Co	Ludwig	Computers	<ul style="list-style-type: none"> 1. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location 2. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	27/5/14	
107.	NBN Co	Ludwig	Travel costs - department	<ul style="list-style-type: none"> 1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	26/5/14	
108.	NBN Co	Ludwig	Grants	<ul style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	27/5/14	
109.	NBN Co	Ludwig	Government payments of accounts	<ul style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 	Written	27/5/14	

				<ol style="list-style-type: none"> 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013? 8. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 			
110.	NBN Co	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? If so, which ones and why? 	Written	27/5/14	
111.	NBN Co	Ludwig	Meeting costs	<ol style="list-style-type: none"> 1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 	Written	27/5/14	

				2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.			
112.	NBN Co	Ludwig	Hospitality and entertainment	<ol style="list-style-type: none"> 1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. 2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved? 	Written	27/5/14	
113.	NBN Co	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 	Written	27/5/14	

				<p>5. For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>6. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
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114.	NBN Co	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	27/5/14	
115.	NBN Co	Ludwig	Staffing reductions	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 	Written	27/5/14	
116.	NBN Co	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to 	Written	27/5/14	

				date, how many employees have been employed on contract and what is the average length of their employment period?			
117.	NBN Co	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff usage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p>	Written	27/5/14	

				<ul style="list-style-type: none"> b) Why are coffee machines rented? c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d) Where does the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee? 			
118.	NBN Co	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing? 	Written	20/5/14	
119.	NBN Co	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	20/5/14	

				<p>6. How many cars are leased by each department/agency?</p> <p>7. Where are the cars located?</p> <p>8. What are the cars used for?</p> <p>9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date?</p> <p>10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?</p>			
120.	NBN Co	Ludwig	Taxi costs	<p>1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency.</p> <p>2. What are the reasons for taxi costs?</p>	Written	27/5/14	
121.	NBN Co	Ludwig	Hire cars	<p>1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency.</p> <p>2. What are the reasons for hire car costs?</p>	Written	27/5/14	
122.	NBN Co	Ludwig	Credit cards	<p>1. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>2. Please update details of the following?</p> <p>f. What action is taken if the corporate credit card is misused?</p> <p>g. How is corporate credit card use monitored?</p> <p>h. What happens if misuse of a corporate credit card is discovered?</p> <p>i. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken.</p> <p>j. What action is taken to prevent corporate credit card</p>	Written	27/5/14	

				misuse?			
123.	NBN Co	Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written	27/5/14	
124.	NBN Co	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or 	Written	27/5/14	

				<p>before it makes a decision on a Freedom of Information request?</p> <p>a. If so, when?</p> <p>b. If so, how does this occur?</p> <p>5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p>a. If so, which departments or agencies?</p> <p>b. If so, when?</p> <p>c. If so, how does this occur?</p> <p>6. What resources does the department commit to its Freedom of Information team?</p> <p>7. List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9. Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p>			
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				<ul style="list-style-type: none"> b. Of the officers designated as decision makers within the department, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister’s office, excluding those officers on secondment from the department?</p> <ul style="list-style-type: none"> a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister’s attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p>			
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				<p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought</p>			
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				<p>regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
125.	NBN Co	Ludwig	Red tape reduction	<p>1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government’s red tape reduction targets?</p> <p>a. What is the progress of that red tape reduction target</p> <p>2. How many officers have been placed in those units and at</p>	Written	27/5/14	

				<p>what level?</p> <p>3. How have they been recruited?</p> <p>4. What process was used for their appointment?</p> <p>5. What is the total cost of this unit?</p> <p>6. Do members of the unit have access to cabinet documents?</p> <p>7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.</p> <p>8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>			
126.	NBN Co	Ludwig	Land costs	<p>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i></p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b. What is the value of the items identified in (3)?</p> <p>c. What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards</i></p>	Written	27/5/14	

				<p><i>to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i></p> <p>6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
127.	NBN Co	Ludwig	Boards (for Departments or agencies with boards)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 9. Please list board members who have attended less than 51% of meetings 10. what have catering costs been for the board meetings held this year; is alcohol served? 	Written	20/5/14	
128.	NBN Co	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> 1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. 2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> a. Signage. b. Stationery (please include details of existing stationery and how it was disposed of). c. Logos d. Consultancy 	Written	27/5/14	

				<ul style="list-style-type: none"> e. Any relevant IT changes. f. Office reconfiguration. <p>3. How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> a. Who was involved in reaching this decision? b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 			
129.	NBN Co	Ludwig	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>1. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. <p>2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p> <ul style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. <p>3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). 	Written	27/5/14	

				<ul style="list-style-type: none"> d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. <p>4. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
130.	NBN Co	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 	Written	27/5/14	
131.	NBN Co	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ul style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ul style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	27/5/14	
132.	NBN Co	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost. 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those 	Written	27/5/14	

				changes.			
133.	NBN Co	Ludwig	Christmas party costs	List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function	Written	27/5/14	
134.	NBN Co	Ludwig	Multiple tenders	List any tenders that were re-issued or issued multiple times since 7 September 2013 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal?	Written	20/5/14	
135.	NBN Co	Ludwig	Market research	List any market research conducted by the department/agency since 7 September 2013. 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected?	Written	27/5/14	
136.	NBN Co	Ludwig	Departmental upgrades	Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed?	Written	27/5/14	

137.	NBN Co	Ludwig	Wine Coolers/Fridges	<p>Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written	27/5/14	
138.	NBN Co	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	27/5/14	
139.	NBN Co	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	27/5/14	
140.	NBN Co	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 	Written	27/5/14	

				<ol style="list-style-type: none"> 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 			
141.	NBN Co	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 	Written	27/5/14	
142.	NBN Co	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	27/5/14	
143.	Aust Post	Pratt	Community Service obligation	<p>Senator PRATT: That is terrific. Thank you. Good. Could you please provide a breakdown of your record against your on-time delivery community service obligation. Ninety-four per cent of all reserved services letters are as per the delivery timetable by each state and by each month of 2013 and available for the months of 2014. I do understand you might have to take that on notice. That</p>	Pg 77 25/2/2014	27/5/14	

				<p>would be terrific. I would be grateful if you are able to supply that answer before the end of March.</p> <p>Mr Fahour: I am not committing to when we would come back to you on that, but we will take it on notice.</p> <p>Senator PRATT: Thank you. I note that Australia Post was reported in January to have conducted a survey on the possibility of reducing post deliveries to only three days a week, with five-day delivery for a fee. What were the results of that survey, Mr Fahour?</p> <p>Mr Fahour: Australia Post did not make any advice with regard to changes in service delivery. What Australia Post did, which it does on a regular basis, is conduct a survey to ask our customers about their preferences on a range of products and services that we have. It is quite common and quite normal for companies to ask their customers about the different products and services and prices. We conducted this survey. We are compiling the statistics with regard to this survey. We are hoping that over the coming couple of months we will be able to process them and make some appropriate information. I am sure it will be ready for the next Senate estimates.</p> <p>Senator PRATT: My question is: what was the outcome of that survey? You are saying it has not yet been collated. Do you have a rough idea about the data in terms of how people feel about a change in the delivery schedule?</p> <p>Mr Fahour: No.</p> <p>Senator PRATT: Is it possible for this committee to have a copy of the raw survey? Not the data at this point, because clearly you are still collating that, but the questions that were presented to consumers.</p> <p>Mr Fahour: The questions? I would be delighted to give you the questions, Senator.</p>			
144.	Aust Post	Pratt	Concession Stamps	<p>Senator PRATT: Will Australia Post require LPOs and outlets to hold a minimum number of concession stamps? What would that number be?</p> <p>Ms Corbett: There is no minimum required. We will be doing a channel file for our licensees. It will just be a stamp like any other sort of stamp. Different licensees set their own minimum order</p>	Pg 79 25/2/2014	27/5/14	

				<p>requirements. That is really based on customer demand.</p> <p>Senator PRATT: There are some line items where you do insist a certain amount of stock is carried, as I understand it. But this would not be one of them?</p> <p>Ms Corbett: I am happy to take on notice and get you back the specifics. As I said, different licensees are all different sizes and have different requirements to be in place. But I am happy to take that on notice.</p>			
145.	Aust Post	Cameron	Shareholder Ministers	<p>Senator CAMERON: So you put your submission in but have not met with the Commission of Audit. Okay. Have you had any discussions with Minister Turnbull, Minister Payne or any adviser or staff member in relation to your submission?</p> <p>Mr Fahour: We have definitely spoken with our shareholder ministers around our submission.</p> <p>Senator CAMERON: Who are your shareholder ministers again?</p> <p>Mr Fahour: Minister Turnbull and his office and Minister Cormann's office. They are aware of our submission to the commission.</p> <p>Senator CAMERON: Do you provide details of who you met with, when you met with them and who instigated the meetings?</p> <p>Mr Fahour: Can I take that on notice so we can respond to that?</p>	Pg 81 25/2/2014	27/5/14	
146.	Aust Post	Cameron	Department of Human Services	<p>Senator CAMERON: On notice, can you provide me with details of who you have met with from the department in relation to this issue, when you met with them, and who instigated the discussions.</p> <p>Mr Fahour: Are you talking about the digital mailbox opportunity?</p> <p>Senator CAMERON: No, I thought you were talking about DHS.</p> <p>Mr Fahour: I am sorry. Could we just make sure that we are answering—</p> <p>Senator CAMERON: My question was: could you assist DHS recipients to use the department's digital and phone self-managed services?</p> <p>Mr Fahour: I am sorry; I was answering a different question to what you are asking, so I apologise for that.</p> <p>Senator CAMERON: I understand it is hard because your</p>	Pg 81/82 25/2/2014	27/5/14	

				<p>mindset is in Australia Post and my mindset is in DHS, and we will try to work out where you are headed.</p> <p>Mr Fahour: I have not corresponded on that particular aspect of what you are talking about. I have personally corresponded with the Department of Human Services. I have this on the record because we made a public announcement in October last year. We have made two or three public announcements on this. The Department of Human Services, the Australian Taxation Office and Australia Post have been consulting and working with each other on the digital mailbox, to deliver items through the Australia Post digital mailbox. We have made public announcements on this and we have been working very diligently to bring on stream the Department of Human Services into our digital mailbox.</p> <p>Senator CAMERON: That is fine.</p> <p>Mr Fahour: That is where that interaction took place.</p> <p>Senator CAMERON: I come back to my question. Would you be able to assist DHS customers to use the department's digital and phone self-managed services?</p> <p>Mr Fahour: I do not know. I do not even know what it is.</p> <p>Senator CAMERON: Would you—by 'you' I mean people in your post offices—be able to advise customers on legislation, policy procedures, payments and services administered by the department?</p> <p>Mr Fahour: I am not certain of the answer to your question.</p> <p>Senator CAMERON: Can you take that on notice to make certain?</p> <p>Mr Fahour: I can.</p> <p>Senator CAMERON: Would you be able to assess customers' needs, requirements, entitlements and obligations?</p> <p>Mr Fahour: Again, I am happy to take that on notice if you wish.</p>			
147.	Aust Post	O'Sullivan	Post office modelling	<p>Senator O'SULLIVAN: In your modelling, have you said, 'If it all goes okay and the wind's at our back, this should translate to XYZ'—and I know there are big post offices and little post offices; there are pink ones and red ones—'on average across all regions'?</p> <p>Mr Fahour: Because of the complexity of the component parts, I would be delighted to take that on notice, but you would be aware</p>	Pg 90 25/2/2014	27/5/14	

				<p>that we have been working on certain things that we have already announced; certain things that, as long as the minister does not object, will come through on 1 April, which will be worth X; and the opportunity—</p> <p>Senator XENOPHON: Make it 2 April. There is just something about 1 April!</p> <p>Mr Fahour: It is 31 March, actually, to be correct.</p> <p>CHAIR: Can I just interrupt. Time is getting short. Could you take that on notice? No doubt you will get the question put to you if the committee decides to call you—</p> <p>Mr Fahour: Sure.</p>			
148.	Aust Post	Xenophon	LPO credit limit	<p>Senator XENOPHON: I am happy for a couple of these to be put on notice, except one that is specific for my home state. Again, the context of this is that we have come a long way since the last few months, when I think that people really wanted to work together and with goodwill. You may want to take this on notice. I was recently informed by a number of LPOs that they have had their credit limit reduced due to, apparently, a recent policy change whereby they say their credit limit is now being assessed on the number of EPOS terminals at the outlet. Perhaps on notice, could you advise whether this is the case; when licensees were informed of this policy change; and by what method they were notified. It is an issue of communication and also the intrinsic fairness of that.</p> <p>Also, I have received some communication from constituents in relation to the closure of the Summertown general store, which had a post office or a post office outlet. They now have to travel to Uraidla, which is a couple of kilometres away in the Adelaide Hills. Can you just advise, again on notice, about the level of communication there was from Australia Post to that local community—</p> <p>Mr Fahour: Yes, certainly.</p>	Pg 90/91 25/2/2014	27/5/14	
149.	Aust Post	Whish-Wilson	Parcel prices	<p>Senator WHISH-WILSON: Fantastic. I just want to ask you— and I apologise if someone has already asked about this, because I had to step out—about the parcels and prepaid satchels side of the business. Have you had any meetings or any correspondence with a company called Supply Chain and Logistics Australia? I do not</p>	Pg 91 25/2/2014	27/5/14	

				<p>even know if it is a company; it seems like it is a representative group for businesses.</p> <p>Mr Fahour: No, not that I am aware of.</p> <p>Senator WHISH-WILSON: Perhaps if I go through some of the information they sent me, you could tell me whether it is realistic and accurate. Essentially what they have done is they have written to me and said that prior to 2012 in a number of different—sorry did you want to add something to that?</p> <p>Mr Fahour: No, Senator, I was just asking: who is this company? Who is this association? I have not heard of them.</p> <p>Senator WHISH-WILSON: I can give you their details afterwards, if you like.</p> <p>Mr Fahour: I will look them up.</p> <p>Senator WHISH-WILSON: What they are saying is that prior to 2012—they look at the value chain of Australian businesses, so have an issue around price rises in the parcel side of the business, which they claim has been driven by Australia Post over the last two or three years—in a whole range of categories which they have sent me, that you were very competitive in terms of your price and the delivery of your product. But they are claiming that since 2009 to October 2013, across a range of products—500 grams, three kilos, five kilos—they have seen a rise of 60 per cent across these product ranges. Does that sound realistic to you?</p> <p>Mr Fahour: I am not exactly sure of that, but I am happy off-line to get those. Let me just say this about our parcels business. Our parcels business is in non-regulated competitive business where we compete against a range of organisations.</p>			
150.	Aust Post	Boswell	Franchises	<p>Senator BOSWELL: This may be just a rumour, but I want you to either refute it or accept it. Did Australia Post disclose to the prospective franchisor the binding arrangements of the EBA6 regarding converting only 20 corporate outlets? In other words, those people told me that they were told that there would be 150 franchises and they would be in the pack, and then the unions said, 'No. We're limiting you to 20.'</p> <p>Ms Corbett: I will take that on notice to find out exactly what was communicated to the franchisees. When the franchisees bought in, marketing material and roadshows were done and we</p>	Pg 94 25/2/2014	27/5/14	

				said that, aspirationally, we wanted to have a network of up to 150 franchises. That network was going to be made up of licensees that may have converted to the franchise model, corporate outlets that we would convert to the franchise model, as well as green field brand new sites. So it was a mix of all of those things.			
151.	Aust Post	Urquhart	Digital mailbox	<p>Senator URQUHART: On the basis of the history of the development of the mail service, can you see any reason why the government should consider introducing a secure permanent inbox in any way other than the adoption of the digital mailbox that it already owns?</p> <p>Mr Fahour: I think that is a matter for the minister.</p> <p>Senator URQUHART: Do you want to comment on that, Minister?</p> <p>Senator Fifield: I will take that on notice. I am certainly aware of the work that the Department of Human Services is undertaking in relation to introducing the basic mailbox functionality for the myGov digital service from 1 March, and I am also aware of the fact that Australians will be able to use this to get digital mail from programs from that date. The government has convened an interdepartmental committee of senior officials from relevant agencies to advise on a long-term approach to whole-of-government digital mail services in line with the government's election commitment. I hope that is of assistance.</p> <p>Senator URQUHART: You will take that on notice and provide it?</p> <p>Senator Fifield: Yes.</p>	Pg 95/96 25/2/2014	27/5/14	
152.	Aust Post	Williams	Post bikes	<p>CHAIR: Tell us about the green bike experiment, because it looks like it was not a very good experiment.</p> <p>Ms Walsh: The postie bikes are dear to our hearts—and I know to the community's as well—but also dear to our heart is the safety and wellbeing of our workforce, and from time to time we seek to pilot new innovations to seek to ensure the safety of our staff as well as the speedy delivery of the mail.</p> <p>CHAIR: So you changed a sample of the bikes to green from the traditional red?</p> <p>Ms Walsh: That was a pilot that we undertook. Reflecting on that pilot, and also the other pilots that we had undertaken, particularly</p>	Pg 96 25/2/2014	27/5/14	

			<p>around the visibility of our posties with their wet-weather gear—</p> <p>CHAIR: How much did it cost?</p> <p>Ms Walsh: I would have to take that on notice.</p> <p>CHAIR: Why did the trial fail?</p> <p>Ms Walsh: The trial did not fail. What we do is we reflect on the pilot and the feedback from our workforce, as well as take into account all other factors, but with the pannier bags we have on our bikes, as well as the broader visibility that we have through our uniforms, we were of the view that we provided a safe environment for our posties by maintaining that important red colour for our bikes while maintaining their safety.</p> <p>CHAIR: Who decided to run the trial?</p> <p>Ms Walsh: I would have to take that on notice, but that is something that we as an organisation do through a group of people across our network area and our safety and human resources area.</p> <p>CHAIR: Were they repainted bikes, from red to green, or were they new bikes?</p> <p>Ms Walsh: I would have to take that on notice. My understanding is—</p> <p>CHAIR: No-one knows?</p> <p>Mr Fahour: Chair, I can answer your question.</p> <p>CHAIR: Were they repainted bikes or new ones?</p> <p>Mr Fahour: The green ones we brought in? They were new bikes.</p> <p>CHAIR: So you bought these green bikes—</p> <p>Mr Fahour: Yes, but we just repaint them. That is not a problem.</p> <p>CHAIR: And why did you scrap them? What was the reason that the new green bikes were not as good as the red bikes?</p> <p>Mr Fahour: Chair, let me just respond to your questions. Firstly, a trial means you are prepared to trial and if it does not work in the way you want, you change. That is okay. It is not a failure; it is just that you try some things, and some things work and some things do not.</p> <p>CHAIR: It depends how serious the trial is.</p> <p>Mr Fahour: Exactly. It was a very serious trial. But, do you know what? At the end of the day it did not provide the extra</p>			
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				<p>things that we wanted, so we will stick with the tried and true red.</p> <p>CHAIR: That is fair enough, Mr Fahour, but the scheme left one postie in the state's Southern Tablelands without a bike for several months while he waited for his green bike to be repainted red. This is the point I am getting to. Did you read the story in the paper?</p> <p>Mr Fahour: I must have missed that, but I would like to be Ms Walsh, because she seems to get to answer her questions all the way through and nobody jumps in. I do not consider it a failure, and I do not think we actually took them out to repaint them; I just think with the new ones coming in, they get recycled. I will take that on notice and check, but I am not sure that is completely true.</p>			
153.	Aust Post	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review? <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent 	Written	27/5/14	

				<ul style="list-style-type: none"> c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur 3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ul style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. What reviews are planned? <ul style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
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154.	Aust Post	Ludwig	Commissioned reports	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports? 	Written	27/5/14	
155.	Aust Post	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <ol style="list-style-type: none"> a. How are briefings requests commissioned? b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information? 	Written	27/5/14	
156.	Aust Post	Ludwig	Stationery requirement	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in	Written	27/5/14	

			s	November 2013 to date.			
157.	Aust Post	Ludwig	Media subscription s	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a. Please provide a list of what channels and the reason for each channel.</p> <p>b. What is the cost from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a. Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b. What is the cost from 7 September 2013 to date?</p> <p>3. What magazine subscriptions does your department/agency have?</p> <p>a. Please provide a list of magazine subscriptions and the reason for each.</p> <p>b. What is the cost from 7 September 2013 to date?</p>	Written	27/5/14	
158.	Aust Post	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services from 7 September 2013 to date?</p> <p>c. Itemise these expenses</p>	Written	27/5/14	
159.	Aust Post	Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>a. Total spending on these services</p> <p>b. an itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these</p>	Written	20/5/14	

				<p>services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. the location that this training was provided</p> <p>2. For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>			
160.	Aust Post	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of</p>	Written	27/5/14	

				<p>work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>			
161.	Aust Post	Ludwig	Provision of equipment	Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written	27/5/14	
162.	Aust Post	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <p>a. List the items</p> <p>b. List the purchase cost</p> <p>c. List the ongoing cost</p> <p>d. List the staff and staff classification that receive the equipment.</p>	Written	27/5/14	
163.	Aust Post	Ludwig	Computers	<p>1. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</p> <p>2. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</p>	Written	27/5/14	
164.	Aust Post	Ludwig	Travel costs - department	<p>1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written	27/5/14	

165.	Aust Post	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	27/5/14	
166.	Aust Post	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013? 8. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	27/5/14	
167.	Aust Post	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the 	Written	27/5/14	

				<p>method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3. Have any consultancies not gone out for tender? If so, which ones and why?</p>			
168.	Aust Post	Ludwig	Meeting costs	<p>1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	27/5/14	
169.	Aust Post	Ludwig	Hospitality and entertainment	<p>1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	27/5/14	

				5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?			
170.	Aust Post	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 5. For each service purchased from a provider listed under (4), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) 6. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment 	Written	27/5/14	

				<p>classification)</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p> <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
171.	Aust Post	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	27/5/14	
172.	Aust Post	Ludwig	Staffing reductions	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 	Written	27/5/14	

				<p>6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p> <p>7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p>			
173.	Aust Post	Ludwig	Staffing recruitment	<p>1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	27/5/14	
174.	Aust Post	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b. Why were coffee machines purchased?</p> <p>c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access?</p>	Written	27/5/14	

				<ul style="list-style-type: none"> f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? <p>2. Does the department/agency rent coffee machines for staff useage?</p> <ul style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased. b. Why are coffee machines rented? c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d. Where does the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? 			
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175.	Aust Post	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were sued? b. How were they selected? c. What was the total cost of this printing? 	Written	27/5/14	
176.	Aust Post	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	27/5/14	
177.	Aust Post	Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 	Written	27/5/14	
178.	Aust Post	Ludwig	Hire cars	<ol style="list-style-type: none"> 1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 	Written	27/5/14	

				2. What are the reasons for hire car costs?			
179.	Aust Post	Ludwig	Credit cards	<ol style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse? 	Written	27/5/14	
180.	Aust Post	Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 	Written	27/5/14	

				<p>c. When were the changes made?</p> <p>5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.</p>			
181.	Aust Post	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 7. List the staffing resources by APS level assigned solely to Freedom of Information requests 8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests 9. Does the department ever second addition resources to processing Freedom of Information requests? <ol style="list-style-type: none"> a. If so, please detail those resources by APS level 10. How many officers are currently designated decision makers 	Written	20/5/14	

				<p>under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a. Of the officers designated as decision makers, how many have received formal training?</p> <p>b. Of the officers designated as decision makers, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p>			
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				<p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ol style="list-style-type: none"> List those notified request How many instances were each of this requests brought to the office or the Minister's attention? How many of these items resulted in a separate formal brief being provided to the Minister? How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? How many requests have resulted in multiple formal briefs being provided to the Minister or their office? How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often</p>			
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				<p>have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests? a. If so, list each email account</p>			
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				<p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
182.	Aust Post	Ludwig	Red tape reduction	<p>Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <p>a. What is the progress of that red tape reduction target</p> <p>2. How many officers have been placed in those units and at what level?</p> <p>3. How have they been recruited?</p> <p>4. What process was used for their appointment?</p> <p>5. What is the total cost of this unit?</p> <p>6. Do members of the unit have access to cabinet documents?</p> <p>7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.</p> <p>8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>	Written	27/5/14	
183.	Aust Post	Ludwig	Land costs	<p>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian</i></p>	Written	27/5/14	

				<p><i>Defence force bases are located. Non Defence Force base land is to be included)</i></p> <ol style="list-style-type: none"> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 			
184.	Aust Post	Ludwig	Boards (for Department s or agencies with boards)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 9. Please list board members who have attended less than 51% of meetings 	Written	27/5/14	

				10. what have catering costs been for the board meetings held this year; is alcohol served?			
185.	Aust Post	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> 1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. 2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> a. Signage. b. Stationery (please include details of existing stationery and how it was disposed of). c. Logos d. Consultancy e. Any relevant IT changes. f. Office reconfiguration. 3. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> a. Who was involved in reaching this decision? b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 	Written	27/5/14	
186.	Aust Post	Ludwig	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <ol style="list-style-type: none"> 1. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the 	Written	27/5/14	

				<p>agency / department.</p> <ol style="list-style-type: none"> 2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ol style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. 4. For each building owned or leased by the department: <ol style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
187.	Aust Post	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 	Written	27/5/14	
188.	Aust Post	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? 	Written	27/5/14	

				<ul style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising <p>2. What government advertising is planned for the rest of the financial year?</p> <ul style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 			
189.	Aust Post	Ludwig	Workplace assessments	<p>1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost.</p> <p>2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes.</p>	Written	27/5/14	
190.	Aust Post	Ludwig	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ul style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	27/5/14	
191.	Aust Post	Ludwig	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ul style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	27/5/14	
192.	Aust Post	Ludwig	Market research	<p>List any market research conducted by the department/agency since 7 September 2013.</p> <ul style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 	Written	27/5/14	

				<ol style="list-style-type: none"> 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 			
193.	Aust Post	Ludwig	Departmental upgrades	<p>Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	27/5/14	
194.	Aust Post	Ludwig	Wine Coolers/Fridges	<p>Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written	27/5/14	
195.	Aust Post	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	27/5/14	

196.	Aust Post	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	27/5/14	
197.	Aust Post	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	27/5/14	
198.	Aust Post	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 	Written	27/5/14	
199.	Aust Post	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the 	Written	27/5/14	

				<p>participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.</p> <p>2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.</p>			
200.	Prog 1.2	Urquhart	Aust Post Corporate plan	<p>Senator URQUHART: Thank you. I note that the minister has great interest in transparency. Has the minister suggested that the corporate plan for Australia Post should be public?</p> <p>Mr Besgrove: Not to my knowledge. I think I had better take that on notice. I do not recall him making such a suggestion.</p> <p>Senator URQUHART: If you could take that on notice and come back, that would be appreciated. Does Australia Post provide an annual report that is tabled in the parliament each year?</p> <p>Mr Besgrove: Yes, I believe it does.</p> <p>Senator URQUHART: Has the minister suggested that Australia Post should provide a quarterly results briefing?</p> <p>Mr Besgrove: Again, not to my knowledge. I would have to take that on notice.</p>	Pg 98 25/2/2014	15/5/14	
201.	Prog 1.2	Urquhart	e-government and digital economy election commitment	<p>Senator URQUHART: Thank you. I note that the coalition e-government and digital economy policy was very keen to progress online engagement. The update said: Under Digital First, by December 2017, Government agencies will provide their clients with user-friendly online access to priority services, allowing end-to-end processing for those services through a choice of a single authentication method that enables access to a range of services without needing multiple passwords or multiple tests of credentials. Is the Digital First initiative still being implemented?</p> <p>Mr Rizvi: The Digital First initiative has been replaced by the e-government and digital economy election commitment made by the current government. That sets slightly different objectives and slightly different time tables for implementation, and we are</p>	Pg 99 25/2/2014	15/5/14	

				<p>working with all relevant government agencies to implement the new election commitment.</p> <p>Senator URQUHART: Do you have some detail around the objectives and the time frames on that? If you can provide it on notice, that is fine.</p> <p>Mr Rizvi: I can provide the reference to the document on notice, yes.</p> <p>Senator URQUHART: Thank you. My final question: has there been a substantial loss of momentum in the digital economy strategy?</p> <p>Mr Rizvi: I do not believe so. We are tracking closely the 24 actions that were in the national digital economy strategy. We provide regular updates to that to the minister, who monitors them closely. The new election commitment outlines a fresh set of targets and milestones, and we are working assiduously to deliver on those.</p> <p>Senator URQUHART: Is that information about the 24 points that you talked about available?</p> <p>Mr Rizvi: I would need to take that on notice.</p>			
202.	Prog 1.2	Urquhart	e-government and digital economy election commitment	Can the Department provide a detailed breakdown of the differences between the objectives and time tables for implementation for the Government's "e-government and digital economy election commitment"...and the former Government's Digital First initiative?	Written	15/5/14	
203.	Prog 1.2	Urquhart	National Digital Economy Strategy	Can the Department provide an update on the current status of the 24 actions in the national digital economy strategy?	Written	15/5/14	
204.	ABC	Williams	Asylum seeker reporting	<p>CHAIR: You said there were allegations. Mr Palmer said that it appears to back the asylum seekers' claims, which to me is a step further to taking a side. The reason I raise this with you, Mr Scott, is that the inquiry is underway under the department, and, if the Navy personnel are totally exonerated, I think it is a terrible smear on them and terribly embarrassing. But time will tell that story, no doubt.</p> <p>Mr Scott: We will fully report the details of any official inquiry</p>	Pg 101 25/2/2014	15/5/14	

				<p>on this as it emerges. In reporting this story, we have been seeking the truth. We want to know in detail what happened on that boat, if anything happened on that boat. The context of all our stories have been the pursuit of that. But you have got to put it in context. The Australian media had widely reported these allegations. It was not just the ABC; the Australian media had widely reported these allegations.</p> <p>CHAIR: Did you report them first?</p> <p>Mr Scott: No, it was reported at the same time in Australia and in Indonesia, and I do not think the ABC was first on that at all.</p> <p>CHAIR: You do not 'think'? Can you check that out for us and take it on notice, please?</p>			
205.	ABC	Williams	ABC New Year's eve coverage	<p>CHAIR: The fireworks achieved a five-city metropolitan audience of 1.3 million people, a 53 per cent share. How much did the ABC pay to get those exclusive rights?</p> <p>Mr Scott: I will have to take that on notice.</p>	Pg 101 25/2/2014	15/5/14	
206.	ABC	Williams	<i>Giggle and Hoot</i> relocation	<p>CHAIR: What is the cost to taxpayers to relocate <i>Giggle and Hoot</i> to the <i>Four Corners</i> office?</p> <p>Mr Scott: We will have to take that on notice.</p>	Pg 101 25/2/2014	15/5/14	
207.	ABC	Ruston	<i>Four Corners</i> story <i>Stone Cold Justice</i>	<p>Senator RUSTON: On a similar topic: you made comments that you always attempt to have a balanced approach and fully report. As you can probably imagine, your <i>Four Corners</i> story <i>Stone Cold Justice</i> has received a reasonable amount of response in certain sectors of the Australian community, particularly in relation to allegations that the Israeli government had a new policy with the objective of targeting Palestinian children for the purposes of gathering intelligence. It is a pretty strong statement. When that particular story was being researched and filmed, did the ABC seek any clarification from the Israeli government as to whether that statement was factually correct?</p> <p>Mr Scott: I will have to take that question on notice. The program as you would be aware was a joint venture between the ABC and <i>The Australian</i> newspaper. I believe it was extensively researched over a period of time, but, on the specifics of that, I will have to take that on notice.</p> <p>Mr Scott: Yes. I appreciate that.</p> <p>Senator RUSTON: I understand that Britain's <i>Independent</i></p>	Pg 103 25/2/2014	15/5/14	

				<p>newspaper also covered a very similar story along the same lines, but they have subsequently run stories that have retracted a number of the allegations that were made. I would be interested to know whether you were aware of those retractions and, if so, whether the ABC has considered broadcasting similar retractions. The other question is in terms of broader policy. In international affairs there are very significant ramifications of making statements, as we found out at our last estimates with the situation of spying on Indonesia. There can be some massively significant and detrimental impacts on a nation. Given the experience of that and the experience of here, where allegations have been made against a sovereign country—some pretty serious allegations by your network—do you factor in those ramifications at that level, given the level that you are targeting with this particular type of story?</p> <p>Mr Scott: We would be very happy to come back with a detailed answer on notice for you on that.</p>			
208.	ABC	Ruston	Emergency Services Broadcasting	<p>Senator RUSTON: I want to touch on your emergency services reporting during emergency events. Do you have a policy, or is there a policy that governs your service when you actually become the emergency broadcaster, that says what you can and cannot do in the space of those emergency broadcasts?</p> <p>Mr Scott: We provide guidance to staff and training to staff. Often we have partnerships with local emergency authorities, so, as they go to a certain scale of alert, we replicate that. That might mean that we will break into programming every 15 minutes or half an hour. At times, if it is very serious we will put a warning signal on; at times, we will put a ticker on the bottom of ABC News 24. This is often spelt out in the partnerships that we have with the emergency authorities.</p> <p>Senator RUSTON: I asked it in the context of myself being in a bushfire area and I was using your ABC station for regular updates. The only concerning thing that came out of it was the journalist or broadcaster would be speaking to the local CFS fire person who would be there and they then might be speaking to somebody in the fire brigade or whatever or they might be speaking to the Bureau of Meteorology. They would then bounce</p>	Pg 105 25/2/2014	15/5/14	

				<p>to Johnny Appleseed, who was out there with his hose putting water on its roof. In the same breath without any context you did not actually know that the guy from the BOM and the guy from the emergency services or the fire brigade were giving authorised information that the people needed to be take note of. But little Johnny Appleseed out there, who was obviously pretty upset because he could see some flames coming through to his house, was giving emotional information. I wondered if there was any ruling around, when you become the emergency broadcaster, what you can and cannot do.</p> <p>Mr Scott: Let me provide a more detailed answer on notice for you on that. It is an issue that we are conscious of. We are very conscious of it online because the online environment creates more of an opportunity for our audience to respond. We really are quite clear in our online coverage what are official verified reports and what is information or input that is coming from our audiences that we have not been able to check or clarify. That distinction is important. I would hope in the flow of our broadcasting we make it quite clear who is official, when we are simply taking talk back calls—insights and observations from our audience—and where that distinction is. Your observations in a sense as a listener are valuable ones for us, and I would like to feed that back into our team.</p>			
209.	ABC	Urquhart	ABC Website - Corrections Section	<p>Senator URQUHART: Following on from Senator Ruston's questioning—you can take this on notice if you like—I understand that you have a corrections section on your website?</p> <p>Mr Scott: We are about to revamp that and it be will be a correction site for all of the ABC. It has not been operating in that way up until this time.</p> <p>Senator URQUHART: Can you take on notice—I do not need you tell me now but if you have the information it will be fine—how many apologies has the ABC published online during TV broadcasts and during radio broadcasts in the past two years?</p> <p>Mr Scott: I would have to take that on notice.</p>	Pg 105 25/2/2014	15/5/14	
210.	ABC	Urquhart	Television production	<p>Senator URQUHART: How much television production do you do outside of Sydney and Melbourne?</p> <p>Mr Scott: I would need to take that on notice. But what we do in</p>	Pg 106 25/2/2014	15/5/14	

				<p>television is increasingly work with independent production partners. So a program like <i>Doctor Blake</i> is filmed in regional Victoria, and it is filmed with independent production partners. We are making a children's program in Tasmania, working with independent production partners; we use independent production partners for documentaries in Western Australia; we do internal television production at the moment in Sydney, Melbourne and Adelaide, and we are keen to keep a mixed model of internal and co-production, and to make it in Adelaide as well. But that will depend on our budget environment over time.</p> <p>Senator URQUHART: If you can provide that further information, that would be great.</p>			
211.	ABC	Urquhart	Regional Radio Services	<p>Senator URQUHART: Can you also describe the radio services you provide in regional areas: how many local radio stations are there, and what resources are dedicated to radio broadcasting in regional areas?</p> <p>Mr Scott: Yes, we can provide that information. I can tell you now.</p> <p>Senator URQUHART: Just give me a brief overview.</p> <p>Mr Scott: We have 60 local radio stations, 51 outside major metropolitan centres.</p> <p>Senator URQUHART: Okay. And what resources are dedicated to those radio stations?</p> <p>Mr Scott: I will give that on notice.</p> <p>Senator URQUHART: You will give that on notice? Great. Were you provided with any additional funding in the 2013-14 budget to improve regional news gathering services?</p> <p>Mr Scott: Yes, we were given money for news gathering.</p> <p>Senator URQUHART: What was that funding, and what news services were provided?</p> <p>Mr Scott: I can provide you with a detailed note on that, but one of the things we were able to do was invest in reporting skills and technology based at our regional radio stations to allow there to be far more stories that we could access and link back into the rest of the ABC, and through News 24 as well—so quite significant further investment in journalism in regional centres. Through some of the other funding we got for news we were able to invest</p>	Pg 107 25/2/2014	15/5/14	

				in some specialist reporting areas, our national reporting team. You are seeing their stories on television in our current affairs programs and on our radio networks as well.			
212.	ABC	Urquhart	Television production	<p>Senator URQUHART: At the November 2013 estimates you said that the ABC has TV production facilities in Melbourne, Sydney and Adelaide only. You also said that the ABC Director of Television was in Tasmania in early November holding briefings with the independent production sector and that there were programs being made with the independent production sector in Tasmania, which you just refer to. Can you provide the committee with an update of these discussions with the Tasmanian independent sector and outline any Tasmanian projects that are underway and that are planned?</p> <p>Mr Scott: Let me take that on notice, if I can.</p> <p>Senator URQUHART: In November you also said that the director of ABC TV was going to be visiting all states and territories to talk to the independent production sector. Tasmania was the first. Which cities has that director visited to meet with those production sectors since November 2013?</p> <p>Mr Scott: I can give you a report on that. I think he went everywhere. A number of our senior television executives did, and we really do enjoy the opportunity of working with talent all around the country.</p> <p>Senator URQUHART: Was Brisbane visited?</p> <p>Mr Scott: Yes, I believe he went to all the state capitals.</p> <p>Senator URQUHART: Did he visit Cairns and Townsville?</p> <p>Mr Scott: I am not sure about that. I will have to check.</p> <p>Senator URQUHART: Perhaps you could take all that on notice and let us know where they went and what the outcomes in each of those cities are. That would be good.</p> <p>Mr Scott: Yes.</p>	Pg 108 25/2/2014	15/5/14	
213.	ABC	Urquhart	ABC breaking news section	<p>Senator URQUHART: On 9 April 2013 the ABC breaking news section of the website reported the release of the coalition broadband policy. It stated: But the Opposition believes the NBN could cost more than \$90 billion ... Did anyone complain that you had reported that unsubstantiated</p>	Pg 109 25/2/2014	15/5/14	

				<p>claim by the coalition? Mr Scott: I would have to check on that. Senator URQUHART: Did Mr Abbott run to the press to claim that the ABC was being disloyal to the hardworking executive in government employment by repeating that claim? Mr Scott: I would have to see if he made that complaint. I cannot recall it. Senator URQUHART: If you could take that on notice. The news item continued by saying that the figure was rejected by communications minister, Stephen Conroy, and: On Twitter, the chair of the parliamentary committee investigating the NBN also dismissed the number. Is this kind of reporting—an assertion, followed by direction refutation—also a standard reporting practise? Mr Scott: What regularly happens is comments made by ministers or shadow ministers are reported and then the cut and thrust of politics takes over the story. It would not be atypical for a comment from a minister or shadow minister to be reported and then their counterparts' comments to be reported as well in the story as a whole. I do think that part of our challenge in the 24-hour news cycle and one of the big differences that has come to bear—and ABC News 24 has clearly been central to this—is that the news cycle has gotten very short. So a quarter to 10 news conference is put to air at quarter to 10 and then summarised at 10 o'clock and 11 o'clock and through the day. Once upon a time, not too long ago, the quarter to 10 news conference went to air at seven o'clock, which provided more time to check and to clarify. That is one of the reasons that I have been a supporter of the creation of fact checking. Certainly the ABC's fact checking unit has done well in this. These people are stepping back from the day-to-day rolling cycle, asking questions, going and seeking independent verification of these comments that are made and putting another perspective on it—because you are right: you often just get into this rolling cycle of assertion and counter assertion through the news cycle.</p>			
214.	ABC	Urquhart	Digital Radio	<p>Senator URQUHART: I have just got a few questions on digital radio. What services is the ABC providing over digital radio in</p>	Pg 109 25/2/2014	15/5/14	

				<p>the five mainland state capitals? Mr Scott: I will provide you with a comprehensive list.</p>			
215.	ABC	Urquhart	Digital Radio	<p>Senator URQUHART: Is the ABC participating in the digital radio trials in Darwin and Canberra? Mr Scott: We are in Canberra; we are not in Darwin. It is a challenge for us. It is an issue that I have spoken about with the current minister and I used to speak about it at length with the previous minister. We see great opportunities for our audiences with digital radio. We have actually mounted all those digital radio services from within the budget and prioritisation of the ABC. But I am a little bit concerned that the full suite of services that are available in the five mainland state capital cities are not more broadly available. There has been a tradition at the ABC. NewsRadio started off small and grew across the country. Triple J was once Double J, and Double J was only in Sydney, but now you can hear Triple J everywhere. So the prospect that it takes a while to roll out is not atypical. But I would worry, I think, if we ended with a situation where there is a two-tiered ABC service, and people who lived in Sydney or Melbourne or Adelaide had access to a much broader suite of radio programs through their radio set than people who lived in Darwin or Geelong or Newcastle or in other significant regional centres and country towns. All these services are available through broadband. I think there is an interesting debate as to how significant broadband will be around the distribution of radio services in the medium term. At the moment we are super servicing part of the country but we are not delivering to all of the country, and there is not a roll out plan for the rest of the country—that is finally going to have to be a decision for government. Senator URQUHART: So on that trial in Canberra, are the same services on those trials or the ones before they are? Mr Scott: I believe so, but if not I will come back and let you know.</p>	Pg 109/110 25/2/2014	15/5/14	
216.	ABC	Seselja	ABC television	<p>Senator SESELJA: I do have a couple of areas for questioning, but before I do, Mr Scott, I go back to the issue around</p>	Pg 110/111 25/2/2014	15/5/14	

			news	<p>corrections. I was just advised that on last Friday night ABC television news at 7 pm reported that the acquisition of the P-8A Poseidon maritime planes commenced under the former Labor government. I am advised that it was actually under the Howard government. Are you able to let us know if and when that will be corrected?</p> <p>Mr Scott: I will take that on notice. I was not aware of that.</p>			
217.	ABC	Seselja	Centenary of Navy fireworks display	<p>Senator SESELJA: I do not know whether this is true, so I will put it to you and you can let us know whether you know if it is true. Did the ABC charge the Royal Australian Navy to cover the centenary of Navy fireworks display which was in October of last year?</p> <p>Mr Scott: Let me check on that. The one thing I can tell you, and which I am pleased to tell you, is that the celebration of the Australian Navy on Sydney Harbour was the top rating show on ABC television last year. But I am not aware of what the contractual arrangements were for that</p> <p>Senator SESELJA: Would it be surprising if it did charge?</p> <p>Mr Scott: I am not sure. I will need to take that on notice.</p> <p>Senator SESELJA: Given that it is a pretty major national event, is that the sort of thing you would charge for? You have mentioned sporting events and there is some rationale there, but this was the centenary of the Navy, a critical part of our nation—</p> <p>Mr Scott: Let me take that on notice. I think, without wanting to prejudge the answer to that, some of these undertakings are very significant and attract big audiences. That one did. There are other ones that do not attract as big an audience. We do make a very significant financial commitment to some of these major events that we cover, such as the Australia Day coverage here.</p> <p>Senator SESELJA: Australia Day Live, for instance, was charged—</p> <p>Mr Scott: I am not aware of the funding details of that. I do not think so, but I will check that out for you.</p> <p>Senator SESELJA: When you are doing that, can you check, if there was a charge, how much it was. I think you are right, that it was probably a big rating event. You might be able to also report back to us on how it rated in comparison to other ABC programs</p>	Pg 111/112 25/2/2014	15/5/14	

			<p>that would have ordinarily been on that night.</p> <p>Mr Scott: Sure. The one thing I would say about our judgements and decision making around these matters—and golf is a good example—is that we come to an editorial judgement. We look at the finances and make sure it is a viable deal for our audience, but the thing that drives that decision making is an editorial judgement.</p> <p>We have talked in this committee previously about the low-level of coverage of women's sport on television in Australia, with hardly anything on free-to-air television and very little on paid television. I am very pleased to say that, on the weekend before last, the ABC broadcast in the afternoon 6½ hours of women's sport on ABC1. I believe it was last weekend that the women's soccer on ABC1 out-rated the men's soccer that was broadcast on television that weekend. It was a great game. We come to an editorial judgement about it, but I am happy to give you some more information about the financing behind it.</p> <p>Senator SESELJA: Just finally on that topic, would you agree that, all things being equal, the cost of televising an event like that really should be a core service of the ABC? We would expect, whether you think the budget is large or not—it is around about \$1 billion—that to be the sort of program of national significance that should be absorbed into a budget like that for a national broadcaster.</p> <p>Mr Scott: One of the interesting things about the ABC Charter is that is quite broad and final decisions around the prioritisation of that charter are made by the ABC Board and the ABC management team reporting through to the board. There are undertakings that are very significant. I will give you another example. We certainly do have a deal with the Department of Veterans' Affairs that has gone on for many years to enable the ABC to provide detailed and comprehensive coverage around the country on Anzac Day—Anzac marches in every capital city, the Anzac Day dawn service from Gallipoli and other events around the country. The Department of Veterans' Affairs makes an important financial contribution to that. It is the single largest day of broadcasting that the ABC does. It would be very difficult for</p>			
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				<p>us to do that coverage without that. When you are covering marches around the country, some of the audiences for those separately are quite small even though in aggregate it is a significant number. That is another example of partnership. We are delighted to it and it helps us to be able to do it when we have the kind of very productive partnership that we have had with the Department of Veterans' Affairs.</p> <p>Senator SESELJA: Maybe on notice you could provide us with the details of the amount of that contract. That would be very interesting. There are often former political staffers on ABC television programs from both sides of politics. Is there a policy in terms of when they are identified as a former staffer? Are they always identified as former staffers? Is there any sort of consistent policy that the ABC seeks to apply to that?</p> <p>Mr Scott: I can come back to you. I think that, as a rule, we would believe in as much transparency as possible for the audience. One very positive thing that the ABC has done in recent years is create programs like <i>The Drum</i>, which allowed—I said 'allowed', though I suppose they are loud at times!—a broad array of voices to be heard and for there to be a vigorous contest and debate. I think it does work well when our audience has no doubt where, if someone is still a political figure, they lie on the spectrum and what their connections are. But as to whether there are specific guidelines on that let me check and get back to you.</p>			
218.	ABC	Seselja	ABC logging of boat arrivals	<p>Senator SESELJA: I am interested in who made the decision that the ABC should start logging boat arrivals and other asylum seeker incidents? I understand it is on the website; a log or—</p> <p>Mr Scott: I will have to check on that. I do not know who—</p> <p>Senator SESELJA: Do you know what the rationale was? It was set up after the federal election in September, I understand.</p> <p>Mr Scott: I am not aware of that.</p> <p>Senator SESELJA: We had something like 50,000 people arriving under the former government. Boat arrivals were not logged then, but under a change of government we now do see them logged at time when fewer and fewer are coming.</p> <p>Senator PRATT: There was public disclosure of boat arrivals, unlike under your government. Someone had to try to keep a list.</p>	Pg 112/113 25/2/2014	15/5/14	

			<p>Senator SESELJA: But they are. These are based on departmental figures, I assume.</p> <p>Mr Scott: Let me come back to you on notice.</p> <p>Senator SESELJA: It does seem odd for a national broadcaster. Obviously the issues around unlawful boat arrivals are fairly contentious and so is the fact that after an election, when there is a change in government, that policy changes. You are not aware as to—</p> <p>Mr Scott: I am not aware of that. I do not think it is contentious to say that the government was elected on a very clear policy of stopping the boats. That was the clear statement of intention. The minister makes much of the fact of how many days have gone by since boats have arrived, so I can see that it is very central to what the government said it would do and that to put a spotlight on that is not an unreasonable thing. As to the detail of the background of that, I am not so sure.</p> <p>Senator SESELJA: The same could be said of the former government. When Kevin Rudd came in he said that he was going to take a tough line on asylum seekers. Is that the test?</p> <p>Mr Scott: I do not know, Senator. As I said, let me get back to you.</p> <p>Senator SESELJA: Maybe when you are getting back to us, do you know how many staff are dedicated to collating the figures and updating the boat count link?</p> <p>Mr Scott: Not too many I would not have thought. I am not sure that it is an onerous task.</p> <p>Senator SESELJA: Can you confirm that the site was last updated on 28 January 2014?</p> <p>Mr Scott: I can come back to you on.</p> <p>Senator SESELJA: Okay. I understand there is no reference at all to the fact that there have not been any arrivals for over 60 days. Are you aware of that?</p> <p>Mr Scott: I am not sure I am quite aware of the site, Senator. If no boats has arrived and it is logging the arrival of boats then it does not surprise me that it has not been updated.</p> <p>Senator SESELJA: It is on the <i>ABC News</i> site.</p> <p>Mr Scott: It is a very big news site, Senator. I will track it down.</p>			
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219.	ABC	Seselja	Showing home addresses	<p>Senator SESELJA: When you were examining this before you apologised to Mr Newman did you ask the question and did you get any answer as to what was seen as the relevance of showing the home address?</p> <p>Mr Scott: It was a few months ago, Senator, but it was the fact that he had moved into this new, important role and was currently operating this business. As I recall, Senator, it was in a sense a filming in the vicinity of where that business was operating. I think it was that. It should not have happened and I apologised to the Premier. He was unhappy about it but he accepted my apologise.</p> <p>Senator SESELJA: You apologised to the Premier. Did you apologise to the Mellor family?</p> <p>Mr Scott: I think there was contact with the Mellor family. I will need to check that.</p>	Pg 113/114 25/2/2014	15/5/14	
220.	ABC	Urquhart	Australia Network	<p>In relation to Australia Network, presumably the provision of AN's service is intertwined with Radio Australia and other parts of the ABC, that there are resources, including staff, which are shared:</p> <ol style="list-style-type: none"> What would the impact be on jobs and resources at the ABC if Australia Network was taken off the ABC or shut down? How many jobs only involved in Australia Network would be cut? What would be the impact on Radio Australia, and what would be the impact on all other parts of the ABC? What would be the impact of this on each state? 	Written	15/5/14	
221.	ABC	Bernardi	ABC Show – <i>The Drum</i>	<ol style="list-style-type: none"> Since the election, how many former Federal Labor staff members have starting making contributions to The Drum? Are Mr Adam Collins and Mr Andrew Porter paid by the ABC? And how many former Liberal staffers have started writing for The Drum since the election? 	Written	15/5/14	
222.	ABC	Williams	Paul Bongiorno	<ol style="list-style-type: none"> Could you confirm what ABC programs Paul Bongiorno has and is appearing on? 	Written	15/5/14	

				<ol style="list-style-type: none"> 2. At whose instigation is Mr Bongiorno appearing? 3. Is Mr Bongiorno being paid for his appearances? 4. Are his appearances scheduled to be on a regular basis? 			
223.	ABC	Xenophon	Local Content	<p>In the Supplementary Budget Estimates Hearings last year, I asked about the average percentage of Lateline and 7.30 stories originating from each state or territory. The information provided to me by the ABC indicated overwhelming weighting to the Eastern States.</p> <p>In the period between 2 September – 5 December 2013, the percentage of the origin of stories appearing on 7.30 (Monday-Thursday) in NSW, ACT and VIC combined was 83.8 per cent. Similarly, during the same time period, the percentage of the origin of stories appearing on Lateline in NSW, ACT and VIC combined was 93.3 per cent.</p> <ol style="list-style-type: none"> 1. Given the ABC receives funding from the Commonwealth, can you advise me of the ABC's policies with regards to equal and/or fair representation of current affairs across all the States and Territories? 2. Can you advise me of the reasons for this dramatic discrepancy in coverage between the Eastern and other states and territories on 7.30 and Lateline? Are resources equally allocated between states for these programs? 3. Given these figures, is the ABC reviewing the allocation of resources and policies to ensure fairer representation of current affairs across the country? Are any immediate measures being taken on Lateline and 7.30 to rectify this? 	Written	15/5/14	
224.	ABC	Xenophon	ABC funding – South Australia	<p>In the previous estimates hearings, I also asked about the funding for local content and was provided with detail about the allocation for South Australia.</p> <ol style="list-style-type: none"> 1. How does the allocation for South Australia compare with the rest of the country? Can you provide me with a breakdown of funding across the other State and Territories? 	Written	15/5/14	

225.	ABC	Xenophon	ABC director of news	Given ABC News expenditure is the responsibility of the Director of News, based in Sydney, what measures are in place to ensure funding and resources are not biased towards NSW?	Written	15/5/14	
226.	ABC	Xenophon	7.30 position in the NT	I understand the dedicated 7.30 position in the NT closed in 2013 and have been advised ABC News has since established a Darwin-based senior reporter working primarily for the National Reporting Team, but available to file current affairs stories for 7.30. 1. When was this position established and how many current affairs stories have been filed by this reporter for 7.30 since inception?	Written	15/5/14	
227.	ABC	Ludwig	Reviews	1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review? a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of	Written	15/5/14	

				<p>directors or equivalent</p> <p>c. If yes, for each is the cost associated with their involvement, including a break down for each cost item</p> <p>d. If yes, for each, what is the nature of their involvement</p> <p>e. If yes, for each, are they on the lobbyist register, provide details.</p> <p>f. If yes, for each, what contact has the Minister or their office had with them</p> <p>g. If yes, for each, who selected them</p> <p>h. If yes, for each, did the minister or their office have any involvement in selecting them,</p> <p> i. If yes, please detail what involvement it was</p> <p> ii. If yes, did they see or provided input to a short list</p> <p> iii. If yes, on what dates did this involvement occur</p> <p> iv. If yes, did this involve any verbal discussions with the department</p> <p> v. If yes, on what dates did this involvement occur</p> <p>3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?</p> <p> a. Please list them.</p> <p> b. What is the current cost to date expended on the reviews?</p> <p>4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them.</p> <p>5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them.</p> <p>6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7. When will the Government be responding to the respective reviews that have been completed?</p> <p>8. What reviews are planned?</p> <p> a. When will each planned review be commenced?</p> <p> b. When will each of these reviews be concluded?</p> <p> c. When will government respond to each review?</p> <p> d. Will the government release each review?</p> <p> i. If so, when?</p>			
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				ii. If not, why not?			
228.	ABC	Ludwig	Commissioned reports	<p>1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>3. What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	15/5/14	
229.	ABC	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <p>a. How are briefings requests commissioned?</p> <p>b. What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c. Provide details of what information has been provided and a copy of the information.</p> <p>d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?</p>	Written	15/5/14	

230.	ABC	Ludwig	Stationery requirements	How much was spent on departmental/agency stationery requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	15/5/14	
231.	ABC	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 	Written	15/5/14	
232.	ABC	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses 	Written	15/5/14	
233.	ABC	Ludwig	Media training	<ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: <ol style="list-style-type: none"> a. Total spending on these services b. an itemised cost breakdown of these services c. The number of employees offered these services and their 	Written	15/5/14	

				<p>employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. the location that this training was provided</p> <p>2. For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>e. The location used</p> <p>f. The number of employees who took part on each occasion</p> <p>g. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>h. Any costs the department or agency's incurred to use the location</p>			
234.	ABC	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work</p>	Written	15/5/14	

				<p>they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>			
235.	ABC	Ludwig	Provision of equipment	Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written	15/5/14	
236.	ABC	Ludwig	Provision of equipment	Other than desktop computers, list all electronic equipment provided to department/agency staff. <ol style="list-style-type: none"> List the items List the purchase cost List the ongoing cost List the staff and staff classification that receive the equipment. 	Written	15/5/14	
237.	ABC	Ludwig	Computers	<ol style="list-style-type: none"> List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	15/5/14	
238.	ABC	Ludwig	Travel costs - department	<ol style="list-style-type: none"> From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. What travel is planned for the rest of this calendar year? Also 	Written	15/5/14	

				provide a reason and brief explanation for the travel.			
239.	ABC	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	15/5/14	
240.	ABC	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013? 8. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	15/5/14	
241.	ABC	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? 	Written	15/5/14	

				<p>Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3. Have any consultancies not gone out for tender? If so, which ones and why?</p>			
242.	ABC	Ludwig	Meeting costs	<p>1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	15/5/14	
243.	ABC	Ludwig	Hospitality and entertainment	<p>1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4. What entertainment spend is the Department/Agency's</p>	Written	15/5/14	

				<p>planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
244.	ABC	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 5. For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) 6. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> a. The location used 	Written	15/5/14	

				<ul style="list-style-type: none"> b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
245.	ABC	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	15/5/14	
246.	ABC	Ludwig	Staffing reductions	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 	Written	15/5/14	

				<p>5. Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p> <p>7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p>			
247.	ABC	Ludwig	Staffing recruitment	<p>1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	15/5/14	
248.	ABC	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b. Why were coffee machines purchased?</p> <p>c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where did the funding for the coffee machines come</p>	Written	15/5/14	

				<p>from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b. Why are coffee machines rented?</p> <p>c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where does the funding for the coffee machines come from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such</p>			
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				as the cost of coffee?			
249.	ABC	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were sued? b. How were they selected? c. What was the total cost of this printing? 	Written	15/5/14	
250.	ABC	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	15/5/14	
251.	ABC	Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 	Written	15/5/14	
252.	ABC	Ludwig	Hire cars	<ol style="list-style-type: none"> 1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to 	Written	15/5/14	

				<p>date? Provide a breakdown of each business group in each department/agency.</p> <p>2. What are the reasons for hire car costs?</p>			
253.	ABC	Ludwig	Credit cards	<p>1. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>2. Please update details of the following?</p> <p>a. What action is taken if the corporate credit card is misused?</p> <p>b. How is corporate credit card use monitored?</p> <p>c. What happens if misuse of a corporate credit card is discovered?</p> <p>d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken.</p> <p>e. What action is taken to prevent corporate credit card misuse?</p>	Written	15/5/14	
254.	ABC	Ludwig	Senate estimates briefing	<p>1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?</p> <p>2. How many officer hours were spent on preparing that information?</p> <p>a. Please break down the hours by officer APS classification</p> <p>3. Were drafts shown to the Minister or their office before senate estimates?</p> <p>a. If so, when did this occur?</p> <p>b. How many versions of this information were shown to the minister or their office?</p> <p>4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a. If so, when did this occur?</p> <p>b. What officer hours were spent on making these edits?</p>	Written	15/5/14	

				<p>Please break down the hours by officer APS classification.</p> <p>c. When were the changes made?</p> <p>5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.</p>			
255.	ABC	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 7. List the staffing resources by APS level assigned solely to Freedom of Information requests 8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests 9. Does the department ever second addition resources to processing Freedom of Information requests? 	Written	15/5/14	

				<p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a. Of the officers designated as decision makers, how many have received formal training?</p> <p>b. Of the officers designated as decision makers, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p>			
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				<ul style="list-style-type: none"> e. How long was the training? f. By whom was the training conducted? <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister's attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p>			
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				<p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox</p>			
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				<p>for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
256.	ABC	Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. Do members of the unit have access to cabinet documents? 7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written	15/5/14	
257.	ABC	Ludwig	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or 	Written	15/5/14	

				<p>Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i></p> <ol style="list-style-type: none"> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 			
258.	ABC	Ludwig	Boards (for Department s or agencies with boards)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 	Written	15/5/14	

				<p>9. Please list board members who have attended less than 51% of meetings?</p> <p>10. what have catering costs been for the board meetings held this year; is alcohol served?</p>			
259.	ABC	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <p>1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>a. Signage.</p> <p>b. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>c. Logos</p> <p>d. Consultancy</p> <p>e. Any relevant IT changes.</p> <p>f. Office reconfiguration.</p> <p>3. How was the decision reached to rename and/or rebrand the department?</p> <p>a. Who was involved in reaching this decision?</p> <p>b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.</p>	Written	15/5/14	
260.	ABC	Ludwig	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>1. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>a. Date the lease agreement is active from.</p> <p>b. Date the lease agreement ends.</p> <p>c. Is the lease expected to be renewed? If not, why not?</p> <p>d. Location of the building (City and state).</p>	Written	15/5/14	

				<ul style="list-style-type: none"> e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. <ol style="list-style-type: none"> 2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ul style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ul style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. 4. For each building owned or leased by the department: <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
261.	ABC	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 	Written	15/5/14	

262.	ABC	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	15/5/14	
263.	ABC	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost. 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes. 	Written	15/5/14	
264.	ABC	Ludwig	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	15/5/14	
265.	ABC	Ludwig	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	15/5/14	
266.	ABC	Ludwig	Market research	<p>List any market research conducted by the department/agency since 7 September 2013.</p> <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by 	Written	15/5/14	

				<p>division and program</p> <ol style="list-style-type: none"> 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 			
267.	ABC	Ludwig	Departmental upgrades	<p>Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	15/5/14	
268.	ABC	Ludwig	Wine Coolers/Fridges	<p>Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written	15/5/14	
269.	ABC	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be 	Written	15/5/14	

				<p>purchased</p> <p>6. If so, what is the current location for these items?</p>			
270.	ABC	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
271.	ABC	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
272.	ABC	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 	Written	15/5/14	

273.	ABC	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	15/5/14	
274.	SBS	Pratt	Digital Radio	<p>Senator PRATT: SBS is participating in digital radio trials in Darwin and Canberra—is that right? Are you providing the same services on these trials?</p> <p>Mr Ebeid: I am not sure, Senator—I would have to check on that and let you know. I am not aware of the situation in Darwin and Canberra.</p>	Pg 120 25/2/2014	15/5/14	
275.	SBS	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the 	Written	15/5/14	

				<p>Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <ol style="list-style-type: none"> 3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 			
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				8. What reviews are planned? <ol style="list-style-type: none"> When will each planned review be commenced? When will each of these reviews be concluded? When will government respond to each review? Will the government release each review? <ol style="list-style-type: none"> If so, when? If not, why not? 			
276.	SBS	Ludwig	Commissioned reports	<ol style="list-style-type: none"> Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? What is the current status of each report? When is the Government intending to respond to these reports? 	Written	15/5/14	
277.	SBS	Ludwig	Briefings for other parties	Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include: <ol style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a 	Written	15/5/14	

				breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?			
278.	SBS	Ludwig	Stationery requirements	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	15/5/14	
279.	SBS	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 	Written	15/5/14	
280.	SBS	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses 	Written	15/5/14	
281.	SBS	Ludwig	Media training	1. In relation to media training services purchased by each	Written	15/5/14	

				<p>department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> a. Total spending on these services b. an itemised cost breakdown of these services c. The number of employees offered these services and their employment classification d. The number of employees who have utilised these services and their employment classification e. The names of all service providers engaged f. the location that this training was provided <p>2. For each service purchased from a provider listed under (1), please provide:</p> <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the 			
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				location			
282.	SBS	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ol style="list-style-type: none"> How many ongoing staff, the classification, the type of work they undertake and their location. How many non-ongoing staff, their classification, type of work they undertake and their location How many contractors, their classification, type of work they undertake and their location How many are graphic designers? How many are media managers? How many organise events? 	Written	15/5/14	
283.	SBS	Ludwig	Provision of equipment	<p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	15/5/14	
284.	SBS	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <ol style="list-style-type: none"> List the items List the purchase cost List the ongoing cost List the staff and staff classification that receive the equipment. 	Written	15/5/14	
285.	SBS	Ludwig	Computers	<ol style="list-style-type: none"> List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	15/5/14	

286.	SBS	Ludwig	Travel costs - department	<ol style="list-style-type: none"> 1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written		
287.	SBS	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	15/5/14	
288.	SBS	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 	Written	15/5/14	

				<p>7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013?</p> <p>8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
289.	SBS	Ludwig	Consultancies	<p>1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3. Have any consultancies not gone out for tender? If so, which ones and why?</p>	Written	15/5/14	
290.	SBS	Ludwig	Meeting costs	<p>1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	15/5/14	
291.	SBS	Ludwig	Hospitality and entertainment	<p>1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date?</p>	Written	15/5/14	

				<p>Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
292.	SBS	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 5. For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) 	Written	15/5/14	

				<ul style="list-style-type: none"> e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>6. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
293.	SBS	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	15/5/14	
294.	SBS	Ludwig	Staffing reductions	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 	Written	15/5/14	

				<ol style="list-style-type: none"> 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 			
295.	SBS	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period? 	Written	15/5/14	
296.	SBS	Ludwig	Coffee machines	<ol style="list-style-type: none"> 1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? 	Written	15/5/14	

				<ul style="list-style-type: none"> b. Why were coffee machines purchased? c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result? d. Where did the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? <p>2. Does the department/agency rent coffee machines for staff usage?</p> <ul style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased. b. Why are coffee machines rented? c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d. Where does the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from 			
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				<p>Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
297.	SBS	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing? 	Written	15/5/14	
298.	SBS	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	15/5/14	
299.	SBS	Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each 	Written	15/5/14	

				department/agency. 2. What are the reasons for taxi costs?			
300.	SBS	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written	15/5/14	
301.	SBS	Ludwig	Credit cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse?	Written	15/5/14	
302.	SBS	Ludwig	Senate estimates briefing	1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur?	Written	15/5/14	

				<ul style="list-style-type: none"> b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ul style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 			
303.	SBS	Ludwig	Freedom of Information	<ul style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 	Written	15/5/14	

				<p>7. List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9. Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a. Of the officers designated as decision makers, how many</p>			
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				<p>have received formal training?</p> <p>b. Of the officers designated as decision makers, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <p>a. List those notified request</p> <p>b. How many instances were each of this requests brought to the office or the Minister's attention?</p> <p>c. How many of these items resulted in a separate formal brief being provided to the Minister?</p> <p>d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister?</p> <p>e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office?</p> <p>f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office?</p> <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for</p>			
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				<p>FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that</p>			
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				<p>forms part of the IPS must be published ‘to members of the public generally’?”</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
304.	SBS	Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government’s red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. Do members of the unit have access to cabinet documents? 7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written	15/5/14	

305.	SBS	Ludwig	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 	Written	15/5/14	
306.	SBS	Ludwig	Boards (for Departments or agencies)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 	Written	15/5/14	

			with boards)	<ol style="list-style-type: none"> 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 9. Please list board members who have attended less than 51% of meetings 10. what have catering costs been for the board meetings held this year; is alcohol served? 			
307.	SBS	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> 1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. 2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> a. Signage. b. Stationery (please include details of existing stationery and how it was disposed of). c. Logos d. Consultancy e. Any relevant IT changes. f. Office reconfiguration. 3. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> c. Who was involved in reaching this decision? d. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 	Written	15/5/14	
308.	SBS	Ludwig	Building Lease Costs	What has been the total cost of building leases for the agency / department since September 7, 2013?	Written	15/5/14	

				<ol style="list-style-type: none"> 1. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. 2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ol style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. 4. For each building owned or leased by the department: <ol style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
309.	SBS	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 	Written	15/5/14	

				<ol style="list-style-type: none"> 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 			
310.	SBS	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	15/5/14	
311.	SBS	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost. 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes. 	Written	15/5/14	
312.	SBS	Ludwig	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	15/5/14	
313.	SBS	Ludwig	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were 	Written	15/5/14	

				re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal?			
314.	SBS	Ludwig	Market research	List any market research conducted by the department/agency since 7 September 2013. 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected?	Written	15/5/14	
315.	SBS	Ludwig	Departmental upgrades	Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed?	Written	15/5/14	
316.	SBS	Ludwig	Wine Coolers/Fridges	Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items?	Written	15/5/14	

				7. If so, what is the current stocking level for each of these items?			
317.	SBS	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	15/5/14	
318.	SBS	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
319.	SBS	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	15/5/14	
320.	SBS	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice 	Written	15/5/14	

				<p>and the level of counsel used in preparing the advice, whether the advice was internal or external</p> <ol style="list-style-type: none"> List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) How was each piece of advice procured? Detail the method of identifying legal advice 			
321.	SBS	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	15/5/14	
322.	Prog 1.3	Urquhart	Community Broadcasters – Digital radio	<p>Senator URQUHART: Am I right that, in last year's budget, additional funds were made available to assist community broadcasters to move into digital radio?</p> <p>Ms O'Loughlin: In last year's budget, there was a small amount of money which was about moving some self-help radio services from the Aurora satellite service to the VAST satellite service. I will ask my colleague Dr Pelling to clarify that.</p> <p>Dr Pelling: Funding was provided to assist community radio broadcasters to move to digital. We would have to take it on notice, but I think there was a small additional amount in the budget last year. I cannot recall the details.</p> <p>Ms O'Loughlin: We will take that on notice.</p>	Pg 121 25/2/2014	15/5/14	
323.	Prog 1.3	Urquhart	Digital radio	What resources are being consumed in the Department of Communications and the Australian Communications and Media Authority in continuing to consider the extension of digital radio to regional areas?	Written	15/5/14	

324.	Prog 1.3	Urquhart	Digital radio	Given that the extension of Digital Radio will require significant (though unquantified outlays) for the public broadcasters and that the Commercial Broadcasters are estimating a total cost to Government of \$500 million, is this an effective use of resources in advance of an 'in principle' decision to provide this funding?	Written	15/5/14	
325.	Prog 1.3	Urquhart	ABC and SBS Efficiency Study	In relation to the ABC and SBS Efficiency Study : 1. As efficiency relates inputs to outputs, will the study pay due regard to the special nature of the ABC including its regional obligations? 2. What "better practice broadcasting operational models and practices" will be used as a benchmark? On what basis has it been pre-determined that there are better practice models? 3. Does "better practice" include paying convicted criminals for interviews as the commercial broadcasters are alleged to be doing? 4. What will be the cost to the ABC of preparing for and providing information to this study? 5. Will full report be made available to the public (unlike the 2006 KPMG report) which is funding it? If so, when?	Written	15/5/14	
326.	Legal	Urquhart	Deregulation	At the hearing Ms O'Loughlin said in relation to deregulation "We have a methodology that we are using to cost proposals, as required under the deregulation policy." Can the Committee be provided with details of the methodology or a link to where it can be found?	Written	19/5/14	
327.	Legal	Urquhart	Ministerial Advisory Council	In relation to the Ministerial Advisory Council(s) on 7 March 2014 referred to in <i>The Australian</i> on 3 March (<i>Ownership reach rule on Libs' hit list</i>). 1. Was there one or more than one Council meeting? If more than one, what dates were they held on? 2. Which executives were invited to attend, and if more than one meeting which meeting? 3. Which executives attended? 4. How were executives chosen for invitation? 5. If executives in telecommunications were chosen by size of service provider is it appropriate that only the largest firms are represented? How would such a selection policy sit with	Written	19/5/14	

				competition principles? 6. Was the Minister for Small Business consulted on which executives should be invited?			
328.	Legal	Ludwig	Legal costs	List all legal costs incurred by the department or agency since 7 September 2013 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice	Written	19/5/14	
329.	Corporate	Seselja	Staff reductions	1. What are your current and forward plans for staff reductions, including redundancies? 2. How many of these reductions and redundancies relate to efficiency dividends applied over the last three years? 3. How many of these reductions and redundancies relate to decisions made in the 2013 Budget, or earlier, to cease or terminate programs? 4. If redundancies have been offered, when was the decision made to offer these redundancies?	Written	19/5/14	
330.	Corporate	Ludwig	Appointments	1. Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. 2. What is the gender ratio on each board and across the portfolio?	Written	19/5/14	
331.	Corporate	Ludwig	Stationery requirements - Ministerial	How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? Detail the items provided to	Written	19/5/14	

				the minister's office			
332.	Corporate	Ludwig	Electronic equipment - Ministerial	<p>Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since 7 September 2013.</p> <ol style="list-style-type: none"> 1. List the items 2. List the items location or normal location 3. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level 4. List the total cost of the items 5. List an itemised cost breakdown of these items 6. List the date they were provided to the office 7. Note if the items were requested by the office or proactively provided by the department 	Written	19/5/14	
333.	Corporate	Ludwig	Media subscriptions - Ministerial	<ol style="list-style-type: none"> 1. What pay TV subscriptions are provided to the Minister or their office? What is the cost for this from 7 September 2013 to date? 2. What newspaper subscriptions are provided to the Minister or their office? What is the cost for this from 7 September 2013 to date? 3. What magazine subscriptions are provided to the Minister or their office? What is the cost for this from 7 September 2013 to date? 4. What publications are provided to the Minister or their office? What is the cost for this from 7 September 2013 to date? 	Written	26/5/14	
334.	Corporate	Ludwig	Media monitoring - Ministerial	<p>What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date?</p> <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses. 	Written	19/5/14	

335.	Corporate	Ludwig	Provision of equipment - ministerial	For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs? a. Itemise equipment and cost broken down by staff or minister classification	Written	19/5/14	
336.	Corporate	Ludwig	Computers - Ministerial	List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used	Written	19/5/14	
337.	Corporate	Ludwig	Travel costs - Ministerial	From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).	Written	19/5/14	
338.	Corporate	Ludwig	Travel costs - Ministerial	1. From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary a. List each location, method of travel, itinerary and purpose of trip; b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; c. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written	19/5/14	
339.	Corporate	Ludwig	Meeting costs - Ministerial	1. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written	19/5/14	

				2. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.			
340.	Corporate	Ludwig	Hospitality and entertainment - Ministerial	<p>1. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>2. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	19/5/14	
341.	Corporate	Ludwig	Functions - Ministerial	<p>1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <p>a) The guest list of each function</p> <p>b) The party or individual who initiated the request for the function</p> <p>c) The menu, program or list of proceedings of the function</p> <p>d) A list of drinks consumed at the function</p> <p>2. Provide a list of the current wine, beer or other alcoholic</p>	Written	19/5/14	

				beverages in stock or on order in the Minister's office			
342.	Corporate	Ludwig	Official residences - Ministerial	<ol style="list-style-type: none"> 1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: <ol style="list-style-type: none"> a. The guest list of each function, including if any ministerial staff attended b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences. 	Written	19/5/14	
343.	Corporate	Ludwig	Ministerial staff code of Conduct	<ol style="list-style-type: none"> 1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ol style="list-style-type: none"> a. If so, list the breaches identified, broken by staffing classification level b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? c. If so, when was the breach identified? By whom? When was the Minister made aware? 2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? <ol style="list-style-type: none"> a. If not, how many staff don't comply, broken down by classification level? b. How long have they worked for the Minister? 3. Can you confirm they all complied with the code on the date of their employment? <ol style="list-style-type: none"> a. If not, on what date did they comply? 4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? <ol style="list-style-type: none"> a. If so, on what date were those disclosure made? 5. By position title list the date each staff member was approved 	Written	19/5/14	

				<p>by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level</p>			
344.	Corporate	Ludwig	Question time	<p>1. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?</p> <p>2. How many officer hours are spent each sitting day on preparing that information?</p> <p>a. Please break down the hours by officer APS classification</p> <p>3. Are drafts shown to the Minister or their office before Question Time?</p> <p>a. If so, when does this occur?</p> <p>b. How many versions of this information are shown to the minister or their office?</p> <p>4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a. If so, when does this occur?</p> <p>b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>5. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.</p>	Corporate	19/5/14	
345.	Corporate	Ludwig	Shared resources following MOG changes	<p>1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?</p> <p>2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?</p> <p>3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource</p>	Written	19/5/14	

				arrangements?			
346.	Corporate	Ludwig	Ministerial Leave	<p>Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so:</p> <ol style="list-style-type: none"> 1. Please table a schedule of the ministers leave. Please include: <ol style="list-style-type: none"> a. The dates the minister was on leave. b. The dates the minister was out of the country (if applicable). 2. Who was acting in the minister's place? <ol style="list-style-type: none"> a. What date was it decided to have this person act in the minister's place? b. What was the process for selecting this person? c. Who was involved in making this decision? 3. Were there any matters with which the department needed to make contact with the minister during this time? If so: <ol style="list-style-type: none"> a. Please provide a list of these matters and the date they occurred b. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. c. Were there any times that the department was aware that it would be unable to communicate with the minister? d. Were there any times that the department tried to contact the minister but were unable? 4. Were there any matters with which the department needed to make contact with the acting minister during this time? If so: <ol style="list-style-type: none"> a. Please provide a list of these matters and the date they occurred b. Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. c. Were there any times that the department was aware that it would be unable to communicate with the acting minister? d. Were there any times that the department tried to contact 	Written	19/5/14	

				<p>the acting minister but were unable?</p> <p>e. but were unable?</p> <p>5. Did the department contact the Minister or acting minister during this time? If so:</p> <p>a. Please provide a list of these matters and the date they occurred</p> <p>b. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time.</p>			
347.	Corporate	Ludwig	Ministerial Motor vehicle	<p>Has the minister been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> 1. What is the make and model? 2. How much did it cost? 3. When was it provided? 4. Was the entire cost met by the department? If not, how was the cost met? 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. 6. Are these costs met by the department? If not, how are these costs met? 7. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. 8. Have these guidelines changed since September 7, 2013? If so, please detail. 9. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. 10. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written	19/5/14	
348.	Corporate	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> 1. What is the make and model? 2. How much did it cost? 3. When was it provided? 4. Was the entire cost met by the department? If not, how was 	Written	19/5/14	

				<p>the cost met?</p> <p>5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>6. Are these costs met by the department? If not, how are these costs met?</p> <p>7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>8. Have these guidelines changed since September 7, 2013? If so, please detail.</p> <p>9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>10. Have these guidelines changed since September 7, 2013? If so, please detail.</p>			
349.	Corporate	Ludwig	Ministerial Staff vehicles	<p>Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>1. What is the make and model?</p> <p>2. How much did it cost?</p> <p>3. When was it provided?</p> <p>4. Was the entire cost met by the department? If not, how was the cost met?</p> <p>5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>6. Are these costs met by the department? If not, how are these costs met?</p> <p>7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>8. Have these guidelines changed since September 7, 2013? If so, please detail.</p> <p>9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>10. Have these guidelines changed since September 7, 2013? If</p>	Written	19/5/14	

				so, please detail.			
350.	Corporate	Ludwig	Diner's Club cards - Ministerial	Have any credit cards been issued to ministers or ministers staff?	Written	19/5/14	
351.	Corporate	Ludwig	Ministerial website	<ol style="list-style-type: none"> 1. How much has been spent on the Minister's website since 7 September 2013? List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? Are any departmental staff required to work outside regular hours to maintain the Minister's website? 	Written	19/5/14	
352.	Corporate	Ludwig	Ministerial pay outs	How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013? List each item of expenditure, staffing level, employing member and cost	Written	19/5/14	
353.	Corporate	Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment 	Written	19/5/14	
354.	Corporate	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced 	Written	26/5/14	

				<ul style="list-style-type: none"> c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public <p>2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <p>3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?</p>			
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				<ul style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? <ul style="list-style-type: none"> 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. What reviews are planned? <ul style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
355.	Corporate	Ludwig	Commissioned reports	<ul style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports? 	Written	19/5/14	
356.	Corporate	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <ul style="list-style-type: none"> a. How are briefings requests commissioned? 	Written	19/5/14	

				<ul style="list-style-type: none"> b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information? 			
357.	Corporate	Ludwig	Stationery requirements	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	19/5/14	
358.	Corporate	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. 	Written	19/5/14	

				b. What is the cost from 7 September 2013 to date?			
359.	Corporate	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services from 7 September 2013 to date?</p> <p>c. Itemise these expenses</p>	Written	19/5/14	
360.	Corporate	Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>a. Total spending on these services</p> <p>b. an itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. the location that this training was provided</p> <p>2. For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete</p>	Written	19/5/14	

				<p>package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>			
361.	Corporate	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>	Written	19/5/14	
362.	Corporate	Ludwig	Provision of equipment	<p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	19/5/14	
363.	Corporate	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <p>a. List the items</p>	Written	19/5/14	

				<ul style="list-style-type: none"> b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment. 			
364.	Corporate	Ludwig	Computers	<ol style="list-style-type: none"> 1. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location 2. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	19/5/14	
365.	Corporate	Ludwig	Travel costs - department	<ol style="list-style-type: none"> 1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	19/5/14	
366.	Corporate	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	Written	19/5/14	
367.	Corporate	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 	Written	19/5/14	

				<ol style="list-style-type: none"> 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013? 8. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 			
368.	Corporate	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? If so, which ones and why? 	Written	19/5/14	
369.	Corporate	Ludwig	Meeting costs	<ol style="list-style-type: none"> 1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 	Written	19/5/14	

				2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.			
370.	Corporate	Ludwig	Hospitality and entertainment	<ol style="list-style-type: none"> 1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. 2. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved? 	Written	19/5/14	
371.	Corporate	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 	Written	19/5/14	

				<p>5. For each service purchased from a provider listed under (4), please provide:</p> <ul style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>6. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location <p>7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
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372.	Corporate	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	19/5/14	
373.	Corporate	Ludwig	Staffing reductions	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2. Were any of these reductions involuntary redundancies? If yes, provide details. 3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 	Written	19/5/14	
374.	Corporate	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to 	Written	19/5/14	

				date, how many employees have been employed on contract and what is the average length of their employment period?			
375.	Corporate	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff usage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p>	Written	19/5/14	

				<ul style="list-style-type: none"> b) Why are coffee machines rented? c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d) Where does the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee? 			
376.	Corporate	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ul style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing? 	Written	19/5/14	
377.	Corporate	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	19/5/14	

				6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?			
378.	Corporate	Ludwig	Taxi costs	1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs?	Written	19/5/14	
379.	Corporate	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written	19/5/14	
380.	Corporate	Ludwig	Credit cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> What action is taken if the corporate credit card is misused? How is corporate credit card use monitored? What happens if misuse of a corporate credit card is discovered? Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. What action is taken to prevent corporate credit card 	Written	19/5/14	

				misuse?			
381.	Corporate	Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written	19/5/14	
382.	Legal	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or 	Written	19/5/14	

				<p>before it makes a decision on a Freedom of Information request?</p> <p>a. If so, when?</p> <p>b. If so, how does this occur?</p> <p>5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p>a. If so, which departments or agencies?</p> <p>b. If so, when?</p> <p>c. If so, how does this occur?</p> <p>6. What resources does the department commit to its Freedom of Information team?</p> <p>7. List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9. Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p>			
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				<ul style="list-style-type: none"> b. Of the officers designated as decision makers within the department, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister’s office, excluding those officers on secondment from the department?</p> <ul style="list-style-type: none"> a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister’s attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p>			
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				<p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought</p>			
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				<p>regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
383.	Legal	Ludwig	Red tape reduction	<p>1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government’s red tape reduction targets?</p> <p>a. What is the progress of that red tape reduction target</p> <p>2. How many officers have been placed in those units and at</p>	Written	19/5/14	

				<p>what level?</p> <ol style="list-style-type: none"> 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. Do members of the unit have access to cabinet documents? 7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 			
384.	Corporate	Ludwig	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards</i> 	Written	19/5/14	

				<p><i>to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i></p> <p>6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
385.	Corporate	Ludwig	Boards (for Departments or agencies with boards)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered; 6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since September 7, 2013? 9. Please list board members who have attended less than 51% of meetings 10. what have catering costs been for the board meetings held this year; is alcohol served? 	Written	19/5/14	
386.	Corporate	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> 1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. 2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> a. Signage. b. Stationery (please include details of existing stationery and how it was disposed of). c. Logos d. Consultancy e. Any relevant IT changes. 	Written	19/5/14	

				<ul style="list-style-type: none"> f. Office reconfiguration. <p>3. How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> a. Who was involved in reaching this decision? b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 			
387.	Corporate	Ludwig	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>1. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. <p>2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p> <ul style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. <p>3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. 	Written	19/5/14	

				<ul style="list-style-type: none"> e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. <p>4. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
388.	Corporate	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 	Written	19/5/14	
389.	Corporate	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ul style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ul style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	19/5/14	
390.	Corporate	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes 	Written	19/5/14	

391.	Corporate	Ludwig	Christmas party costs	List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013 <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	19/5/14	
392.	Corporate	Ludwig	Multiple tenders	List any tenders that were re-issued or issued multiple times since 7 September 2013 <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	19/5/14	
393.	Corporate	Ludwig	Market research	List any market research conducted by the department/agency since 7 September 2013. <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 	Written	19/5/14	
394.	Corporate	Ludwig	Departmental upgrades	Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	19/5/14	
395.	Corporate	Ludwig	Wine Coolers/Frid	Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for	Written	19/5/14	

			ges	<p>the purpose of housing alcohol beverages, including Eskies?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 			
396.	Corporate	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	19/5/14	
397.	Corporate	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	19/5/14	
398.	Corporate	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 	Written	19/5/14	

				<ol style="list-style-type: none"> 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 			
399.	Corporate	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written	19/5/14	
400.	Tusma	Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged 	Written	20/5/14	

				<p>to assist or conduct the review?</p> <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur <ol style="list-style-type: none"> 3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. What reviews are planned? <ol style="list-style-type: none"> a. When will each planned review be commenced? 			
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				<ul style="list-style-type: none"> b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
401.	Tusma	Ludwig	Commissioned reports	<ul style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports? 	Written	20/5/14	
402.	Tusma	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <ul style="list-style-type: none"> a. How are briefings requests commissioned? b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding 	Written	20/5/14	

				the Australian Labor Party have requested briefings and/or information?			
403.	Tusma	Ludwig	Stationery requirements	How much was spent on departmental/agency stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written	20/5/14	
404.	Tusma	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? 	Written	20/5/14	
405.	Tusma	Ludwig	Media monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses 	Written	20/5/14	
406.	Tusma	Ludwig	Media training	1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:	Written	20/5/14	

				<ul style="list-style-type: none"> a. Total spending on these services b. an itemised cost breakdown of these services c. The number of employees offered these services and their employment classification d. The number of employees who have utilised these services and their employment classification e. The names of all service providers engaged f. the location that this training was provided <p>2. For each service purchased from a provider listed under (1), please provide:</p> <ul style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a. The location used b. The number of employees who took part on each occasion c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location 			
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407.	Tusma	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ol style="list-style-type: none"> How many ongoing staff, the classification, the type of work they undertake and their location. How many non-ongoing staff, their classification, type of work they undertake and their location How many contractors, their classification, type of work they undertake and their location How many are graphic designers? How many are media managers? How many organise events? 	Written	20/5/14	
408.	Tusma	Ludwig	Provision of equipment	Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written		
409.	Tusma	Ludwig	Provision of equipment	<p>Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <ol style="list-style-type: none"> List the items List the purchase cost List the ongoing cost List the staff and staff classification that receive the equipment. 	Written		
410.	Tusma	Ludwig	Computers	<ol style="list-style-type: none"> List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	20/5/14	
411.	Tusma	Ludwig	Travel costs - department	1. From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals	Written	26/5/14	

				<p>and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>			
412.	Tusma	Ludwig	Grants	<p>1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>2. Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>	Written	20/5/14	
413.	Tusma	Ludwig	Government payments of accounts	<p>1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <p>6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013?</p> <p>8. Where interest is being paid, what rate of interest is being</p>	Written	27/5/14	

				paid and how is this rate determined?			
414.	Tusma	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? If so, which ones and why? 	Written	20/5/14	
415.	Tusma	Ludwig	Meeting costs	<ol style="list-style-type: none"> 1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 	Written	26/5/14	
416.	Tusma	Ludwig	Hospitality and entertainment	<ol style="list-style-type: none"> 6. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. 7. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. 8. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all 	Written	27/5/14	

				<p>events including any catering and drinks costs.</p> <p>9. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>10. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
417.	Tusma	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged 5. For each service purchased from a provider listed under (4), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) 6. Where a service was provided at any location other than the 	Written	20/5/14	

				<p>department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> The location used The number of employees who took part on each occasion (provide a breakdown for each employment classification) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) Any costs the department or agency's incurred to use the location <ol style="list-style-type: none"> In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed? For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title. 			
418.	Tusma	Ludwig	Staffing profile	<ol style="list-style-type: none"> What is the current staffing profile of the department/agency? Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	20/5/14	
419.	Tusma	Ludwig	Staffing reductions	<ol style="list-style-type: none"> How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? Were any of these reductions involuntary redundancies? If yes, provide details. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 	Written	20/5/14	

				<ol style="list-style-type: none"> 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 			
420.	Tusma	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period? 	Written	20/5/14	
421.	Tusma	Ludwig	Coffee machines	<ol style="list-style-type: none"> 1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? b. Why were coffee machines purchased? c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business 	Written	20/5/14	

				<p>hours as a result?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff usage?</p> <p>a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b. Why are coffee machines rented?</p> <p>c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where does the funding for the coffee machines come from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p>			
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				g. What are the ongoing costs of the coffee machine, such as the cost of coffee?			
422.	Tusma	Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing? 	Written	20/5/14	
423.	Tusma	Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	20/5/14	
424.	Tusma	Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 	Written	20/5/14	

425.	Tusma	Ludwig	Hire cars	<ol style="list-style-type: none"> 1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs? 	Written	20/5/14	
426.	Tusma	Ludwig	Credit cards	<ol style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse? 	Written	26/5/14	
427.	Tusma	Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits 	Written	26/5/14	

				<p>or suggestions for departmental changes to this information?</p> <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? <p>5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.</p>			
428.	Tusma	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1. Can the department please outline the process it under goes to access Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 7. List the staffing resources by APS level assigned solely to Freedom of Information requests 8. List the staffing resources by APS level assigned indirectly to 	Written	27/5/14	

			<p>Freedom of Information requests</p> <p>9. Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p> <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a. Of the officers designated as decision makers, how many have received formal training?</p> <p>b. Of the officers designated as decision makers, how many have received informal training?</p>			
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				<ul style="list-style-type: none"> c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister’s attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department’s website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the</p>			
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			<p>department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)”</p> <p>33. How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34. Is not providing the FOI PDFs on the website a means of</p>			
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				<p>avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
429.	Tusma	Ludwig	Red tape reduction	<p>1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <p>a. What is the progress of that red tape reduction target</p> <p>2. How many officers have been placed in those units and at what level?</p> <p>3. How have they been recruited?</p> <p>4. What process was used for their appointment?</p> <p>5. What is the total cost of this unit?</p> <p>6. Do members of the unit have access to cabinet documents?</p> <p>7. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.</p> <p>8. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>	Written	26/5/14	
430.	Tusma	Ludwig	Land costs	<p>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>2. Please list by each individual land holding, the size of the</p>	Written	20/5/14	

				<p>piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i></p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b. What is the value of the items identified in (3)?</p> <p>c. What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i></p> <p>6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
431.	Tusma	Ludwig	Boards (for Departments or agencies with boards)	<p>Since September 7th 2013;</p> <p>1. how often has each board met, break down by board name;</p> <p>2. what travel expenses are provided;</p> <p>3. what is the average attendance at board meetings;</p> <p>4. how does the board deal with conflict of interest;</p> <p>5. what conflicts of interest have been registered;</p> <p>6. what remuneration is provided to board members;</p> <p>7. how does the board dismiss board members who do not</p>	Written	20/5/14	

				<p>meet attendance standards?</p> <p>8. Have any requests been made to ministers to dismiss board members since September 7, 2013?</p> <p>9. Please list board members who have attended less than 51% of meetings</p> <p>10. what have catering costs been for the board meetings held this year; is alcohol served?</p>			
432.	Tusma	Ludwig	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <p>1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>a. Signage.</p> <p>b. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>c. Logos</p> <p>d. Consultancy</p> <p>e. Any relevant IT changes.</p> <p>f. Office reconfiguration.</p> <p>3. How was the decision reached to rename and/or rebrand the department?</p> <p>a. Who was involved in reaching this decision?</p> <p>b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.</p>	Written	20/5/14	
433.	Tusma	Ludwig	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>1. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>a. Date the lease agreement is active from.</p>	Written	26/5/14	

				<ul style="list-style-type: none"> b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. <p>2. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p> <ul style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. <p>3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. <p>4. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
434.	Tusma	Ludwig	Diner's Club cards	<ul style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require 	Written	27/5/14	

				pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;			
435.	Tusma	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	27/5/14	
436.	Tusma	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost. 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes. 	Written	20/5/14	
437.	Tusma	Ludwig	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	20/5/14	
438.	Tusma	Ludwig	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	20/5/14	

439.	Tusma	Ludwig	Market research	<p>List any market research conducted by the department/agency since 7 September 2013.</p> <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 	Written	20/5/14	
440.	Tusma	Ludwig	Departmental upgrades	<p>Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	20/5/14	
441.	Tusma	Ludwig	Wine Coolers/Fridges	<p>Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written	20/5/14	
442.	Tusma	Ludwig	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 	Written	20/5/14	

				<ol style="list-style-type: none"> 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 			
443.	Tusma	Ludwig	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	20/5/14	
444.	Tusma	Ludwig	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	20/5/14	
445.	Tusma	Ludwig	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged 	Written	20/5/14	

				(departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice			
446.	Tusma	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	20/5/14	