

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES, 23 October 2014
Tourism Australia

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
001		Wong	Minister Robb business interests	<p>Senator WONG: Mr O'Sullivan, you indicated that you were aware that Mr Robb had interest in these restaurants when you first became CEO.</p> <p>Mr O'Sullivan: Yes, some time after I started, which was 31 March.</p> <p>Senator WONG: How did you become aware?</p> <p>Mr O'Sullivan: Anecdotally, through the knowledge that his family had business interests in the hospitality sector.</p> <p>Senator WONG: So there was no formal disclosure to you by the minister?</p> <p>Mr O'Sullivan: Not to me directly. It may have happened to my predecessor, which I would have to take on notice and come back to you about.</p> <p>Senator WONG: But there is nothing on file that says he disclosed this interest?</p> <p>Mr O'Sullivan: I would have to take that on notice.</p>	SBE Thursday 23 October 2014 p.124		
				<p>Response: Prior to my commencing as Managing Director of Tourism Australia, the Minister communicated generally to the Tourism Australia staff that his family was involved in the hospitality and tourism industry.</p>			
002		Wong	Restaurant Australia website listings	<p>Senator WONG: So, it is self-nomination. Is that right?</p> <p>Mr O'Sullivan: Yes, self-nomination, that is right.</p> <p>Senator WONG: Who nominated these restaurants?</p> <p>Mr O'Sullivan: These restaurants were nominated by the proprietors of the restaurant, or that managers of the restaurant. That is usually how it takes place. I would have to take on notice to check exactly who submitted the nomination. But the nomination goes through business details. They are required to give a 100- to 300-word submission; provide some images, both photographic and video; nominate what category they exist in, or what category they nominate in-</p>	SBE Thursday 23 October 2014 p.124		
				<p>Response: The original application was submitted by Andrew Goldsmith from the Boathouse Palm Beach.</p>			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
003		Wong	Tourism Australia officers responsible for managing Restaurant Australia website listings	<p>Senator WONG: Fair enough. The decision to determine who is featured and who is not: who makes that?</p> <p>Mr O'Sullivan: The Tourism Australia marketing team. At the beginning of the campaign construct a food and wine advisory panel featuring people like Maggie Beer, Luke Mangan and Michael Hodgson, from the industry, determined the criteria and how the campaign was going to take shape. That is implemented by the marketing team within Tourism Australia, who make the assessment based on the submission that is given to us.</p> <p>Senator WONG: And who is the marketing team?</p> <p>Mr O'Sullivan: That is led by our chief marketing officer, Nick Baker, and then there are four other officers that are part of that.</p> <p>Senator WONG: On notice, could we have the names of those officers?</p> <p>Mr O'Sullivan: Certainly.</p>	SBE Thursday 23 October 2014 p.125		
				<p>Response: The other four officers were Head of Global PR, Social Media & Advocacy Manager, PR and Social Media Coordinator, Food & Wine Social Editor.</p>			

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004		Wong	Listing of Boathouse Restaurant	<p>Mr O'Sullivan: I think the important thing here is that we are not just profiling individual restaurants; we are profiling a collection of restaurants, we are profiling food and wine experiences and itineraries.</p> <p>Senator DASTYARI: Including individual restaurants within that that are owned by the minister.</p> <p>Mr O'Sullivan: And yes, a restaurant that the minister has an ownership in has been profiled. But that has been profiled based on the category that-</p> <p>Senator DASTYARI: I am just amazed that at no point did anyone in Tourism Australia realise that this was going to be an issue.</p> <p>Mr O'Sullivan: Well, it is actually an open process. It is a self-nominated process.</p> <p>...</p> <p>Senator WONG: I will try to wind up in time to give Senator Leyonhjelm a go. And I can also indicate that from the opposition's perspective we would be prepared to sit for 10 or 15 minutes in addition in order for the senator to have his questions. So, if the government want to consider that, they can do so.</p> <p>You were aware, through anecdotal discussion. Are you able to tell us who told you?</p> <p>Mr O'Sullivan: No.</p> <p>Senator WONG: But it was your workmates?</p> <p>Mr O'Sullivan: It was actually people from the industry. I do not think that anyone within Tourism Australia actually nominated to me.</p> <p>Senator WONG: Do you know if anybody in the marketing group were aware?</p> <p>Mr O'Sullivan: I would have to take that on notice.</p>	SBE Thursday 23 October 2014 p.126-7		
				Response: The marketing group were not aware.			
005		Dastyari	Minster Robb business interests	<p>Senator DASTYARI: Okay-let's take a step back. You are saying, Mr O'Sullivan, you were aware that his family had an interest but you were not aware that the minister had an interest?</p> <p>Mr O'Sullivan: I was aware his family had an interest in these businesses.</p> <p>Senator DASTY ARI: But not that the minister had an interest?</p> <p>Mr O'Sullivan: No. It was the minister's family.</p> <p>Senator DASTY ARI: You are not aware that anyone within Tourism Australia knew whether the minister himself had an interest?</p> <p>Mr O'Sullivan: Not to my knowledge, but I have said I would take that on notice.</p>	SBE Thursday 23 October 2014 p.128		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: Prior to my commencing as Managing Director of Tourism Australia, the Minister communicated generally to the Tourism Australia staff that his family was involved in the hospitality and tourism industry.			
006			Minister Robb overseas promotion of Australian tourism	<p>Senator DASTY ARI: Where has the Restaurant Australia website been promoted and when by the minister when he has been overseas? You said when the minister was in India there was a promotion campaign. You are saying that there is no other time when the minister has been overseas. Is that because there has been no other time where he has been doing tourism activities overseas?</p> <p>Mr O'Sullivan: When he has participated in events for us they have generally coincided with his trips offshore. We are not able to coordinate our timings for media spins in certain markets based on his travel. For example, in South Korea the other week we did a launch for the campaign with the ambassador in South Korea.</p> <p>Senator DASTYARI: For the Restaurant Australia campaign?</p> <p>Mr O'Sullivan: That is right.</p> <p>Senator DASTYARI: So far we know about India and we know about South Korea. Are you able to tell us, since May, what overseas activities there have been for Restaurant Australia to promote the Restaurant Australia website, and which one the minister has participated in?</p> <p>Mr O'Sullivan: The only one in which he has participated, to my knowledge, has been India, and then we have done a number of other offshore events and promotions in markets such as Hong Kong and Singapore. Next week I am going to mainland China to do a number of events involving Restaurant Australia in Beijing and Shanghai. But they have had no ministerial involvement.</p> <p>Senator DASTY ARI: Is that a comprehensive list?</p> <p>Mr O'Sullivan: That is the list to my knowledge, sitting here, but I can take that on notice and supply that information.</p>	SBE Thursday 23 October 2014 p.131		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response: During the Minister's trip to India 3-6 Sep 2014, the Minister attended a Restaurant Australia themed event.</p> <p>Tourism Australia has conducted the following launch events for Restaurant Australia overseas in 2014, none of which were attended by the Minister:</p> <ul style="list-style-type: none"> • China had a launch event on 30 October in Shanghai for 400 media and industry guests • South Korea had a launch event on 23 September for 70 media and industry • The UK had a pop-up restaurant at Australia House from 22-27 September with 170 guests • Continental Europe had two food trucks serving Australian food over three weeks in September 			

007	Tourism Australia	Brown	Restaurant Australia	<ol style="list-style-type: none"> 1. How much Commonwealth funding is allocated to the Restaurant Australia campaign & over what period of time? 2. What are the key benefits for businesses participating in the Restaurant Australia campaign? 3. What is the campaign reach (please provide breakdown by country and region)? 4. Please list international events at which the campaign has featured. 5. What promotional materials (brochures, merchandise etc) has been produced for the campaign? 6. Who have these been distributed to (date, time, location, recipients)? 7. How much funding is allocated to digital marketing of the Restaurant Australia campaign? 8. What is the reach of the digital campaign by country? 9. How many restaurants are participating in the Restaurant Australia campaign? 10. How many are <ol style="list-style-type: none"> a. Listed on the website b. Featured as Experiences 11. What is the assessment process that restaurants submitted goes through before listing on the website? 12. How do restaurants get listed as 'Experiences' – please explain framework for decision making? 13. How many staff work on the Restaurant Australia campaign? 14. How many staff hours per week are spent on the Restaurant Australia campaign? 15. How long does it take to assess one business for listing on the Restaurant Australia website? 16. Who signs off on the listing of particular restaurants on the website? 17. Who signed off on the listing of the Boathouse Palm beach on the Restaurant Australia website? 18. Was that person aware of the Minister's part ownership of the venue? 19. Has Minister Robb received a briefing on Restaurant Australia? If yes <ol style="list-style-type: none"> a. what date was/were briefing/s received b. Did the briefing contain a list of restaurants to be featured on the website c. Was the Boathouse Palm Beach included on this list d. Did Minister Robb sign off on the brief 20. Do Tourism Australia staff visit venues before they are selected? 21. If so <ol style="list-style-type: none"> a. Do TA staff identify themselves as being on official business? b. What information is provided to the venue about the nature of the visit? 	Written Q		
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				is this provided in advance of the trip			

				<p>Response:</p> <p>1. The Restaurant Australia project budget, allocated by Tourism Australia, is \$40.8 million for expenditure offset by \$12 million in contributions from industry partners resulting in a net cost to government of \$28.8 million over the 13/14 and 14/15 financial years. These costs include over \$28 million in overseas marketing costs for the campaign.</p> <p>2. Businesses who participated in the campaign, by filling out the online form on RestaurantAustralia.com, received the following opportunities:</p> <ul style="list-style-type: none"> • Automatically be listed on the website as a contributor to Restaurant Australia with a link back to their product website. • The chance to have their story/product featured as an article on www.australia.com/restaurantaustralia. • If identified as an extraordinary story, Tourism Australia may create a content piece (article, photos and/or video) about the product offering. • Showcasing the product to Tourism Australia's media hosting team so it may be included in the international media familiarisation programs that will be hosted for Restaurant Australia. • The chance to be featured through Tourism Australia's media partners' platforms – Fairfax and News Ltd, as they work with Tourism Australia to select content from www.australia.com/restaurantaustralia to promote Restaurant Australia during the Rally Cry phase. <p>3. The campaign is ongoing and evaluation continues in markets where launches have recently taken place. The reach in Asia following a pan-regional media buy in June 2014 is listed below:</p> <ul style="list-style-type: none"> • planned 119 million – achieved reach – 170 million • planned 6.8 million - achieved views of the TVC – 19.8 million • planned 1.1 million - achieved conversion to site (visits) – 2 million <p>4. Tourism Australia has conducted the following launch events for Restaurant Australia overseas in 2014:</p>			
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				<ul style="list-style-type: none"> • China had a launch event on 30 October in Shanghai for 400 media and industry guests. • South Korea had a launch event on 23 September for 70 media and industry. • The UK had a pop-up restaurant at Australia House from 22-27 September with 170 guests. • Continental Europe had two food trucks serving Australian food over three weeks in September. <p>5. Tourism Australia has created film assets (RA advertisement) and has worked with all states and territories on producing specific state-based edits. Tourism Australia has also worked with all states and territories on food and wine focussed stills photography. Both stills and films are available free of charge for use by industry via Tourism Australia's video and photo libraries. In addition, 'B' roll footage of food and wine events, ie; Noosa Food and Wine Festival and Margaret River Gourmet Escape are also available via the Tourism Australia video library.</p> <p>6. As above, these materials are available online via a self-service process.</p> <p>7. Website build cost \$300,000. Asia Marketing Fund Pan Asia media buy digital spend \$1.3 million across China, India, Japan, Korea, Singapore, Malaysia, Indonesia and Hong Kong.</p> <p>8. Reach of AMF digital media buy was 26% with 6.7 million views of the Restaurant Australia film.</p> <p>9. There has been over 1,800 businesses who have signed up to 'share their story' via the free online form on Restaurant Australia to date. Additionally, Australian businesses have been using the Restaurant Australia hashtag on their own social platforms including Instagram, Twitter, and Facebook to share their food and wine experiences with the world.</p> <p>10.</p> <p>a. As indicated above there has been over 1,800 businesses who have listed through the online form.</p> <p>b. Out of the 1,800 business who have submitted online, over 800 businesses met the criteria for a feature article to be written about them.</p> <p>11. The criteria for the Restaurant Australia campaign was clearly marked out on the Restaurant Australia hub page including a 'how to' guide with an example piece attached to the document. Businesses were requested to mark out 'People, Produce and Place' in their submission. This could include the history of the product, why it</p>			
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				<p>was created, connection to the region, and why the product is worth seeing. It directed applicants to ‘tell the story about your place, the beauty, the people, and the landmarks.’</p> <p>12. To be selected for a feature article on the website, the submission had to meet the following criteria set out on the website and in the ‘how to’ guide:</p> <ul style="list-style-type: none"> • 100 - 300 words demonstrating a clear understanding of People, Produce and Place when explaining the business. • What makes the product uniquely Australian. • A high res image to reflect the landscape, food or experience. • A short 10 word caption explaining the experience in the selected image. • Select the categories that best describes the business. • Valid address, phone numbers and website. • Accept the terms and conditions. <p>13. During the campaign various staff members have been involved in a variety of areas. With the campaign being Tourism Australia’s main focus for 2014, the campaign has touched all sides of the business, including Tourism Australia’s international offices, marketing departments, trade events teams on event management of Invite the World to Dinner, as well as corporate affairs.</p> <p>14. As highlighted above many Tourism Australia staff members were involved in the campaign, so the staff hours and time invested cannot be totalled. Although there were two designated people who had a full time focus on the campaign, ‘The Project Manager of Restaurant Australia’ and ‘The Social Editor of Food and Wine’.</p> <p>15. From the moment a business submits their submission using the online form it takes 24 business hours to be listed on the contributors list. Over the next two weeks the submission will be reviewed for editorial content, based on the specified criteria. The submission will then go live on the Restaurant Australia hub and the business will be notified that they were selected.</p> <p>16. The Social Editor of Food and Wine signs off on the submissions that are posted on the Restaurant Australia Restaurant Hub. Also this is not just for restaurants but for all food and wine experiences on the website, events, people, wineries and many more.</p> <p>17. The Social Editor of Food and Wine.</p>			
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				<p>18. No, the Social Editor of Food and Wine was not aware of the connection, until it appeared in the press. The submission was published because it met the criteria set out in the application phase. This one just one of over 800 articles that have been published since June.</p> <p>19. Yes. a. 6 March 2014 24 April 2014 15 May 2014 20 May 2014 16 June 2014</p> <p>b. No c. N/A d. No, the briefs were noted in office.</p> <p>20. No. Tourism Australia staff members do not do site inspections of venues before they are published. The article is a direct result of their business submission.</p> <p>21. a. N/A b. N/A</p>			

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008	Tourism Australia	Brown	Boathouse Palm Beach	<ol style="list-style-type: none"> 1. Who submitted the listing for Boathouse Palm Beach to be part of the Restaurant Australia campaign 2. What date was the listing submitted 3. What date was Boathouse Palm Beach listed on the Restaurant Australia website 4. Who wrote the body of the listing 5. Is the listing still up 6. Have you received any request from the Minister or any other party for it to be removed 7. If so please specify date and time request made, and where advised orally or in writing 8. Have any applications for listing been received from <ol style="list-style-type: none"> a. The Boathouse Balmoral Beach b. Moby Dicks Whale Beach c. Armchair Collective 9. If so <ol style="list-style-type: none"> a. Who submitted the listing(s) b. What date was the listing(s) submitted c. What is the status of the listing(s) 	Written Q		

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				<p>Response:</p> <p>1. The original application was submitted by Andrew Goldsmith from the Boathouse Palm Beach.</p> <p>2. The application was made on 9 July 2014.</p> <p>3. The Boathouse Palm Beach was published on the contributors list within 24 hours of the application being made. The submission was then reviewed and published on the Restaurant Australia hub on 30 July 2014.</p> <p>4. Based on the submission the Social Editor of Food and Wine approved the submission as meeting all criteria. It was then sent to a freelance writer as part of Tourism Australia's partnership with Fairfax. The final version came back for editing and was published by the Social Editor of Food and Wine.</p> <p>5. Yes the listing is still published on the RestaurantAustralia.com http://restaurant.australia.com/en/experiences/t/the-boathouse-palm-beach.html</p> <p>6. No.</p> <p>7. N/A</p> <p>8. a. No. b. No. c. No.</p> <p>9. a. N/A b. N/A c. N/A</p>			

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009	Tourism Australia	Brown	Australia Week in China	<ol style="list-style-type: none"> 1. How many Australian tourism operators travelled to Australia Week in China as part of the delegation? Please provide a list of names and organisations/companies represented. 2. What are the key benefits for tourism resulting from Australia Week in China 3. Does the Government intend to run Australia Week in China in 2015, 2017 and 2018? If not, why not? 4. Has Austrade received any feedback from stakeholders in relation to the gap in AWIC events? If so what is the nature of the feedback 5. Please provide a full breakdown of the costs for the Minister's Australia Week in China trip including accommodation, food, alcohol, official hospitality received, transport, visas, and any other costs 6. Was the minister accompanied by any family members on the trip. If so, please provide a full breakdown of costs. 7. Please provide a list of events associated with the Restaurant Australia campaign which the Minister attended, including date, time, location, Minister's role, copies of any speeches or presentations delivered. 			

				<div>Response:</div> <div>1.</div> <table><tr><td></td><td>Senior Industry & Associations</td></tr><tr><td>1</td><td>Crown Resorts Ltd</td></tr><tr><td>3</td><td>Accommodation Association of Australia</td></tr><tr><td>4</td><td>Tourism and Transport Forum</td></tr><tr><td>5</td><td>Restaurant & Catering Australia/ Australian National Tourism Alliance</td></tr><tr><td>6</td><td>Australian Tourism Export Council</td></tr><tr><td>7</td><td>Linfox Airports</td></tr><tr><td>8</td><td>China Ready and Accredited</td></tr><tr><td>9</td><td>Business Events Sydney</td></tr><tr><td>10</td><td>Melbourne Convention Bureau</td></tr><tr><td>11</td><td>Sovereign Hill</td></tr><tr><td>12</td><td>AOT Group Limited</td></tr><tr><td>13</td><td>Avalon Airport</td></tr><tr><td>14</td><td>Qantas</td></tr><tr><td>15</td><td>Ryan Lawyers</td></tr><tr><td></td><td></td></tr><tr><td></td><td>Industry Product Delegation</td></tr><tr><td>1</td><td>Asian Tourism Relations</td></tr><tr><td>2</td><td>Bridestowe Estate</td></tr><tr><td>3</td><td>Bridestowe Estate</td></tr><tr><td>5</td><td>Asia Australia Sports Education</td></tr><tr><td>6</td><td>Asia Australia Sports Education</td></tr><tr><td>7</td><td>Ken Duncan Group Pty Ltd</td></tr><tr><td>8</td><td>Conrad Travel Pty Ltd</td></tr><tr><td>9</td><td>Great Ocean Road Tours Melbourne</td></tr><tr><td>10</td><td>Hooper Group</td></tr></table>		Senior Industry & Associations	1	Crown Resorts Ltd	3	Accommodation Association of Australia	4	Tourism and Transport Forum	5	Restaurant & Catering Australia/ Australian National Tourism Alliance	6	Australian Tourism Export Council	7	Linfox Airports	8	China Ready and Accredited	9	Business Events Sydney	10	Melbourne Convention Bureau	11	Sovereign Hill	12	AOT Group Limited	13	Avalon Airport	14	Qantas	15	Ryan Lawyers				Industry Product Delegation	1	Asian Tourism Relations	2	Bridestowe Estate	3	Bridestowe Estate	5	Asia Australia Sports Education	6	Asia Australia Sports Education	7	Ken Duncan Group Pty Ltd	8	Conrad Travel Pty Ltd	9	Great Ocean Road Tours Melbourne	10	Hooper Group			
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				11	Hooper Group				
				12	Warburton Arts				
					Additional Tourism Investment Roundtable Attendees				
				1	Invest Tasmania				
				2	Department of Tourism, Major Events, Small Business and Commonwealth Games				
				3	ACT Government				
				4	ACT Government				
				5	Ryan Lawyers				
					BEA Showcase - Sellers				
				1	Accor				
				2	BridgeClimb Sydney				
				3	Brisbane Marketing				
				4	Brisbane Marketing				
				5	Business Events Cairns & Great Barrier Reef				
				6	Business Events Cairns & Great Barrier Reef				
				7	Business Events Sydney				
				8	Business Events Sydney				
				9	Business Events Sunshine Coast				
				10	Cathay Pacific				
				11	Cathay Pacific				
				12	Crown Hotels				
				13	Dockside Group				
				14	Gold Coast Business Events				
				15	Gold Coast Business Events				
				16	Melbourne Convention Bureau				
				17	Melbourne Convention Bureau				
				18	Sovereign Hill				
				19	Sovereign Hill				

				<table><tr><td>20</td><td>Tourism NT (NT Convention Bureau)</td></tr><tr><td>21</td><td>Tourism NT (NT Convention Bureau)</td></tr><tr><td>22</td><td>Village Road Show Theme Parks</td></tr><tr><td>23</td><td>Perth Convention Bureau</td></tr><tr><td>24</td><td>Perth Convention Bureau</td></tr><tr><td>25</td><td>Adelaide Convention Bureau</td></tr><tr><td>26</td><td>Crown Hotels</td></tr><tr><td></td><td></td></tr><tr><td></td><td>STO Australia Delegation</td></tr><tr><td>1</td><td>Tourism and Events Queensland</td></tr><tr><td>2</td><td>Tourism Victoria</td></tr><tr><td>3</td><td>Tourism Northern Territory</td></tr><tr><td>4</td><td>Tourism Northern Territory</td></tr><tr><td>5</td><td>Tourism Western Australia</td></tr><tr><td>6</td><td>Destination New South Wales</td></tr><tr><td>7</td><td>Gold Coast Tourism</td></tr><tr><td></td><td></td></tr><tr><td>65</td><td>Total Australian Delegates</td></tr></table> <p>2. The Wanda Group identified Australia as a priority market for future investment following participation in an investment round table during Australia Week in China - the largest business mission ever to leave Australia for China participated in by over 700 delegates.</p> <p>Tourism Australia hosted a leisure tourism delegation of 40 senior industry representatives and held a Business Events Showcase that was attended by 10 Australian sellers and more than 100 buyers in China. Tourism Australia also cohosted an Investment Roundtable with Austrade and launched a campaign targeting free and independent travellers, with significant out-of-home advertising at key sites in Shanghai. The consumer campaign ran throughout May and June in out-of-home, print and digital channels across nine Chinese cities. It achieved 2.8 million unique visitors to australia.cn and 140,000 referrals to partners were generated.</p> <p>3. N/A</p>	20	Tourism NT (NT Convention Bureau)	21	Tourism NT (NT Convention Bureau)	22	Village Road Show Theme Parks	23	Perth Convention Bureau	24	Perth Convention Bureau	25	Adelaide Convention Bureau	26	Crown Hotels				STO Australia Delegation	1	Tourism and Events Queensland	2	Tourism Victoria	3	Tourism Northern Territory	4	Tourism Northern Territory	5	Tourism Western Australia	6	Destination New South Wales	7	Gold Coast Tourism			65	Total Australian Delegates			
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				<p>4. Refer to Austrade.</p> <p>5. N/A</p> <p>6. N/A</p> <p>7. The Australia Week in China Gala Lunch was a Restaurant Australia themed event, held in Shanghai, China on 11 April 2014. The Prime Minister addressed delegates and guests. The Minister for Trade and Investment was present at this event but did not have a role</p>			
010	Tourism Australia	Brown	Indexed Files	Please provide an updated indexed list of departmental/ agency files as per Senate standing orders.			
				Response: There is no longer an indexed list of agency files as Tourism Australia no longer has physical files. All documents are now digital.			
011	Tourism Australia	Brown	Corporate	<ol style="list-style-type: none"> What are some of the key achievements of Tourism Australia in the last financial year? Have there been any changes to staffing at Tourism Australia since the last estimates? If so, what are the changes? What are the new roles, if any? How many FTE staff? Where are they based? What classification? What are their roles? What are some of the key campaigns Tourism Australia is focussing on in the upcoming year? How is Tourism Australia working with the states and territories to achieve Tourism 2020 objectives? 			

				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia's key achievements include: <ul style="list-style-type: none"> • The Restaurant Australia campaign • Increased arrivals (8%) and spend (\$83.4 billion) • Marketing partnerships • 5.8 million fans of Tourism Australia's Facebook page • Australian Tourism Exchange success • Best Jobs in the World competition • Best of Australia program 2. No changes to staffing since 7 September. FTE budget has remained consistent at a budgeted 218. 3. N/A. 4. No new roles created. 5. 212. 6. See box below. 7. See box below. 8. See box below. 9. Ongoing roll out of Restaurant Australia. 10. Tourism Australia works with the states and territories through the ASCOT and tourism minister meetings to further progress T2020. Tourism Australia also undertakes cooperative marketing campaigns with state and territory partners in key markets - the latest example being Restaurant Australia. 			
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Q No.	Program: Division or Agency	Senator	Broad topic	Question				Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled																																																					
				<table><tr><th>Department</th><th>FTE</th><th>Band (1 - 4)</th><th>Band (5 - 7)</th></tr><tr><td>Sydney</td><td>122</td><td>104</td><td>18</td></tr><tr><td>China</td><td>15</td><td>15</td><td>0</td></tr><tr><td>Hong Kong</td><td>4</td><td>4</td><td>0</td></tr><tr><td>Japan</td><td>7</td><td>6</td><td>1</td></tr><tr><td>Korea</td><td>5</td><td>4</td><td>1</td></tr><tr><td>Singapore</td><td>9</td><td>8</td><td>1</td></tr><tr><td>Malaysia</td><td>5</td><td>4</td><td>1</td></tr><tr><td>India</td><td>5</td><td>4</td><td>1</td></tr><tr><td>USA</td><td>11</td><td>10</td><td>1</td></tr><tr><td>UK</td><td>14</td><td>13</td><td>1</td></tr><tr><td>Germany</td><td>10</td><td>9</td><td>1</td></tr><tr><td>New Zealand</td><td>5</td><td>4</td><td>1</td></tr><tr><td>Total</td><td>212</td><td>185</td><td>27</td></tr></table>	Department	FTE	Band (1 - 4)	Band (5 - 7)	Sydney	122	104	18	China	15	15	0	Hong Kong	4	4	0	Japan	7	6	1	Korea	5	4	1	Singapore	9	8	1	Malaysia	5	4	1	India	5	4	1	USA	11	10	1	UK	14	13	1	Germany	10	9	1	New Zealand	5	4	1	Total	212	185	27			
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012	Tourism Australia	Brown	Staffing	1. Have there been any changes to staffing at Tourism Australia since 7 September 2013 2. If so, what are the changes 3. What are the new roles, if any 4. How many FTE staff 5. Where are they based 6. What classification 7. What are their roles 8. What are some of the key campaigns Tourism Australia is focussing on in the upcoming year 9. How is Tourism Australia working with the states and territories to achieve Tourism 2020 objectives.																																																											

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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
013	Tourism Australia	Ludwig	Self Initiated work	1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)? 2. Please list all ongoing projects. For each, please detail: 3. When did the project commence? 4. When is it expected to conclude? 5. What will the total cost of the project be? 6. Where did the money for the project come from? 7. Where is the project based?	Written Q		
				Response: 1. No. 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
014	Tourism Australia	Ludwig	Conditions of Government Contracts and Agreements	<ol style="list-style-type: none"> 1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created? 2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created? 4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction? 6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change? 7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website? 8. If no consultation has occurred, why not? 9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with? 	Written Q		
				Response: <ol style="list-style-type: none"> 1. No. 2. N/A 3. No. 4. N/A 5. N/A 6. No. 7. No. 8. N/A 9. No. 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
015	Tourism Australia	Ludwig	Non- Conventional Therapies	<p>Since 7 September 2013:</p> <ol style="list-style-type: none"> 1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes: <ol style="list-style-type: none"> i. What is the process by which these therapies can be approved? ii. Who are they available to? iii. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)? 2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes: <ol style="list-style-type: none"> i. What therapies have been provided? ii. What were they used to treat? iii. What was the cost of the therapy? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. No. <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A 2. No. <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
016	Tourism Australia	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <ol style="list-style-type: none"> 1. What work has been done towards preparing for the review? If none, why not? 2. Please provide a schedule or a work plan for the review. 3. When did/will this work begin? 4. When is/was the review due to commence? 5. What is the expected report date? 6. Who is the minister responsible for the review? 7. What department is responsible for the review? 8. List the specific clauses or legislation under review caused by the statutory provision. 9. List the terms of reference. 10. What is the scope of the review? 11. Who is conducting the review? How were they selected? What are the legislated obligation for the selection of the person to conduct the review? 12. What is the budgeted, projected or expected costs of the review? 13. When was the Minister briefed on this matter? 14. What decision points are upcoming for the minister on this matter? 15. List the number of officers, and their classification level, involved in conducting the review. 16. Will the report will be tabled in parliament or made public. If so, when? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: Nil 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 9. N/A 10. N/A 11. N/A 12. N/A 13. N/A 14. N/A 15. N/A 16. N/A		Legal	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
017	Tourism Australia	Ludwig	Sunset Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <ol style="list-style-type: none"> 1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not? 2. Has any consideration been given to delaying or alerting the sunset provisions? 3. Please provide a schedule or a work plan for the sunset provisions becoming active. 4. When did/will this work begin? 5. When is/was the review due to commence. 6. What is the expected report date. 7. Who is the minister responsible for the review? 8. What department is responsible for the review? 9. List the specific clauses or legislation under review caused by the statutory provision? 10. List the terms of reference. 11. What is the scope of the review? 12. Who is conducting the review? How were they selected? What are the legislated obligation for the selection of the person to conduct the review? 13. What is the budgeted, projected or expected costs of the review? 14. When was the Minister briefed on this matter? 15. What decision points are upcoming for the minister on this matter? 16. List the number of officers, and their classification level, involved in conducting the review. 17. Will the report will be tabled in parliament or made public. If so, when? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: Nil 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 9. N/A 10. N/A 11. N/A 12. N/A 13. N/A 14. N/A 15. N/A 16. N/A 17. N/A		Legal	
018	Tourism Australia	Ludwig	Domain usage	Since Budget Estimates in June, 2014: Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide: 1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system). 2. Amount of data downloaded and uploaded to the site. 3. Number of times the site was accessed.			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. N/A 2. N/A 3. N/A		NA	
019	Tourism Australia	Ludwig	Procedure Manuals (Departmental)	1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and: 2. When was the manual last updated? 3. Who is responsible for updating the manual? 4. Has the minister's office had any input into the content of the manual? If so, please detail. 5. Who is the manual distributed to? 6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?	Written Q		
				Response: 1. Since becoming part of the Department and the Foreign Affairs portfolio Tourism Australia uses procedures established by Austrade. 2. N/A 3. N/A 4. N/A 5. N/A 6. Tourism Australia's corporate affairs team and Austrade's Ministerial and Parliamentary Liaison Officer.		CC	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
020	Tourism Australia	Ludwig	Procedure Manuals (Ministerial)	<ol style="list-style-type: none"> Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: When was the manual last updated? Who is responsible for updating the manual? Who is the manual distributed to? Is anyone responsible for clearing communications before they are sent to the department? 	Written Q		
				Response: <ol style="list-style-type: none"> N/A N/A N/A N/A N/A 		CC	
021	Tourism Australia	Ludwig	G20 - Brisbane	<ol style="list-style-type: none"> Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following: How long will the minister be in Brisbane for? Please provide a copy of the minister's program and a list of any meetings that are scheduled. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. How many ministerial staff will attended with the minister? How many departmental staff attended the G20? For each minister and staff member attending, how much was spent on airfares to and from Brisbane? For each minister and staff member attending, how much was spent on accommodation in Brisbane? For each minister and staff member attending, how much was spent on other associated expenses? Please detail. Has the department purchased any merchandise or promotional material for the G20? Please detail. Will the department be preparing a report following the G20? If yes: <ol style="list-style-type: none"> What will be the scope of the report? When will it be complete? Will it be available to the public? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 9. N/A 10. N/A 11. N/A i. N/A ii. N/A iii. N/A			
022	Tourism Australia	Ludwig	Report Printing	Since Budget Estimates in June, 2014: 1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? 2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal	Written Q		
				Response: 1. No 2. N/A		Finan ce	
023	Tourism Australia	Ludwig	Graduate intake	1. What was the graduate intake for 2012-2013? 2. What was the graduate intake for 2013-2014? 3. What is the graduate intake for 2014-2015? 4. What will be the graduate intake for 2015-2016?	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. 2013: 2 2. 2014: 1 3. 2015: 1 4. 2016:1 		HR	
024	Tourism Australia	Ludwig	Enterprise Bargaining Agreements (EBAs)	<ol style="list-style-type: none"> 1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please detail. 	Written Q		
				Response: <ol style="list-style-type: none"> 1. One EBA – Tourism Australia Enterprise Agreement 2013 – 2016. 2. 1 July 2013 – 30 June 2016. 3. No negotiation entered into at present. 		HR	

025	Tourism Australia	Ludwig	Reviews	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 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"> the date they were ordered the date they commenced the minister responsible the department responsible the nature of the review their terms of reference the scope of the review Who is conducting the review the number of officers, and their classification level, involved in conducting the review the expected report date the budgeted, projected or expected costs If the report will be tabled in parliament or made public For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review? <ol style="list-style-type: none"> If so, please list them, including their name and/or trading name/s and any known alias or other trading names If so, please list their managing director and the board of directors or equivalent If yes, for each is the cost associated with their involvement, including a break down for each cost item If yes, for each, what is the nature of their involvement If yes, for each, are they on the lobbyist register, provide details. If yes, for each, what contact has the Minister or their office had with them If yes, for each, who selected them If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> If yes, please detail what involvement it was If yes, did they see or provided input to a short list If yes, on what dates did this involvement occur If yes, did this involve any verbal discussions with the department If yes, on what dates did this involvement occur Which reviews are on-going? <ol style="list-style-type: none"> Please list them. What is the current cost to date expended on the reviews? Have any reviews been stopped, paused or ceased? Please list them. 	Written Q		
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				5. Which reviews have concluded? Please list them. 6. 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? i. When will each planned review be commenced? ii. When will each of these reviews be concluded? iii. When will government respond to each review? iv. Will the government release each review? v. If so, when? If not, why not?			
				Response: 1. None. 2. N/A 3. None. 4. No. 5. None. 6. None. 7. N/A 8. None.		Finance	
026	Tourism Australia	Ludwig	Commissioned reports	Since Budget Estimates in June, 2014: 1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency? i. 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 Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. None. 2. N/A 3. N/A 		Finance	
027	Tourism Australia	Ludwig	Appointments	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. Please detail any board appointments made from to date. 2. What is the gender ratio on each board and across the portfolio? 3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 4. Please specify when these gender ratio or participation policies were changed. 	Written Q		
				Response: <ol style="list-style-type: none"> 1. Andrew Fairley, Tony South and Anna Guillan all appointed for three years from 1 July 2014. Bruce Gosper has been added as an observer since 30 September 2014. 2. 3:6 female to male. 3. No. 4. N/A 		Legal	
028	Tourism Australia	Ludwig	Stationery Requirements	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date? <ol style="list-style-type: none"> i. Detail the items provided to the minister's office. ii. Please specify how many reams of paper have been supplied to the Minister's office. 2. How much has been spent on departmental stationery requirements to date. 3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. None. 2. \$53,923 up to 31 October 2014. 3. None. 		Finan ce	
029	Tourism Australia	Ludwig	Electronic equipment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office. <ol style="list-style-type: none"> i. List the items ii. List the items location or normal location iii. 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 iv. List the total cost of the items v. List an itemised cost breakdown of these items vi. List the date they were provided to the office vii. Note if the items were requested by the office or proactively provided by the department 	Written Q		
				Response: <ol style="list-style-type: none"> 1. None <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A iv. N/A v. N/A vi. N/A vii. N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
030	Tourism Australia	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> i. Please provide a list of channels and the reason for each channel. ii. What has been the cost of this package/s during the specified period? iii. What is provided to the Minister or their office? iv. What has been the cost of this package/s during the specified period? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> i. Please provide a list of newspaper subscriptions and the reason for each. ii. What has been the cost of this package/s during the specified period? iii. What is provided to the Minister or their office? iv. What has been the cost of this package/s during the specified period? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> i. Please provide a list of magazine subscriptions and the reason for each. ii. What has been the cost of this package/s during the specified period? iii. What is provided to the Minister or their office? iv. What has been the cost of this package/s during the specified period? 4. What publications does your department/agency purchase? <ol style="list-style-type: none"> i. Please provide a list of publications purchased by the department and the reason for each. ii. What has been the cost of this package/s during the specified period? iii. What is provided to the Minister or their office? iv. What has been the cost of this package/s during the specified period? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. 1 x Foxtel subscription <ol style="list-style-type: none"> i. All channels included in the Business Premium Package. Tourism Australia subscribes to Foxtel to ensure that the organisation is across all media channels. Media such as pay TV is an important channel to reach consumers. ii. \$2,025 iii. N/A iv. N/A 2. Tourism Australia subscribes to several newspapers both in Australia and across its international offices. <ol style="list-style-type: none"> i. It is not practical to list Tourism Australia's newspaper subscriptions. The newspaper costs include magazine costs. ii. \$7,538 up to 31 October 2014. iii. N/A iv. N/A 3. Tourism Australia subscribes to several magazines both in Australia and across its international offices. <ol style="list-style-type: none"> i. It is not practical to list Tourism Australia's newspaper subscriptions. ii. Subscription costs are included in the newspaper costs outlined above. iii. N/A iv. N/A 4. Tourism Australia has multiple subscriptions to relevant trade, media and advertising publications. <ol style="list-style-type: none"> i. It is not practical to list Tourism Australia's newspaper subscriptions. ii. Subscription costs are included in the newspaper costs outlined above. iii. N/A iv. N/A 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
031	Tourism Australia	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period? <ol style="list-style-type: none"> i. Which agency or agencies provided these services? ii. What has been spent providing these services during the specified period? iii. Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period? <ol style="list-style-type: none"> i. Which agency or agencies provided these services? ii. What has been spent providing these services during the specified period? iii. Itemise these expenses 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. N/A <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A 2. Tourism Australia uses multiple media monitoring companies to track its campaign activities globally. The total cost for these services from 30 June to 31 October 2014 was \$141,662. <ol style="list-style-type: none"> i. Tourism Australia uses multiple media monitoring companies to track its campaign activities globally. Isentia Limited is the largest supplier costing \$44,132 from 30 June to 31 October 2014. ii. \$141,662 to 31 October 2014. iii. Tourism Australia key suppliers since June for media monitoring to track campaign performance globally are Isentia Limited \$44,132, Meltwater News \$40,421, Gorkana Limited \$26,904, TV Eyes Inc \$5,537, News & Ads Monitoring Agency \$7,291, EBA Communications Ltd \$3,134, Hill & Knowlton Strategies \$2,286, Newsclip Media Monitor Service Co \$1,359. 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
032	Tourism Australia	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> In relation to media training services purchased by each department/agency, please provide the following information: <ol style="list-style-type: none"> Total spending on these services An itemised cost breakdown of these services The number of employees offered these services and their employment classification The number of employees who have utilised these services and their employment classification The names of all service providers engaged The location that this training was provided For each service purchased from a provider listed under (1), please provide: <ol style="list-style-type: none"> The name and nature of the service purchased Whether the service is one-on-one or group based The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) The total number of hours involved for all employees (provide a breakdown for each employment classification) The total amount spent on the service A description of the fees charged (i.e. per hour, complete package) 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"> The location used The number of employees who took part on each occasion 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 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> N/A N/A N/A 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
033	Tourism Australia	Ludwig	G20 - expenses	<p>Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.</p> <p>For each item, please provide:</p> <ol style="list-style-type: none"> The name of the event/meeting that the expense related to. The location of the event. The date of the event. The name and ABN of the service provider. Advise whether the contract was awarded through an open tender process. The total value of the contract/invoice. The date the contract was executed by the Department. The number of attendees at the event, if applicable. Advise whether an Australian Government Minister was in attendance. Please detail. Advise whether foreign delegates were in attendance. Please detail. <p>Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.</p>	Written Q		

				<p>Response:</p> <p>i. Restaurant Australia Café. Structure has been designed to enable ongoing use e.g. ATE15, Melbourne, June 2015.</p> <p>ii. International Media Centre.</p> <p>iii. 15-16 November 2014.</p> <p>iv. Expertise Events ABN 43 003 932 492.</p> <p>v. No, direct source exemption.</p> <p>vi. \$30,000 inc GST.</p> <p>vii. Contract was signed 27/10/2014.</p> <p>viii. 3,000 approx.</p> <p>ix. N/A.</p> <p>x. N/A</p> <p>No.</p> <p>i. Press conference by Tourism Australia Managing Director John O’Sullivan.</p> <p>ii. International Media Centre.</p> <p>iii. 12 November 2014.</p> <p>iv. N/A</p> <p>v. N/A</p> <p>vi. N/A</p> <p>vii. N/A</p> <p>viii. N/A</p> <p>ix. N/A</p> <p>x. N/A</p> <p>No.</p> <p>i. G20 Finance Ministers Meeting.</p> <p>ii. Washington, USA.</p> <p>iii. 9 October 2014.</p> <p>iv. Bathers Pavilion ABN 37 842 270 267.</p> <p>v. No, direct source exemption.</p> <p>vi. \$28,500.</p> <p>vii. 17 September 2014.</p> <p>viii. 58.</p> <p>ix. Yes. Treasurer Joe Hockey.</p> <p>x. G20 Finance Ministers and Central Bank Governors, Heads of G20 International Organisations, Heads of G20 Invited guests and business leaders.</p>		CC	
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				No.			
034	Tourism Australia	Ludwig	Market Research	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. List any market research conducted by the department/agency: <ol style="list-style-type: none"> i. List the total cost of this research ii. List each item of expenditure and cost, broken down by division and program iii. Who conducted the research? iv. How were they identified? v. Where was the research conducted? vi. In what way was the research conducted? vii. Were focus groups, round tables or other forms of research tools used? viii. How were participants for these focus groups et al selected? ix. How was the firm or individual that conducted the review selected? x. What input did the Minister have? xi. How was it approved? xii. Were other firms or individuals considered? If yes, please detail. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia completes research to gain consumer insights, assess new trends and evaluate campaign performance. <ol style="list-style-type: none"> i. The cost since June to 31 October 2014 was \$1,066,518. ii. Tourism Australia has one program hence the cost is \$1,066,518. iii. Tourism Research Australia, BDA Market Planning, GfK Australia and a number of smaller suppliers. iv. RFT and Limited Tender for smaller suppliers. v. Both in Australia and in the target overseas markets. vi. Multiple research techniques are used including online questionnaires, focus groups and face to face. vii. At times. viii. Based on whether they were part of Tourism Australia's target audience. ix. RFT and Limited Tender for smaller suppliers x. Nil. xi. N/A xii. Other firms would be considered during the RFT process. 		Finance	
035	Tourism Australia	Ludwig	FoI Requests	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> i. For how many has access to the document been refused on the basis that it would be contrary to the public interest? ii. For how many has a redacted document been provided? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. 1 2. Nil 3. <ol style="list-style-type: none"> i. N/A ii. N/A 		Legal	
036	Tourism Australia	Ludwig	Ministerial Motor vehicle	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the minister been provided with or had access to a motor vehicle? If so: <ol style="list-style-type: none"> i. What is the make and model? ii. How much did it cost? iii. When was it provided? iv. Was the entire cost met by the department? If not, how was the cost met? v. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. vi. Are these costs met by the department? If not, how are these costs met? vii. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. viii. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. ix. 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. x. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. xi. 	Written Q		
				Response: <ol style="list-style-type: none"> 1. No and N/A. 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
037	Tourism Australia	Ludwig	Ministerial Staff vehicles (non- MoPS)	<p>Since Budget Estimates in June, 2014:</p> <p>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <ul style="list-style-type: none"> i. What is the make and model? ii. How much did it cost? iii. When was it provided? iv. Was the entire cost met by the department? If not, how was the cost met? v. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. vi. Are these costs met by the department? If not, how are these costs met? vii. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. viii. Have these guidelines changed during the specified period? If so, please detail. ix. 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. x. Have these guidelines changed during the specified period? If so, please detail. 	Written Q		
				<p>Response:</p> <p>1. N/A</p>		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
038	Tourism Australia	Ludwig	Ministerial Staff vehicles	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <ul style="list-style-type: none"> i. What is the make and model? ii. How much did it cost? iii. When was it provided? iv. Was the entire cost met by the department? If not, how was the cost met? v. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. vi. Are these costs met by the department? If not, how are these costs met? vii. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. viii. Have these guidelines changed during the specified period? If so, please detail. ix. 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. x. Have these guidelines changed during the specified period? If so, please detail. 	Written Q		
				<p>Response:</p> <p>1. N/A</p>		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
039	Tourism Australia	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> What has been the total cost of building leases for the agency / department? Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> Date the lease agreement is active from. Date the lease agreement ends. Is the lease expected to be renewed? If not, why not? Location of the building (City and state). Cost of the lease. Why the building is necessary for the operations of the agency / department. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> Date from which the lease agreement was active. Date the lease agreement ended. Why was the lease not renewed? Location of the building (City and state). Cost of the lease. Why the building was necessary for the operations of the agency / department. 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"> Date the lease agreement is expected to become active. Date the lease agreement is expected to end. Expected location of the building (City and state). Expected cost of the lease. <ol style="list-style-type: none"> Has this cost been allocated into the budget? Why the building is necessary for the operations of the agency / department. For each building owned or leased by the department: <ol style="list-style-type: none"> What is the current occupancy rate for the building? If the rate is less than 100%, detail what the remaining being used for. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> See attached. See attached. See attached. See attached. See attached. See attached. See attached. See attached. <ol style="list-style-type: none"> Yes Tourism Australia requires international offices to enable provision of marketing to consumers in target markets. Tourism Australia does not own any buildings and is unaware of the occupancy of buildings outside our lease arrangements. 		Finance	
040	Tourism Australia	Ludwig	Government advertising	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How much has been spent on government advertising (including job ads)? <ol style="list-style-type: none"> List each item of expenditure and cost List the approving officer for each item Detail the outlets that were paid for the advertising What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> List the total expected cost List each item of expenditure and cost List the approving officer for each item Detail the outlets that have been or will be paid for the advertising 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. Tourism Australia is the Commonwealth Government agency responsible for marketing Australia as a travel destination to international audiences. Advertising is a core function for Tourism Australia and from June to 31 October 2014 Tourism Australia spent \$15.9 million marketing to international audiences. 2. Tourism Australia is the Commonwealth Government agency responsible for marketing Australia as a travel destination to international audiences. Advertising is a core function for Tourism Australia. Tourism Australia's expected advertising spend from 1 November 2014 to 30 June 2015 is \$64.2 million. 		Finance	
041	Tourism Australia	Ludwig	Workplace assessments	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments? <ol style="list-style-type: none"> i. 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? 3. If so, list each item of expenditure and cost related to those changes 	Written Q		
				Response: <ol style="list-style-type: none"> 1. \$0. <ol style="list-style-type: none"> i. N/A 2. None. 3. None. 		HR	
042	Tourism Australia	Ludwig	Ministerial Website	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. How much has been spent on the Minister's website? <ol style="list-style-type: none"> i. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? 3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 		Finan ce	
043	Tourism Australia	Ludwig	Existing Resources Program	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2. List each 3. List the staffing assigned to each task 4. What is the nominal total salary cost of the officers assigned to the project? 5. What resources or equipment has been assigned to the project? 	Written Q		
				Response: <ol style="list-style-type: none"> 1. None 2. N/A 3. N/A 4. N/A 5. N/A 		Finan ce	
044	Tourism Australia	Ludwig	Multiple tenders	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times: <ol style="list-style-type: none"> i. Why were they re-issued or issued multiple times? ii. Were any applicants received for the tenders before they were re-issued or repeatedly issued? iii. Were those applicants asked to resubmit their tender proposal? 			
				Response: <ol style="list-style-type: none"> 1. No tenders were issued multiple times. 			

045	Tourism Australia	Ludwig	Staff Transfers	<ol style="list-style-type: none"> How many people does your department employ? What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? How many of these people are employed in Canberra? How many people did your department employ in Canberra immediately prior to the 2013 federal election? How many employees have been transferred out of Canberra since the 2013 federal election? How many of your employees have been transferred to Canberra since the 2013 federal election? For all employees transferred to or from Canberra since the 2013 federal election, please provide their age. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer. For every transferred employee please provide an explanation for their transfer? For every transferred employee please provide any other cost incurred by the department because of that transfer? Please provide all relevant dates. <p><i>Redundancies</i></p> <ol style="list-style-type: none"> How many positions have been made redundant in your department since the 2013 federal election? <ol style="list-style-type: none"> How many of these positions were ongoing? How many of these positions were non-ongoing? 	Written Q		
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				<p>iii. How many of these positions were situated in the Australian Capital Territory?</p> <p>19. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>20. How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>21. How many accepted voluntary redundancies since the 2013 federal election?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>22. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>23. For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <p>i. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.</p> <p>ii. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>iii. Please specify any other costs incurred by the department because of this redundancy.</p> <p>iv. Please provide the reason a voluntary redundancy was offered for their position.</p> <p>v. Please provide all relevant dates.</p> <p>24. For all employees who were redeployed please provide:</p> <p>i. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS</p>			
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				<p>level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.</p> <p>ii. Please specify any other costs incurred by the department because of this redeployment.</p> <p>iii. Please provide the reason for that redeployment.</p> <p>iv. Please provide all relevant dates.</p> <p>25. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>26. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>i. How many of these employees were ongoing?</p> <p>ii. How many of these employees were non-ongoing?</p> <p>iii. How many of these employees were situated in the Australian Capital Territory?</p> <p>27. For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <p>i. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.</p> <p>ii. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>iii. Please specify any other costs incurred by the department because of this redundancy.</p> <p>iv. Please provide the reason for that redundancy.</p> <p>v. Please provide all relevant dates.</p> <p><i>Hiring</i></p> <p>28. How many people are employed in your department on non-ongoing contracts?</p> <p>29. How many people are employed in your department on ongoing contracts?</p> <p>30. How many non-ongoing contracts has your department extended since the 2013 federal election?</p> <p>31. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>32. How many of these extensions were approved by the Public Service Commission?</p>			
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				<p>i. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.</p> <p>33. How many of these extensions were rejected by the Public Service Commission?</p> <p>i. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.</p> <p>34. How many non-ongoing contracts have been extended by your department without the Public Service Comission's approval?</p> <p>i. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.</p> <p>35. How many non-ongoing contracts have expired without extension since the 2013 federal election?</p> <p>i. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.</p> <p>36. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?</p> <p>37. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?</p> <p>38. How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>i. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally,</p>			
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				<p>the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>39. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>i. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>40. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>i. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p> <p>41. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?</p> <p>42. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>43. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>i. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>44. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>i. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public</p>			
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>45. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p>			

				<p>Response:</p> <ol style="list-style-type: none"> 1. 215 FTE 2. NSW – 124 <p>NSW Age Analysis as at 30 June 2013 Age 20 – 30 years = 20 Age 30 – 40 years = 53 Age 40 – 50 years = 36 Age 50 – 60 years = 12 Age 60 – 70 years = 3</p> <p>NSW Gender Analysis as at 30 June 2013 Female = 88 Male = 36</p> <p>Band Analysis as at 30 June 2013 Band 1 = 12 Band 2 = 31 Band 3 = 40 Band 4 = 21 Band 5 = 10 Band 6 = 4 Band 7 = 5 MD = 1</p> <p>New Zealand NZ = 6 employees as at 30 June 2013 NZ Age Analysis as at 30 June 2013 Age 20 – 30 years = 2 Age 40 – 50 years = 4</p> <p>NZ Gender Analysis as at 30 June 2013 Female = 4 Male = 2</p> <p>NZ Band Analysis as at 30 June 2013</p>		HR	
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				<p>Band 1 = 0 Band 2 = 1 Band 3 = 3 Band 4 = 1 Band 5 = 1</p> <p>Americas Americas = 12 employees as at 30 June 2013 Americas Age Analysis as at 30 June 2013 Age 0 to 20 years = 1 Age 20 – 30 years = 0 Age 30 – 40 years = 6 Age 40 – 50 years = 4 Age 50 – 60 years = 1</p> <p>Americas Gender Analysis as at 30 June 2013 Female = 10 Male = 2</p> <p>Americas Band Analysis as at 30 June 2013 Band 1 = 0 Band 2 = 2 Band 3 = 6 Band 4 = 3 Band 5 = 0 Band 6 = 1</p> <p>Japan and South Korea Japan and South Korea = 7 employees as at 30 June 2013 Japan and South Korea Age Analysis as at 30 June 2013 Age 0 to 20 years = 0 Age 20 – 30 years = 0 Age 30 – 40 years = 1 Age 40 – 50 years = 5 Age 50 – 60 years = 0 Age 60 – 70 years = 1</p>			
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				<p>Japan and South Korea Gender Analysis as at 30 June 2013 Female = 6 Male = 1</p> <p>Japan and South Korea Band Analysis as at 30 June 2013 Band 1 = 0 Band 2 = 2 Band 3 = 3 Band 4 = 1 Band 5 = 1</p> <p>South East Asia and Gulf South East Asia and Gulf = 18 employees as at 30 June 2013 South East Asia and Gulf Age Analysis as at 30 June 2013 Age 0 to 20 years = 0 Age 20 – 30 years = 2 Age 30 – 40 years = 7 Age 40 – 50 years = 7 Age 50 – 60 years = 2 Age 60 – 70 years = 0</p> <p>South East Asia and Gulf Gender Analysis as at 30 June 2013 Female = 13 Male = 5</p> <p>South East Asia and Gulf Band Analysis as at 30 June 2013 Band 1 = 2 Band 2 = 2 Band 3 = 7 Band 4 = 4 Band 5 = 2 Band 6 = 1</p> <p>Greater China Greater China = 20 employees as at 30 June 2013</p>			
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				<p>Greater China Age Analysis as at 30 June 2013 Age 0 to 20 years = 0 Age 20 – 30 years = 3 Age 30 – 40 years = 8 Age 40 – 50 years = 8 Age 50 – 60 years = 1 Age 60 – 70 years = 0</p> <p>Greater China Analysis as at 30 June 2013 Female = 14 Male = 6</p> <p>Greater China Band Analysis as at 30 June 2013 Band 1 = 1 Band 2 = 5 Band 3 = 8 Band 4 = 4 Band 5 = 1 Band 6 = 1</p> <p>Continental Europe Continental Europe = 10 employees as at 30 June 2013 Continental Europe Age Analysis as at 30 June 2013 Age 0 to 20 years = 0 Age 20 – 30 years = 0 Age 30 – 40 years = 10 Age 40 – 50 years = 10 Age 50 – 60 years = 0 Age 60 – 70 years = 0</p> <p>Continental Europe Analysis as at 30 June 2013 Female = 7 Male = 3</p> <p>Continental Europe Band Analysis as at 30 June 2013 Band 1 = 1</p>			
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				<p>Band 2 = 3 Band 3 = 4 Band 4 = 1 Band 5 = 0 Band 6 = 1</p> <p>United Kingdom United Kingdom = 12 employees as at 30 June 2013 United Kingdom Age Analysis as at 30 June 2013 Age 0 to 20 years = 0 Age 20 – 30 years = 2 Age 30 – 40 years = 6 Age 40 – 50 years = 4 Age 50 – 60 years = 0 Age 60 – 70 years = 0</p> <p>United Kingdom Analysis as at 30 June 2013 Female = 8 Male = 4</p> <p>United Kingdom Band Analysis as at 30 June 2013 Band 1 = 0 Band 2 = 6 Band 3 = 0 Band 4 = 5 Band 5 = 0 Band 6 = 1</p> <p>1. Staff only employed in NSW and International Markets Worldwide Employees as at June 2014 was 215</p> <p>NSW = 125 employees as at June 2014 NSW Age Analysis as at 30 June 2014 Age 20 – 30 years = 25 Age 30 – 40 years = 53 Age 40 – 50 years = 32</p>			
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				<p>Age 50 – 60 years = 12 Age 60 – 70 years = 3</p> <p>NSW Gender Analysis as at 30 June 2014 Female = 84 Male = 41</p> <p>Band Analysis as at 30 June 2014 Band 1 = 10 Band 2 = 34 Band 3 = 40 Band 4 = 23 Band 5 = 9 Band 6 = 3 Band 7 = 5 MD = 1</p> <p>New Zealand NZ = 6 employees as at 30 June 2014 NZ Age Analysis as at 30 June 2014 Age 20 – 30 years = 2 Age 40 – 50 years = 4</p> <p>NZ Gender Analysis as at 30 June 2014 Female = 4 Male = 2</p> <p>NZ Band Analysis as at 30 June 2014 Band 1 = 0 Band 2 = 1 Band 3 = 3 Band 4 = 1 Band 5 = 1</p> <p>Americas</p>			
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				<p>Americas = 12 employees as at 30 June 2014</p> <p>Americas Age Analysis as at 30 June 2014</p> <p>Age 0 to 20 years = 1</p> <p>Age 20 – 30 years = 1</p> <p>Age 30 – 40 years = 4</p> <p>Age 40 – 50 years = 4</p> <p>Age 50 – 60 years = 2</p> <p>Americas Gender Analysis as at 30 June 2014</p> <p>Female = 9</p> <p>Male = 3</p> <p>Americas Band Analysis as at 30 June 2014</p> <p>Band 1 = 0</p> <p>Band 2 = 2</p> <p>Band 3 = 6</p> <p>Band 4 = 3</p> <p>Band 5 = 0</p> <p>Band 6 = 1</p> <p>Japan and South Korea</p> <p>Japan and South Korea = 12 employees as at 30 June 2014</p> <p>Japan and South Korea Age Analysis as at 30 June 2014</p> <p>Age 0 to 20 years = 0</p> <p>Age 20 – 30 years = 0</p> <p>Age 30 – 40 years = 4</p> <p>Age 40 – 50 years = 6</p> <p>Age 50 – 60 years = 0</p> <p>Age 60 – 70 years = 2</p> <p>Japan and South Korea Gender Analysis as at 30 June 2014</p> <p>Female = 8</p> <p>Male = 4</p> <p>Japan and South Korea Band Analysis as at 30 June 2014</p> <p>Band 1 = 0</p>			
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				<p>Band 2 = 4 Band 3 = 5 Band 4 = 1 Band 5 = 1 Band 6 = 1</p> <p>South East Asia and Gulf South East Asia and Gulf = 19 employees as at 30 June 2014 South East Asia and Gulf Age Analysis as at 30 June 2014 Age 0 to 20 years = 0 Age 20 – 30 years = 1 Age 30 – 40 years = 7 Age 40 – 50 years = 8 Age 50 – 60 years = 2 Age 60 – 70 years = 1</p> <p>South East Asia and Gulf Gender Analysis as at 30 June 2014 Female = 13 Male = 6</p> <p>South East Asia and Gulf Band Analysis as at 30 June 2014 Band 1 = 2 Band 2 = 3 Band 3 = 7 Band 4 = 3 Band 5 = 3 Band 6 = 1</p> <p>Greater China Greater China = 18 employees as at 30 June 2014 Greater China Age Analysis as at 30 June 2014 Age 0 to 20 years = 0 Age 20 – 30 years = 4 Age 30 – 40 years = 8 Age 40 – 50 years = 3 Age 50 – 60 years = 3</p>			
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				<p>Age 60 – 70 years = 0</p> <p>Greater China Analysis as at 30 June 2014 Female = 12 Male = 6</p> <p>Greater China Band Analysis as at 30 June 2014 Band 1 = 1 Band 2 = 5 Band 3 = 7 Band 4 = 4 Band 5 = 0 Band 6 = 1</p> <p>Continental Europe Continental Europe = 9 employees as at 30 June 2014 Continental Europe Age Analysis as at 30 June 2014 Age 0 to 20 years = 0 Age 20 – 30 years = 1 Age 30 – 40 years = 4 Age 40 – 50 years = 4 Age 50 – 60 years = 0 Age 60 – 70 years = 0</p> <p>Continental Europe Analysis as at 30 June 2014 Female = 6 Male = 3</p> <p>Continental Europe Band Analysis as at 30 June 2014 Band 1 = 1 Band 2 = 3 Band 3 = 3 Band 4 = 1 Band 5 = 0 Band 6 = 1</p>			
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United Kingdom

United Kingdom = 14 employees as at 30 June 2014

United Kingdom Age Analysis as at 30 June 2014

Age 0 to 20 years = 0

Age 20 – 30 years = 3

Age 30 – 40 years = 7

Age 40 – 50 years = 4

Age 50 – 60 years = 0

Age 60 – 70 years = 0

United Kingdom Analysis as at 30 June 2014

Female = 11

Male = 3

United Kingdom Band Analysis as at 30 June 2014

Band 1 = 2

Band 2 = 6

Band 3 = 1

Band 4 = 4

Band 5 = 0

Band 6 = 1

3. Current staffing - NSW

	Age (20 - 30)		Age (31 - 40)		Age (41 - 50)		Age (50+)	
	Male	Female	Male	Female	Male	Female	Male	Female
Band 1	1	2	1	2				1
Band 2	4	9	2	10	2	5	2	2
Band 3	1	8	4	20	2	6		1
Band 4	3	0	5	5	1	3	1	1
Band 5			1	2	1	3	1	1
Band 6			3	1		3		
Band 7							2	
Total	9	19	16	40	6	20	6	6

4. Nil

				<ol style="list-style-type: none"> 5. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 6. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 7. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 8. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 9. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 10. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 11. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 12. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 13. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 14. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 15. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 16. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff. 			
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				<p>17. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>18. Redundancies :8</p> <ul style="list-style-type: none"> a. 7 ongoing b. 1 c. Nil <p>19. Nil</p> <ul style="list-style-type: none"> a. Nil b. Nil c. Nil <p>20. One</p> <ul style="list-style-type: none"> a. 1 b. 1 c. 0 <p>21. 1</p> <ul style="list-style-type: none"> a. 1 b. 0 c. 0 <p>22. Nil</p> <p>A,B,C - As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>23. One</p> <ul style="list-style-type: none"> a. \$12,800 b. \$2,002 c. Nil d. Provided an opportunity to transfer FTE to core departments. e. 01/09/14 <p>24. NA</p> <p>A,B,C, D - As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>25. Nil</p>			
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				<p>A,B,C,D - As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>26. Nil</p> <p>27. Nil</p> <p>28. 159</p> <p>29. 53</p> <p>30. 12</p> <p>31. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>32. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>33. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>34. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>35. 1 non ongoing contract was extended. The role was in support of the best jobs in the world campaign and was digitally focused. The incumbent was a female, aged 24 and was a Band 1. Contract ended 31/01/14.</p> <p>36. 41</p> <p>37. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>38. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>39. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>40. 1 person</p> <p>a. Executive General Manager Strategy. A replacement position. Band 7. 3 year contract. Not advertised externally, a search agency</p>			
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>was utilised due to the seniority of the position. Reason for not engaging, as a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>41. 40</p> <p>42. Nil</p> <p>43. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>44. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p> <p>45. As a corporate commonwealth entity under the PGPA Act. TA is not required to get approval by PSG for contract extensions, new hires for ongoing and non-ongoing staff.</p>			
046	Tourism Australia	Ludwig	Departmental Upgrades	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <p>1. If so, list these</p> <p>2. If so, list the total cost for these changes</p> <p>3. If so, list the itemised cost for each item of expenditure</p> <p>4. If so, who conducted the works?</p> <p>5. If so, list the process for identifying who would conduct these works</p> <p>6. If so, when are the works expected to be completed?</p>	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. Yes <ol style="list-style-type: none"> 1. Mumbai office fit out; New Zealand office fit out; USA office fit out. 2. \$176,577 to 31 October 2014. 3. Mumbai \$16,128; New Zealand \$1,963; USA \$158,487. 4. Mumbai: HEC Designs \$16,128. New Zealand: Workspace Design Ltd \$1,963. USA: Monroe Construction \$101,034. Pivot Interiors Inc \$57,453. 5. Limited tender. 6. Already complete. 		Finance	
047	Tourism Australia	Ludwig	Wine Coolers / Fridges	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> 1. 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? <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 Q		
				Response: 1. No.		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
048	Tourism Australia	Ludwig	Office Plants	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased any office plants? <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 <p>If so, what is the current location for these items?</p>	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. No. 		Finance	
049	Tourism Australia	Ludwig	Office recreation facilities	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. 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)? <ol style="list-style-type: none"> i. If so, list these ii. If so, list the total cost for these items iii. If so, list the itemised cost for each item of expenditure iv. If so, where were these purchased v. If so, list the process for identifying how they would be purchased vi. If so, what is the current location for these items? vii. If so, what is the current usage for each of these items? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. No i. N/A ii. N/A iii. N/A iv. N/A v. N/A vi. N/A vii. N/A		Finance	
050	Tourism Australia	Ludwig	Vending machines	Since Budget Estimates in June, 2014: 1. Has the department/agency purchased or leased or taken under contract any vending machine facilities? 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 Q		
				Response: 1. No.		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
051	Tourism Australia	Ludwig	Legal Costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. List all legal costs incurred by the department or agency 2. 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 3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 4. How was each piece of advice procured? Detail the method of identifying legal advice 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. \$30,914 to 31 October 2014. 2. The largest external legal costs are with Ashurst Australia \$17,989 and Grandall Law Firm \$10,764. 3. None. 4. Tourism Australia uses the Australian Government Legal Services Multi-Use List. 		Finance	
052	Tourism Australia	Ludwig	Lobbyist Register Meetings	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. List all interactions between the department/agency with any representative listed on the lobbyist register 2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting <p>List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p>	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. None 2. N/A 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
053	Tourism Australia	Ludwig	Provision of equipment - departmental	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of: 2. What has been provided? 3. The purchase cost. 4. The ongoing cost. 5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). 6. A breakdown of what staff and staff classification receives each item. 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. Yes 2. Tourism Australia provides electronic equipment to employees of all classifications based on job requirements. Provision of electronic equipment to Tourism Australia staff includes iPads, Blackberries, Phones and Wireless Bluetooth. 3. The estimated purchase costs of this electronic equipment is \$15,000 4. The average ongoing costs for running devices are approximately \$50 per month, with maximum costs of \$63 per month under the Telstra enterprise agreement. 5. N/A 6. Tourism Australia provides electronic equipment to employees of all classifications based on job requirements. 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
054	Tourism Australia	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 Q		
				Response: <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 		CC	
055	Tourism Australia	Ludwig	Unallocated Equipment	<ol style="list-style-type: none"> 1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated. 	Written Q		
				Response: <ol style="list-style-type: none"> 1. All equipment is allocated to staff. 2. Nil 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
056	Tourism Australia	Ludwig	Communications staff	<ol style="list-style-type: none"> 1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 2. How many ongoing staff, the classification, the type of work they undertake and their location. 3. How many non-ongoing staff, their classification, type of work they undertake and their location 4. How many contractors, their classification, type of work they undertake and their location 5. How many are graphic designers? 6. How many are media managers? 7. How many organise events? 	Written Q		

				<p>Response:</p> <ol style="list-style-type: none"> Please refer to answers below: Tourism Australia employs 16 ongoing Sydney-based public relations, communications and media staff who are responsible for managing Tourism Australia's corporate reputation and key stakeholder relationships, including government relations, media relations and public affairs and industry and internal communications, global and in-country PR to support campaigns and social media engagement to support campaigns. The classification of these employees is as follows: <ul style="list-style-type: none"> – Band 2 x 8 – Band 3 x 4 – Band 4 x 4 <p>Tourism Australia employs 21 ongoing Regional Global Public Relations staff who are responsible for developing and implementing public relations programs that underpin Tourism Australia's brand positioning and marketing activities in the regions and managing issues that may affect Tourism Australia's reputation. They also work with Australian Government agencies to monitor issues that may impact Australia's reputations as a leisure or business events destination. They are based as follows:</p> <ul style="list-style-type: none"> – Greater China Band 2 x 3 – Greater China Band 3 x 3 – Greater China Band 4 x 1 – Continental Europe Band 2 x 1 – Continental Europe Band 3 x 1 – Americas Band 2 x 1 – Americas Band 3 x 2 – United Kingdom Band 2 x 2 – United Kingdom Band 4 x 1 – South East Asia & Gulf Band 3 x 3 – Japan & South Korea Band 3 x 2 – New Zealand Band 2 x 1 Tourism Australia employs 3 non-ongoing Sydney-based communications and PR staff. The classification of these employees is as follows: 		Finance	
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> - Band 7 x 1 - Band 5 x 2 <p>4. None.</p> <p>5. 2 graphic designers are employed on ongoing basis :</p> <ul style="list-style-type: none"> - AUS Band 1 x 1 - AUS Band 2 x 1 <p>6. There are 15 media managers at Tourism Australia:</p> <ul style="list-style-type: none"> - AUS Band 3 x 2 - AUS Band 4 x 1 - AUS Band 5 x 1 - Americas Band 3 x 1 - Japan & South Korea Band 3 x 1 - Continental Europe Band 3 x 1 - South East Asia & Gulf Band 3 x 3 - Greater China Band 3 x 3 - Greater China Band 4 x 1 <p>7. No Media Managers organise events.</p>			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
057	Tourism Australia	Ludwig	Red tape	<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"> 1. 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. What is the estimated total salary cost of the officers assigned to the unit. _ 7. Do members of the unit have access to cabinet documents? 8. Lease 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. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia does not have a regulatory function and as such does not have dedicated staff to reduce red tape. However, Tourism Australia conducts several internal initiatives to reduce red tape across its operations and drive greater efficiency. Employees are encouraged to streamline procedures and processes wherever possible. 1. N/A 2. Nil 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 9. N/A 		Legal	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
058	Tourism Australia	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? (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)</p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p style="margin-left: 40px;">a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p style="margin-left: 40px;">b. What is the value of the items identified in (3)?</p> <p style="margin-left: 40px;">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? (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).</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>	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia does not own or lease any land. 2. N/A 3. N/A 4. Please refer to list attached under Question 39. 5. Tourism Australia does not own any buildings. 6. Tourism Australia does not own any buildings and is unaware of the occupancy of buildings outside our lease arrangements. 			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
059	Tourism Australia	Ludwig	Ministerial staff code	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 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"> If so, list the breaches identified, broken by staffing classification level If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? If so, when was the breach identified? By whom? When was the Minister made aware? 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"> If not, how many staff don't comply, broken down by classification level? How long have they worked for the Minister? Can you confirm they all complied with the code on the date of their employment? <ol style="list-style-type: none"> If not, on what date did they comply? Can you confirm that all disclosures as required by the code were made to the government staffing committee? <ol style="list-style-type: none"> If so, on what date were those disclosure made? By position title list the date each staff member was approved by government staff committee Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment 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 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 		CC	
060	Tourism Australia	Ludwig	Boards (for Departments or agencies with boards)	<p>Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses have been incurred; 3. what has been the average attendance at board meetings; 4. List each member's attendance at meetings; 5. how does the board deal with conflict of interest; 6. what conflicts of interest have been registered; 7. what remuneration has been provided to board members; 8. how does the board dismiss board members who do not meet attendance standards? 9. Have any requests been made to ministers to dismiss board members? 10. Please list board members who have attended less than 51% of meetings 11. What have been the catering costs for the board meetings held during this period? Please break down the cost list. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. The Tourism Australia Board met three times since Budget Estimates in June 2014. 2. Tourism Australia pays for airfares, taxis/transportation, accommodation and meals as required. 3. Almost 100%. 4. Board members have attended all Tourism Australia Board meetings since the previous Budget Estimates in June 2014, except for two members who did not attend the September 2014 meeting. 5. The company secretary requests details of conflicts in advance of the meeting, then the Chairman asks for any at the meeting and minuted. 6. One conflict of interest was registered at the 6 August Board meeting, and 1 conflict of interest was registered at the 27 October meeting. 7. Remuneration is provided in accordance with the Remuneration Tribunal notice & reports. 8. Board procedures, including Board attendance, are dealt with in the Tourism Australia Board Charter and the Tourism Australia Act 2004. 9. No. 10. Nil. 11. Sandwiches and non-alcoholic beverages are provided at the end of each meeting, approximately \$140 per Board meeting. 		Legal	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
061	Tourism Australia	Ludwig	Shared resources following MOG changes	<ol style="list-style-type: none"> 1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 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 arrangements? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia's Los Angeles office moved to co-locate with DFAT. 2. N/A 3. N/A 		CC	
062	Tourism Australia	Ludwig	Departmental Rebranding	<ol style="list-style-type: none"> 1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> i. Who was involved in reaching this decision? ii. 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 Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. No a. N/A b. N/A c. N/A			
063	Tourism Australia	Ludwig	Contracts under \$10,000	Since Budget Estimates in June, 2014: Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.	Written Q		
				Response: 1. See attached list		Finan ce	

064	Tourism Australia	Ludwig	Freedom of Information	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>Consultations with other Departments, Agencies and the Minister</p> <ol style="list-style-type: none"> Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? If so, for each instance provide a table setting out the following information: <ol style="list-style-type: none"> The Department or Agency which was consulted; The document; The purpose of the consultation; Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received? If yes, provide a table setting out the following information: <ol style="list-style-type: none"> The requests with respect to which the Minister or Ministerial office was consulted; The Minister or Ministerial office which was consulted; The purpose of the consultation; Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office <p>Staffing resources</p> <p>The following questions relate to the period from 18 September 2013:</p>	Written Q		
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			<p>5. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p> <p>FOI Disclosure Log</p> <p>6. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p> <ul style="list-style-type: none"> i. Maintain a webpage allowing download of documents released under section 11A (direct download)? ii. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? iii. Facilitate to those documents in a different manner (if so, specify). <p>7. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:</p> <ul style="list-style-type: none"> i. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision; ii. The total number of direct downloads of documents released under 11A the Departmental or Agency website; iii. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]? iv. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? <ul style="list-style-type: none"> a. What was the approximate cost for salaries for the FTE staff allocated to this task? <p>8. Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>9. If so, please provide the following information in a table:</p> <ul style="list-style-type: none"> i. On how many occasions charges have been imposed; ii. The amount charged for each document iii. The total amount charged; iv. What is the highest charge that has been imposed. <p>With respect to FOI requests:</p> <p>10. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?</p>			
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				11. Of those, how many were: <ul style="list-style-type: none"> i. Released in full ii. Released in part iii. Refused access on the grounds that release of the document would be contrary to the public interest iv. Other (please specify) 			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. No. 2. N/A <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A iv. N/A v. N/A 3. No 4. N/A 5. FOI duties are incorporated into the role of the Legal and Governance Manager 6. Answers: <ol style="list-style-type: none"> i. Tourism Australia maintains an FOI disclosure log as required by s11C of the Act. ii. Yes. iii. No. 7. N/A <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A iv. N/A <ol style="list-style-type: none"> a. N/A 8. No. 9. N/A 10. Nil. 11. N/A 			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
065	Tourism Australia	Ludwig	Prequalified, Multi-use list tenders	<ol style="list-style-type: none"> Does the Department/Agency have existing prequalified or multi-use list panels for tenders? Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? Do any Ministerial staff have directorships in any of the firms on your panels? Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel? Have the minister or ministerial staff made representations concerning the panels? Is Australian Public Affairs on any of your panels? 	Written Q		
				Response: <ol style="list-style-type: none"> No. N/A N/A N/A N/A N/A N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
066	Tourism Australia	Ludwig	Senate estimates briefing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> Please break down the hours by officer APS classification Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> If so, when did this occur? What officer hours were spent on making these edits? Please break down the hours by officer APS classification. When were the changes made? 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 Q		
				<p>Response:</p> <ol style="list-style-type: none"> 2 Question time briefs are prepared as required prior to sitting weeks. <ol style="list-style-type: none"> N/A. Yes. <ol style="list-style-type: none"> Prior to sitting weeks. Yes <ol style="list-style-type: none"> Changes are made as and if required. 1-2 hours and N/A. Prior to sitting weeks. Refer to Austrade. 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
067	Tourism Australia	Ludwig	Advertising	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How much has the Department/Agency spent on Advertising? Including through the use of agencies. 2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning. 3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate. 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. Tourism Australia is the Commonwealth Government agency responsible for marketing Australia as a travel destination to international audiences. Advertising is a core function for Tourism Australia and from June to 31 October 2014 Tourism Australia spent \$15.9 million marketing to international audiences. 2. All campaigns are approved in line with Tourism Australia's delegations. No ministerial or ministerial staff involvement in commissioning has occurred. 3. N/A 		Finance	
068	Tourism Australia	Ludwig	Departmental Staff Misconduct	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Please provide a copy of the departmental staff code of conduct. 2. Have there been any identified breaches of this code of conduct by departmental staff? <ol style="list-style-type: none"> i. If yes, list the breaches identified, broken by staffing classification level. ii. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? iii. If yes, when was the breach identified? By whom? When was the Minister made aware? iv. If yes, were there any legal ramifications for the department or staff member? Please detail. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. Code of conduct attached. 2. No <ol style="list-style-type: none"> i. Not Applicable ii. Not Applicable iii. Not Applicable iv. Not Applicable 			
069	Tourism Australia	Ludwig	Cloud Services and Storage	<ol style="list-style-type: none"> 1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes: 2. What date did/will cloud services be deployed in the department? 3. Please provide a list of all cloud services in use or being considered for use. 4. How much do these services cost? Please break down by service. 5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use? 6. How much does this cloud storage cost per month? 7. What security arrangements are in place to protect cloud based services and storage? 8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements? 9. What has been the cost of security for the cloud? Please provide a breakdown. 			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <p>1. Yes.</p> <p>2. February 2013</p> <p>3. Amazon Web Services , Microsoft Azure, Zendesk, Office 365, Adobe Marketing Cloud, Adobe Creative Cloud.</p> <p>4. AWS = \$11K PM average. MS Azure = \$7K PM average. Zendesk = \$1100 PM average. Office 365 = \$7K PM average. Adobe Marketing Cloud = \$10K PM. Adobe Creative Cloud \$110 PM average.</p> <p>5. Unlimited storage available (20Terabytes currently in use).</p> <p>6. Included in costs above.</p> <p>8. No.</p> <p>9. No specific costs, included in Network Design and support costs.</p>		IT	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
070	Tourism Australia	Ludwig	Disability Access	<ol style="list-style-type: none"> 1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide: 2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires). 3. What plans are in place to make the premises compliant with the act. 4. When these plans will commence and when they are expected to be complete. 5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue. 6. What is the expected cost of making the premises compliant? Please break down the costs. 7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached. 8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail. 	Written Q		
				Response: <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. No. 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
071	Tourism Australia	Ludwig	Fee for services	<p>Since September 7, 2013:</p> <ol style="list-style-type: none"> 1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include: 2. Name of the fee and a short description of what it covers. 3. How much is the fee (and is it a flat fee or a percentage of the service). 4. The date the fee came into place. 5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review. 6. What consultation was carried out before the fee was put into place? 7. How was the fee put into place (e.g. through legislation, regulation changes etc)? 8. What justification is there for the fee? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. No. 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 		NA	
072	Tourism Australia	Ludwig	Documents provided to minister	<ol style="list-style-type: none"> 1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature. 2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents) 3. How are they transmitted to the office? 4. What mode of delivery is used (hardcopy, email) for those documents? 5. What level officer are they provided to in the minister's office? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. Two. 2. Annual Report, once a year at the end of the financial year for noting. Quarterly Reports, four times a year each quarter for noting. 3. The Annual Report is directly and the quarterly reports are via Austrade. 4. Annual Report is email and hard copy. The quarterly report is email only. 5. Advisor.		CC	
073	Tourism Australia	Ludwig	merchandise or promotional material	Since 7 September 2013: 1. Has the department purchased any merchandise or promotional material? 2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose) 3. List the cost for each item 4. List the quantity of each item 5. Who suggested these material be created? Who approved its creation? 7. Provide copies of authorisation 8. When was the Minister informed of the material being created? 9. Who created the material? 10. How was that person selected? 11. How many individuals or groups were considered in selecting who to create the material?	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. Yes. Tourism Australia is the Commonwealth Government agency responsible for marketing Australia as a travel destination to international audiences. Advertising is a core function for Tourism Australia. 2. Up to 31 October 2014, Tourism Australia has spent \$148,699 on marketing collateral with several suppliers. The largest spend items were with County Traders Australia Pty Ltd (\$20,080); Jihu Wide Co (\$18,071) and Tingel Shanghai (\$17,130). All other items were below A\$10,000. 3. Refer above. 4. Refer above. 5. Tourism Australia staff. 6. Tourism Australia employees, according to delegation levels. 7. N/A 8. N/A 9. Refer above. 10. Limited tender. 11. Several parties are considered. Tourism Australia purchases marketing collateral from several suppliers. 		Finance	
074	Tourism Australia	Ludwig	Freedom of Information - Stats	<ol style="list-style-type: none"> 1. How many FOI requests were received between 7 September 2013 to date? 2. How many of those requests were finalised within the regular timeframes provided under the FOI Act? 3. How many of those requests were granted an extension of time under s 15AA of the FOI Act? 4. How many of those requests were granted an extension of time under s 15AB of the FOI Act? 5. How many of those requests were finalised out of time? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. Data relating to FOI requests received between 7 September 2013 and June 2014 has been provided in previous responses to questions on notice. One FOI request was received since June 2014. 2. One. 3. Nil 4. Nil 5. Nil		Legal	
075	Tourism Australia	Ludwig	Contracts for Temporary Staff	Since Budget Estimates in June, 2014: 1. How much did the department/agency spend on temporary or contract staff? 2. How many temporary or contract staff have been employed? 3. What is the total number of temporary or contract staff currently employed? 4. How much was paid for agencies/companies to find temporary/contract staff? 5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?	Written Q		
				Response: 1. \$477,175 from 30 June to 31 October 2014. 2. 15. 3. 15. 4. \$0. 5. No.		HR	
076	Tourism Australia	Ludwig	Staffing profile	Since Budget Estimates in June, 2014: 1. Has there been any change to the staffing profile of the department/agency? 2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written Q		
				Response: 1. No change to staffing profile. 2. N/A		HR	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
077	Tourism Australia	Ludwig	Savings and Efficiency Measures	<p>Since the Appropriate Bills 2014 were passed by the parliament:</p> <ol style="list-style-type: none"> How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued? For each measure or task identified in question 1: <ol style="list-style-type: none"> What is the timeframe for implementation? Who is the responsible agency for actioning these measures, guidelines or tasks? When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department? What action has the minister asked be done on this policy? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> N/A N/A 		Finan ce	
078	Tourism Australia	Ludwig	Computers	<ol style="list-style-type: none"> 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 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 Q		

				<p>Response:</p> <p>1. N/A</p> <p>2.</p> <p>SYD Dell XPS 12 i7 =55 Surface Pro 2 =60 We own all equipment Dell cost \$1663.00 each Surface Pro cost \$1230.00 each</p> <p>AKL Dell XPS 12 i7 = 1 Surface Pro 2 = 5 Dell cost \$1663.00 each Surface Pro cost \$1230.00 each</p> <p>Lon HP2170P = 31 Cost £1339 each</p> <p>FRA HP2570P = 5 Cost E1.835 each Dell XPS 12 = 12 Cost €1.055 each</p> <p>TYO HP2170P = 10 Cost ¥173152.30 each</p> <p>SIN Dell XPS 12 i7 = 15 Cost SIND 2,400.00 each</p> <p>IND Dell XPS 12 i7 = 7 Cost Rs.92,390 each</p> <p>HKG</p>		IT	
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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>HP2570p = 8 HK3,050.00 each</p> <p>SHA HP2570 = 14 Cost RBM2500</p> <p>KL Dell XPS 12 i7 = 6 Cost RM5193.00 each</p> <p>Seoul Surface Pro 3 i7 = 6 Cost 2243000</p> <p>3. All Dell XPS and Surface Pro's Windows 8.1 pro. All HP's use windows 7 Enterprise.</p>			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
079	Tourism Australia	Ludwig	Travel costs - department	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Is the minister or their office or their delegate required to approve all departmental and agency international travel? 2. If so, under what policy? 3. Provide a copy of that policy. 4. When was this policy implemented? 5. List all occurrences of travel that this has occurred under. 6. Detail the process. 7. When is the minister notified, when is approved provided? 8. Detail all travel (domestic and international) 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). 9. 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. 10. What date was the minister or their office was notified of the travel? 11. What date did the minister or their office approve the travel? 12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. Ministerial approval is only required for travel worth over \$20,000. 2. Tourism Australia Travel Policy. 3. See attached. 4. This policy is reviewed on a regular ongoing basis. The most recent review was on 2 December 2014. 5. All Tourism Australia staff travel is required to comply with the attached policy. 6. Tourism Australia manages its travel approvals process electronically through the use of online travel requisitions (also referred to as 'travel reqs'). Travel reqs are used to document an intended mode of transport and associated trip costs where an employee is required to travel beyond their base location/city. 7. Approval for travel is granted according to the Delegations Policy and Instrument. Approval is provided prior to travel costs being committed to. 8. N/A. 9. Tourism Australia staff are required to travel to target markets to facilitate marketing to consumers in those markets. Up to 31 October 2014, Tourism Australia's total travel spend is \$676, 925 consisting of accommodation and meals \$110,694; airfares \$462,483; taxis/parking \$90,957 and other \$1,664. 10. N/A 11. N/A 12. Tourism Australia's Travel Budget for FY14/15 is \$2.8 million. 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
080	Tourism Australia	Ludwig	Travel costs - ministerial	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Please detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. 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. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
081	Tourism Australia	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What guidelines are in place to administer grants? 2. How are grants applied for? 3. Are there any restrictions on who can apply for a grant? If yes, please detail. <ol style="list-style-type: none"> 1. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved. 4. What is the procedure for selecting who will be awarded a grant? 5. Who is involved in this selection process? 6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail. <ol style="list-style-type: none"> 1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail. 7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded 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. 8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. 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 Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. N/A 2. N/A 3. N/A 4. N/A 5. N/A 6. N/A 7. N/A 8. N/A 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
082	Tourism Australia	Ludwig	Government payments of accounts	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. 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? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 6. 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 Estimates, 2014? <p>Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. 30 days. 2. 100%. 3. None. 4. None. 5. None. 6. No. 7. N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
083	Tourism Australia	Ludwig	Consultancies	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many consultancies have been undertaken? 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. 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. Have any consultancies not gone out for tender? <ol style="list-style-type: none"> List each, including name, cost and purpose If so, why? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> Two consultancies have been undertaken: <ol style="list-style-type: none"> Business Events Strategic Review. Performed by LEK Consulting. Procured by Limited Tender. Cost \$136,950. Major Events Strategic Project. Performed by LEK Consulting. Procured by Limited Tender. Cost \$115,562. None. No. 		Finance	
084	Tourism Australia	Ludwig	Meeting costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 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. 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. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> None. None. None. None. 		Finan ce	
085	Tourism Australia	Ludwig	Functions	Since Budget Estimates in June, 2014: <ol style="list-style-type: none"> Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ol style="list-style-type: none"> The guest list of each function The party or individual who initiated the request for the function The menu, program or list of proceedings of the function A list of drinks consumed at the function Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost. 	Written Q		
				Response: <ol style="list-style-type: none"> None <ol style="list-style-type: none"> N/A N/A N/A N/A N/A 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
086	Tourism Australia	Ludwig	Executive coaching and leadership training	<p>Since Budget Estimates in June, 2014: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</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 For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> i. The name and nature of the service purchased ii. Whether the service is one-on-one or group based iii. The number of employees who received the service and their employment classification iv. The total number of hours involved for all employees (provide a breakdown for each employment classification) v. The total amount spent on the service vi. A description of the fees charged (i.e. per hour, complete package) 5. 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"> i. The location used ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification) iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) iv. Any costs the department or agency's incurred to use the location 6. 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? 7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title. 	Written Q		

			<p>Response:</p> <p>1. \$4,200 + \$6200</p> <p>2. Total of 2:</p> <ul style="list-style-type: none">- 1 x Australia Band 6- 1 x Australia Band 7 (?) <p>3. Total of 2:</p> <ul style="list-style-type: none">- 1 x Australia Band 6- 1 x Australia Band 7 <p>No study leave</p> <p>4.</p> <table><tr><td>Service Purchased From:</td><td>WhyteCo</td><td>Australian Institute of Company Directors</td><td></td></tr><tr><td>a) The name and nature of the service purchased</td><td>Executive Coaching</td><td>Leadership</td><td></td></tr><tr><td>b) Whether the service is one-on-one or group based</td><td>One-on-one</td><td>Group</td><td></td></tr><tr><td>c) The number of employees who received the service and their employment classification</td><td>1 x Australia Band 6</td><td>1 x Australia Band 7</td><td></td></tr><tr><td>d) The total number of hours involved for all employees</td><td>10</td><td>40</td><td></td></tr><tr><td>e) The total amount spent on the service</td><td>\$4,200</td><td>\$6,200</td><td></td></tr><tr><td>f) A description of the fees charged (i.e. per hour, complete package)</td><td>Complete package</td><td>Complete package</td><td></td></tr></table> <p>5.</p> <table><tr><td>Service Purchased From:</td><td>Australian Institute of Company Directors</td><td></td></tr></table>	Service Purchased From:	WhyteCo	Australian Institute of Company Directors		a) The name and nature of the service purchased	Executive Coaching	Leadership		b) Whether the service is one-on-one or group based	One-on-one	Group		c) The number of employees who received the service and their employment classification	1 x Australia Band 6	1 x Australia Band 7		d) The total number of hours involved for all employees	10	40		e) The total amount spent on the service	\$4,200	\$6,200		f) A description of the fees charged (i.e. per hour, complete package)	Complete package	Complete package		Service Purchased From:	Australian Institute of Company Directors			HR	
Service Purchased From:	WhyteCo	Australian Institute of Company Directors																																			
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Service Purchased From:	Australian Institute of Company Directors																																				

Q No.	Program: Division or Agency	Senator	Broad topic	Question		Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				5. Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used	Australian Institute of Company Directors Level 1, 10 Bond Street , Sydney NSW 2000			
				b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)	1 x Australia Band 7			
				c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)	40 - Australia Band 7			
				d) Any costs the department or agency's incurred to use the location	\$0			
				6. Employees continue to be employed in their current roles both during and post training				
				7.				
				Staffing Allocation	Degree / Program Title			
				1 X Band 4	Executive Masters of Public Administration			
				1 x Band 4	Master of Business Administration in Creative Leadership			
				1 x Band 4 (London)	Masters in Human Resources			
				1 X Band 2	Masters in Gastronomic Tourism			

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
087	Tourism Australia	Ludwig	Provision of equipment - ministerial	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? <ol style="list-style-type: none"> Itemise equipment and cost broken down by staff or minister classification Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of: What is provided? The purchase cost. The ongoing cost. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). A breakdown of what staff and staff classification receives each item. 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> N/A. Refer Question 53. Refer Question 53. Refer Question 53. Refer Question 53. Refer Question 53. Refer Question 53. 		Finan ce	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
088	Tourism Australia	Ludwig	Staffing reductions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many staff reductions/voluntary redundancies have occurred? <ol style="list-style-type: none"> 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. If there are plans for staff reductions, please give the reason why these are happening. Are there any plans for involuntary redundancies? If yes, provide details. How many ongoing staff left the department/agency? What classification were these staff? How many non-ongoing staff left department/agency from? What classification were these staff? What are the voluntary redundancy packages offered? Please detail for each staff level and position How do the packages differ from the default public service package? How is the department/agency funding the packages? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Response:</p> <ol style="list-style-type: none"> 1. There were 6 involuntary redundancy and 1 voluntary redundancy. <ol style="list-style-type: none"> a. Reason was due to an organisational restructure through the introduction of a new ERP system 2. Yes 1 person. Level 1. Provided an opportunity to reallocate headcount to core departments. Total cost was \$12,800. 3. No 4. NA 5. No 6. Seven staff left the agency. The classifications were: <ul style="list-style-type: none"> Band 1 – 1 Band 2 – 2 Band 3 – 3 Band 6 - 2 7. 22 non-ongoing staff left the agency. The classifications were: <ul style="list-style-type: none"> Band 1 – 1 Band 2 – 8 Band 3 – 8 Band 4 – 4 Band 5 – 1 8. Voluntary redundancy packages offered are the same as involuntary and apply across all levels within the business for each staff level and position 9. The severance entitlement is consistent with the general public service package? 10. The agency has funded the packages within its REM budget. 			
089	Tourism Australia	Ludwig	Staffing recruitment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many ongoing staff have been recruited? What classification are these staff? 2. How many non-ongoing positions exist or have been created? What classification are these staff? 3. How many staff have been employed on contract and what is the average length of their employment period? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled																														
				<p>Response:</p> <p>1. Ongoing staff being recruited since June 2014.</p> <table><tr><th>Band</th><th>FTE</th></tr><tr><td>2</td><td>3</td></tr><tr><td>3</td><td>5</td></tr><tr><td>4</td><td>2</td></tr><tr><td>5</td><td>1</td></tr><tr><td>Total</td><td>11</td></tr></table> <p>2. Current non-ongoing positions.</p> <table><tr><th>Band</th><th>FTE</th></tr><tr><td>1</td><td>1</td></tr><tr><td>2</td><td>12</td></tr><tr><td>3</td><td>7</td></tr><tr><td>4</td><td>7</td></tr><tr><td>5</td><td>11</td></tr><tr><td>6</td><td>7</td></tr><tr><td>7</td><td>5</td></tr><tr><td>Total</td><td>50</td></tr></table> <p>3. There are 50 on contracts and the average length is 2.5 years.</p>	Band	FTE	2	3	3	5	4	2	5	1	Total	11	Band	FTE	1	1	2	12	3	7	4	7	5	11	6	7	7	5	Total	50		HR	
Band	FTE																																				
2	3																																				
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Total	11																																				
Band	FTE																																				
1	1																																				
2	12																																				
3	7																																				
4	7																																				
5	11																																				
6	7																																				
7	5																																				
Total	50																																				

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
090	Tourism Australia	Ludwig	Coffee machines	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased, leased or rented any coffee machines for staff usage? <ol style="list-style-type: none"> i. 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? ii. Why were coffee machines purchased? iii. 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? iv. Where did the funding for the coffee machines come from? v. Who has access? vi. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? vii. What are the ongoing costs of the coffee machine, such as the cost of coffee? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> 1. No <ol style="list-style-type: none"> i. N/A ii. N/A iii. N/A iv. N/A v. N/A vi. N/A vii. N/A 		Finance	

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
091	Tourism Australia	Ludwig	Printing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many documents (include the amount of copies) have been printed? <ol style="list-style-type: none"> How many of these printed documents were also published online? Has the Department/Agency used external printing services for any print jobs? <ol style="list-style-type: none"> If so, what companies were used? How were they selected? What was the total cost of this printing by item? 	Written Q		
				<p>Response:</p> <ol style="list-style-type: none"> Tourism Australia prints various material including brochures across its global operations. In this period, Tourism Australia also printed its 2013/2014 Annual Report. 1,000 copies of Tourism Australia's Annual Report were produced. <ol style="list-style-type: none"> Tourism Australia's Annual Report was also published online. Yes <ol style="list-style-type: none"> Rocoh Australia; FL Chime; Canon; The London Photocopying Company; Koenig GMBH; Ricoh Japan Corporation; Ricoh Hong Kong Ltd; Ricoh New Zealand Ltd. Limited tender. \$46,221. 		Finance	
092	Tourism Australia	Ludwig	Corporate cars	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many cars are owned by each department/agency? <ol style="list-style-type: none"> Where are the cars located? What are the cars used for? What is the cost of each car during the specified period? How far did each car travel during the specified period? How many cars are leased by each department/agency? <ol style="list-style-type: none"> Where are the cars located? What are the cars used for? What is the cost of each car during the specified period? How far did each car travel during the specified period? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: 1. None i. N/A ii. N/A iii. N/A iv. N/A 2. None i. N/A ii. N/A iii. N/A iv. N/A		Finance	
093	Tourism Australia	Ludwig	Taxi costs	Since Budget Estimates in June, 2014: 1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 3. How much did the department spend on taxis during the specified period for their minister or minister's office?	Written Q		
				Response: 1. \$90,957 to 31 October 2014. 2. Taxi costs are incurred in travel to and from airports and in enabling staff to meet to attend regular meetings with industry and government stakeholders. 3. Nil.		Finance	
094	Tourism Australia	Ludwig	Hire cars	Since Budget Estimates in June, 2014: 1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs? 3. How much did the department spend on hire cars during the specified period for their minister or minister's office?	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. None. 2. N/A. 3. N/A. 		Finan ce	
095	Tourism Australia	Ludwig	Credit cards	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have there been any changes to what action is taken to prevent corporate credit card misuse? 7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse. 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled																				
				<p>Response:</p> <p>1. At 30 November 2014, the breakdown of TA credit card holders by employment classification is as follows:</p> <table><tr><th>TA Band</th><th>Number of CC Holders</th></tr><tr><td>Band 1</td><td>8</td></tr><tr><td>Band 2</td><td>35</td></tr><tr><td>Band 3</td><td>52</td></tr><tr><td>Band 4</td><td>37</td></tr><tr><td>Band 5</td><td>11</td></tr><tr><td>Band 6</td><td>6</td></tr><tr><td>Band 7</td><td>4</td></tr><tr><td>Board</td><td>9</td></tr><tr><td>Grand Total</td><td>162</td></tr></table> <p>2. No.</p> <p>3. No.</p> <p>4. No.</p> <p>5. N/A.</p> <p>6. No.</p> <p>7. None and N/A.</p>	TA Band	Number of CC Holders	Band 1	8	Band 2	35	Band 3	52	Band 4	37	Band 5	11	Band 6	6	Band 7	4	Board	9	Grand Total	162		Finan ce	
TA Band	Number of CC Holders																										
Band 1	8																										
Band 2	35																										
Band 3	52																										
Band 4	37																										
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Band 7	4																										
Board	9																										
Grand Total	162																										

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
096	Tourism Australia	Ludwig	Hospitality and entertainment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What has been the Department/Agency's hospitality spend including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs. 5. 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. 6. 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. 7. 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. 8. 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. 9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved? 	Written Q		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				Response: <ol style="list-style-type: none"> 1. \$48,710 to 31 October 2014. 2. N/A. 3. Tourism Australia does not record details of individual meals shared as part of conducting business. Included in this spend are costs of Tourism Australia's core functions of engaging with global, media, distribution and other relevant stakeholders. Tourism Australia's hospitality spend includes entertainment costs. 4. N/A 5. No individual event is planned. 6. N/A 7. No individual event is planned. 8. N/A 9. Tourism Australia has reduced these costs by 20% in 2013/14 and will continue to drive efficiencies in this area. 		Finance	

Start Date	End Date	Purpose	Location	Why is the building necessary	Lease cancelled since June	Expected to be leased in next 12 months	Lease cost over term \$AUD
01-Jan-2013	30-Jun-2022	Sydney Office lease	Sydney	Head office for TA	no	yes	22,321,046
10-Dec-2004	09-Dec-2014	LON Premises Lease - Australian Centre	London	To enable the provision on marketing to consumers in this region	no	yes	4,430,620
10-Dec-2014	30-Jun-2018	LON Premises Lease - Australian Centre Extension	London	To enable the provision on marketing to consumers in this region	no	yes	1,698,014
20-Jul-2013	30-Jun-2016	Beijing Office Lease : 20Jul12-30Jun13	Beijing	To enable the provision on marketing to consumers in this region	no	yes	64,973
01-Jul-2013	30-Jun-2016	Guangzhou Serviced Office lease: 01 Jul 2012 - 30 Jun 2013	Guangzhou	To enable the provision on marketing to consumers in this region	no	yes	71,223
05-Nov-2012	30-Jun-2016	Chengdu Office lease	Chengdu	To enable the provision on marketing to consumers in this region	no	yes	79,678
01-May-2013	30-Jun-2016	Shanghai office lease 1 May 2013- 30 June 2016	Shanghai	To enable the provision on marketing to consumers in this region	no	yes	1,433,190
01-Jan-2007	30-Nov-2016	Frankfurt Premises Lease	Frankfurt	To enable the provision on marketing to consumers in this region	no	yes	767,332
01-Jul-2012	30-Jun-2015	HKG Office Lease 01Jul12-30Jun15	Hong Kong	To enable the provision on marketing to consumers in this region	no	yes	593,727
01-Nov-2009	31-Oct-2014	Tokyo Office Lease	Tokyo	To enable the provision on marketing to consumers in this region	no	yes	1,684,892
01-Nov-2014	31-Oct-2016	Tokyo Office Lease - Extension	Tokyo	To enable the provision on marketing to consumers in this region	no	yes	714,186
04-Aug-2013	03-Aug-2015	SEL Office Lease : 4Aug13-3Aug15	Seoul	To enable the provision on marketing to consumers in this region	no	yes	365,987
01-Dec-2013	30-Nov-2016	KUL Premises Lease	Kuala Lumpur	To enable the provision on marketing to consumers in this region	no	yes	123,567
01-Aug-2004	31-Jul-2014	NZ Premises Lease	Auckland	To enable the provision on marketing to consumers in this region	no	yes	741,106
08-Sep-2013	07-Sep-2016	Singapore Premises Lease #08-01/04	Singapore	To enable the provision on marketing to consumers in this region	no	yes	1,393,050
01-Aug-2014	28-Feb-2017	LA Premises Lease	Los Angeles	To enable the provision on marketing to consumers in this region	no	yes	926,394
01-Apr-2014	31-Mar-2019	Mumbai Office Lease	Mumbai	To enable the provision on marketing to consumers in this region	no	yes	814,158

Tourism Australia: Agreements valued between A\$4,000 and A\$10,000

PurchaseID	Vendor Name	Purchase Description	Value (A\$)
PO0000173	Marsan Milk Distributors Pty Ltd	Marsan Milk Distributors	\$10,000.00
PO0000239	Safira Verde Cafe (Aviva Pty Ltd ITF Aviva Trust)	Safira Verde Cafe	\$10,000.00
PO0000273	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	\$10,000.00
PO0000471	Cabcharge Australia Limited	Cabcharge Australia Limited	\$10,000.00
PO0000520	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Blanket PR Stage and Screen travel bookings - NL	\$10,000.00
PO0001089	Management Solutions (QLD) Pty Ltd	Contribution towards the EcoTourism Australia Conference	\$10,000.00
PO0001397	Kaizen Srl	Technical and digital set up QR code activity TTG	\$9,938.84
PO0001014	TaxiCharge New Zealand Limited & Company	Taxis	\$9,807.12
PO0000201	EBA Communications Ltd [Hong Kong]	EBA Communications Ltd [Hong Kong]	\$9,401.71
PO0000869	Travel Marketing Ltd	Travel Marketing Ltd	\$9,398.50
PO0000826	ManpowerGroup Co Ltd	Temp staff for Tokyo Office	\$9,369.75
PO0001173	Land Z Group	Event management fee for KDP award dinner	\$9,333.10
PO0001000	Tourism and Events Queensland [Brisbane]	TA-AAX-STO Astro Media Visit: TEQ	\$9,091.91
PO0000325	Pure Tourism Pty Ltd	Pure Tourism Pty Ltd	\$9,091.00
PO0000161	PCAM Holdings Pty Ltd T/A Caffe Dante	Caffe Dante	\$9,090.91
PO0000436	Koolivoo (Golden Egg Communications Pty Ltd trading as)	Koolivoo	\$9,090.91
PO0000630	Signature Tinting & Signs Pty Ltd	Signature Tinting & Signs	\$9,090.91
PO0000637	Beetroot Consulting P/L	Restaurant Australia ad creation	\$9,090.91
PO0000982	Hays Specialist Recruitment (Australia) Pty Ltd	Hays Recruitment	\$9,090.91
PO0001106	South Australian Tourism Commission [Adelaide]	TA-AAX-STO Astro Campaign - SATC	\$9,090.91
PO0001181	Susan J Hocking T/as Go Fit Coordination	IMHP Contractor Fees - Go Fit Coordination Duglass Hocking	\$9,090.91
PO0001528	Toucan Display Systems	Toucan Display Solutions	\$9,090.91
PO0001112	OMD New Zealand	14.15 TNLA Campaign EDM delivery	\$9,069.55
PO0001251	Shobiz Exp Com Pvt Ltd	RA Branding at Partner outlets	\$9,034.57
PO0001498	Clemenger BBDO Sydney Pty Ltd	Clemenger BBDO Asian Cup	\$9,010.00
PO0001728	Shanghai Foreign Service Co	Grace's Oct 2014 Payroll	\$8,986.25
PO0000383	Optum Health and Technology (Australia) Pty Ltd [PPC Worldwide Pty Ltd]	Optum Health and Technology (Australia) Pty Ltd [PPC Worldwi	\$8,900.00
PO0000084	Ricoh Japan Corporation	Ricoh Japan Corporation	\$8,842.22
PO0001348	Mango Communications Pty Ltd	Mango - Online Media Centre	\$8,818.18
PO0001323	Ripe Strategies Pty Ltd	Business Storytelling Workshop	\$8,800.00
PO0000355	BP Travel Marketing Services	BP Travel Marketing Services	\$8,697.65
PO0001035	Grainger Television Australia (Corporate Video Australia)	Video production	\$8,636.36
PO0000041	Telstra	Telstra	\$8,579.87
PO0000199	Kwok Sing Bo	Kwok Sing Bo	\$8,547.01
PO0000755	Clemenger BBDO Sydney Pty Ltd	Clemenger BBDO Sydney Pty Ltd	\$8,544.00
PO0001730	MORI TRUST Co. Ltd	MORI TRUST Co. Ltd	\$8,534.34
PO0001420	Solution Plus Korea (Son Ho Jun)	Production RA Brand Launch Event	\$8,448.97
PO0001516	Shanghai Boshi Industrial Co Ltd	Purchase of IT equipment	\$8,432.01
PO0000822	Presense Resources	Supply marketing aids to support MATTA Travel Fair Sep 2014	\$8,420.34
PO0000059	Spotlight Cinema Networks	Spotlight Cinema Networks	\$8,305.65
PO0001204	T&M Media GmbH Co	Corroboree Media activation Travel One	\$8,195.72
PO0000951	Neopost Finance Australia Pty Limited	NeoPost (machine rental Qtr)	\$8,181.82
PO0001548	BBDO Worldwide	BBDO Estimate Digital TAU-GEN-IS4044	\$8,125.14
PO0000917	Corporate Traveller (UK) [Flight Centre (UK) Limited]	Corporate Traveller	\$8,082.29

PO0001491	respective1 UG	RA consumer activation creative production costs	\$7,951.53
PO0000130	Panorama Catering (Hancey Trust)	Panorama Catering (Hancey Trust)	\$7,918.10
PO0000948	The Wanted Word (Felicity Kitson)	The Wanted Word (Felicity Kitson)	\$7,840.00
PO0000147	Telstra	Telstra	\$7,810.31
PO0000753	Australian Government - Comsuper	ComSuper, Super admin fees	\$7,774.00
PO0000656	BT Conferencing Call (British Telecommunication PLC)	BT Conferencing Plc	\$7,653.69
PO0000207	Bernd Schonemann	Bernd Schonemann	\$7,645.26
PO0001429	Adam 2.0 SRL (Adam Integrated Communications)	PR Events Italy	\$7,645.26
PO0000602	Recall Information Management Pty Ltd	Recall Information Management Pty Ltd	\$7,636.36
PO0000248	Recall Information Management Pty Ltd	Recall - Tape storage	\$7,636.00
PO0001403	CAPA - Centre for Asia Pacific Aviation	CAPA Asia Aviation Summit sponsorship	\$7,530.00
PO0000225	AI's Fruitful Tree	Catering	\$7,500.00
PO0000786	Relevant Innovation Pty Ltd	Facilitator for ELT offsite	\$7,500.00
PO0001683	Investment Property Databank Pty Ltd	IPD Purchased Data	\$7,499.99
PO0000281	Softbank Mobile	Internet charges for iPad / Phone charge for iPhone	\$7,353.28
PO0000371	Spitfire Network Services Limited	Spitfire Network Service Ltd	\$7,347.54
PO0000610	Pitney Bowes Purchase Power	Pitney Bowes (PP)	\$7,347.54
PO0000646	T&M Services Ltd	T & M Services	\$7,272.73
PO0000162	Day to Day Water Filtration Pty Ltd	Day To Day Water Filtration	\$7,272.73
PO0000163	GBC Fordigraph Pty Ltd	GBC Fordigraph	\$7,272.73
PO0000617	Oakton AA Services Pty Limited	ATE Exhibition Management Probitry Services	\$7,272.73
PO0000840	Citywide Print (Sprint Copy Centre Pty Ltd)	Citywide Print	\$7,272.73
PO0000460	EY	SEL-Mgmt. of Office Plants and Flower delivery	\$7,228.57
PO0000741	EY	EY	\$7,228.57
PO0001276	Amrani Construction Inc	Amrani Construction Inc	\$7,198.23
PO0001140	Worldwide Seafood Ltd	Restaurant Australia kick off event	\$7,197.21
PO0000375	Dimension Data Australia Pty Ltd	Additional Surface Pro	\$7,196.28
PO0000731	Shanghai Chao Yu Property Management Co Ltd	Tony Sep Rent 2014	\$7,176.18
PO0000699	Premium Fulfilment Services	Premium Fulfilment Services	\$7,163.00
PO0001391	Ricoh India Limited	Leasing arrangements (36 months) of Ricoh machine (printer/s	\$7,140.38
PO0001053	Kwok Sing Bo	Kwok Sing Bo	\$7,122.51
PO0001163	Demon Concep Consultancy Limited	Telemarketing fee and purchase of new database	\$7,122.51
PO0001426	L2D Concept (Elisa Detrez)	Best Jobs Winner Elisa Detrez	\$7,033.64
PO0001059	Basware Pty Ltd	Basware - 2 IP Master licenses	\$7,020.00
PO0000304	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	\$7,000.00
PO0000703	Definity Consulting Pty Ltd	Successfactors Training - Definity Consulting Pty Ltd	\$7,000.00
PO0001506	Worldlinks	Worldlinks	\$6,965.20
PO0001074	Corporate Cabs Ltd	Corporate Cabs Ltd	\$6,946.71
PO0001492	respective1 UG	Food Trucks App Creation	\$6,914.37
PO0000177	Climate Control Services Ltd	Climate Control Services Ltd	\$6,907.89
PO0001536	Buhariwala Logistics	Buhariwala Logistics	\$6,793.99
PO0000757	Bernice Flowers & Gifts	General PR - Supply fruit basket for festival season	\$6,736.27
PO0001621	F.L. Chime (M) Sdn Bhd	Display Design for Consumer Events	\$6,736.27
PO0000208	Koenig GmbH (Masterkopie Kommunikationssysteme)	Koenig GmbH (Masterkopie Kommunikationssysteme)	\$6,728.33
PO0001254	Stageline Productions Ltd	Stageline Productions	\$6,704.63
PO0001133	I&S BBDO Inc.	BBDO_Display materials of marketing communications	\$6,696.62

PO0001317	Mizari West Enterprises dba Pure Green Corp	Mizari West Enterprises dba Pure Green Corp	\$6,644.52
PO000364	Early Bird Communications	Early Bird Communications	\$6,608.98
PO0000965	Optimum Media Direction Pty Ltd (OMD Australia)	Optimum Media Direction Pty Ltd (OMD Australia)	\$6,599.00
PO0001678	Australian Tourism Data Warehouse Pty Ltd	ATDW China Website	\$6,591.00
PO0000735	CITIC Telecom International (SEA) Pte Ltd	TA SIN Office n STOs-CVBs International Call Charges	\$6,538.80
PO0001037	Newsclip Media Monitor Service Co	Newsclip Media Monitor Service Co	\$6,513.39
PO0000701	Lisa Hudson Consulting Pty Ltd	Lisa Hudson Consulting	\$6,500.00
PO0001353	FCm Travel Solutions (Australian OpCo Pty Ltd)	FCm Travel Solutions (Australian OpCo Pty Ltd)	\$6,496.16
PO0001304	Clemenger BBDO Sydney Pty Ltd	Clemenger BBDO	\$6,430.53
PO0000820	Shanghai Guyi Commercial Cleaning Co Ltd	SHA office cleaning service fee Aug 14 to Jun 15	\$6,376.21
PO0000889	Staples Australia Pty Limited (Corporate Express Aust Ltd)	STAPLES AUST PTY LTD	\$6,363.64
PO0001111	Editor Group Pty Ltd	Editing of the 2013-14 annual report	\$6,350.00
PO0000608	Telefonica O2 UK Limited	O2	\$6,337.25
PO0001033	The Indian Film Combine Pvt Ltd	The Indian Film Combine Pt Ltd	\$6,324.20
PO0001488	Buhariwala Logistics	Buhariwala Logistics - Courier Charges	\$6,324.20
PO0000660	AmWorld Couriers (UK) Ltd	AM World Courier	\$6,306.63
PO0000338	Bupa (Asia) Limited	Medical insurance 1415	\$6,253.28
PO0001405	Clemenger BBDO Sydney Pty Ltd	Invite The World To Dinner	\$6,240.00
PO0000030	Hays Specialist Recruitment (Australia) Pty Ltd	Hays Specialist Recruitment (Australia) Pty Ltd	\$6,156.55
PO0000262	TT dotCom Sdn Bhd	KUL office telephone lines rental	\$6,123.89
PO0000609	Quills Office Supplies Ltd	Offitec/ Quills	\$6,122.94
PO0000611	Pitney Bowes Finance Limited	Pitney Bowes FL	\$6,122.94
PO0000647	Spitfire Network Services Limited	Spitfire	\$6,122.94
PO0000659	CitySprint (UK) Ltd	City Sprint	\$6,122.94
PO0001109	The London Photocopying Company Ltd t/a In-Doc	In-Doc	\$6,122.94
PO0000645	Drinkworks	Drinks Work	\$6,122.34
PO0000586	Vodafone D2 GmbH	Vodafone GmbH Mobile Phone Costs FY1415	\$6,116.21
PO0000829	TVEyes Inc	Monitoring - TV	\$6,090.81
PO0001364	Universal McCANN Korea (Gong Sung Won)	TA-CX Partnership_print	\$6,063.97
PO0000047	Destination NSW (Tourism New South Wales DNSW)	Destination NSW (Tourism New South Wales DNSW)	\$6,038.45
PO0000766	Hays Specialist Recruitment (Australia) Pty Ltd	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	\$6,000.00
PO0000068	PT. Komunika Cergas Ilhami (part of BBDO Indonesia)	PT. Komunika Cergas Ilhami (part of BBDO Indonesia)	\$5,978.32
PO0001541	Travel Center Group	Domestic Air Tickets for Famil (Sydney&Uluru)	\$5,923.27
PO0001419	FCm Travel Solutions (Flight Centre (Hong Kong))	FCm flight fare	\$5,826.21
PO0000579	Verlag Dieter Niedecken GmbH	Verlag Dieter Niedecken GmbH	\$5,787.58
PO0001592	Herrmann Design & Werbung (Bastian Herrmann)	PR support DE Basti Herrmann Design	\$5,782.13
PO0001643	PCCW	HK office fax, telephone and ISDN lines charge Oct14 - Jun15	\$5,698.01
PO0000748	Shanghai Airlines Tours International Group Co Ltd	Emergency airfare Kangaroo Island to Gold Coast - Corroboree	\$5,639.04
PO0001115	Sixteen-O-Two Advertising n' Design	New RA Standee Banners with 1602	\$5,579.77
PO0001036	ORIX China Co. Ltd	SHA office monthly leasing printer fee Oct 13 to Jun 14	\$5,561.54
PO0000698	Iron Mountain Records Management	Iron Mountain Records Management	\$5,537.10
PO0000775	Inbloom Florist (Iris Florist)	INBLOOM FLORIST (IRIS FLORIST)	\$5,500.00
PO0001126	Globalspot GmbH (Global Spot GmbH)	TA advertorial Touristik Aktuell	\$5,458.72
PO0001336	Grainger Television Australia (Corporate Video Australia)	Indigenous Film Project hype reel	\$5,454.55
PO0001519	BOQ Asset Finance & Leasing Pty Ltd	BOQ Finance	\$5,454.55
PO0000488	[] Haymarket Publishing Services Ltd [see 427575]	Haymarket Publishing Services Ltd	\$5,424.69

PO0000243	Hays Specialist Recruitment (Australia) Pty Ltd	Hays - Michael Drapski	\$5,422.14
PO0000601	Hays Specialist Recruitment (Australia) Pty Ltd	Hays Specialist Recruitment (Australia) Pty Ltd	\$5,422.14
PO0000631	Sunday Stationery & Xerox	Sunday Stationery & Xerox	\$5,420.74
PO0000305	Ricoh Hong Kong Limited	Office printing and copying	\$5,413.11
PO0000319	Deloitte Touche Tohmatsu Certified Public Accountants Ltd [Hong Kong]	HK Office 1314 annual staff tax return assessment fee	\$5,413.11
PO0000042	Hudson Global Resources (Aust) Pty Ltd	Hudson Global Resources (Aust) Pty Ltd	\$5,407.56
PO0000116	Vodafone D2 GmbH	Vodafone GmbH	\$5,383.81
PO0000816	Orix Leasing Singapore Limited	Printer lease for TA SIN office (Aug14-Aug17)	\$5,373.32
PO0000584	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Stage and Screen Travel Services	\$5,361.35
PO0000268	Singapore Airlines Limited (SIA) [Frankfurt]	Singapore Airlines Limited (SIA) [Frankfurt]	\$5,351.68
PO0000397	T Promotion Ltd	TNLA USBs	\$5,334.30
PO0001372	Justin Knock The Purple Hand Wine Company	The Purple Hand Wine Company	\$5,290.23
PO0000616	Fast Mark Courier Service	Local Courier Services	\$5,231.04
PO0001735	Good People	Marketing aids for agents	\$5,163.26
PO0000649	Moorepay Ltd	Moorepay	\$5,143.28
PO0001565	Shanghai Pran Wines Co Ltd	RA Launch Wine - Cabernet Sauvignon Merlot / Riesling	\$5,109.44
PO0001165	HICAP	Project Showcase Fee: HICAP	\$5,094.13
PO0001572	Mission Tour	Air Ticket_Jay_IMHP, Indian Pacific Famil (Perth/Adelaide)	\$5,084.99
PO0001589	TORRES CHINA Headquarters	RA Launch Wine - DE BORTOLI NOBLE ONE	\$5,068.17
PO0000269	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	\$5,000.00
PO0000376	Sure Chauffeur Service Pty Ltd T/A C U Soon	Sure Chauffeur Service Melbourne	\$5,000.00
PO0000421	FCm Travel Solutions (Australian OpCo Pty Ltd)	FCm Travel Solutions (Australian OpCo Pty Ltd)	\$5,000.00
PO0000422	FCm Travel Solutions (Australian OpCo Pty Ltd)	FCm Travel Solutions (Australian OpCo Pty Ltd)	\$5,000.00
PO0000545	Avis Australia	Avis Australia	\$5,000.00
PO0000591	Association of Australian Convention Bureaux Inc	AACB Staff Scholarship Sponsorship 2014	\$5,000.00
PO0001100	Australian OPCO Pty Ltd T/A Stage and Screen Travel Services	Stage and screen Best Jobs flights	\$5,000.00
PO0001259	Mango Communications Pty Ltd	Mango - Scoping Fees for Marketplace	\$5,000.00
PO0001350	Matt Stone	Matt Stone - FOA Restaurant Australia Fee	\$5,000.00
PO0001351	Beer Family Trust	Maggie Beer - FOA Restaurant Australia fee	\$5,000.00
PO0001520	Webber Quantitative Consulting Pty Ltd	Webber Quantitative Consulting	\$5,000.00
PO0001610	Eco Media Group	Eco Media	\$5,000.00
PO0001629	ACES Assure Avert (ACES Pty Ltd) (Australian Concert & Entertainment Se	Invite the World to Dinner (Tasmania) Risk Management	\$5,000.00
PO0001666	Perth Convention Bureau	Perth Convention Bureau	\$5,000.00
PO0000723	ServTouch-WyWy (Singapore) Pte Ltd	Ricoh photocopier printing charges	\$4,904.97
PO0001470	Eagle Technology Group Ltd.	Eagle - IT support	\$4,903.56
PO0001279	Last Orders Please (Karen Wissing)	German trade representative	\$4,892.97
PO0000088	Shanghai Huacheng Southwest Travel Agency	SHA office IMHP	\$4,888.95
PO0001335	Clemenger BBDO Sydney Pty Ltd	Casting for Asian Cup	\$4,850.00
PO0001144	FCM Travel Solutions China Ltd	SHA staff August airfare bill 2014	\$4,820.63
PO0000704	Australian Grape and Wine Authority	Australian Grape and Wine Authority	\$4,800.00
PO0000955	Induct Online Pty Ltd	TA Safety Famil Program	\$4,800.00
PO0000846	Travel Vision	E-DM Distribution Service in Japan	\$4,793.50
PO0000643	Nishida	Staff amenities	\$4,741.54
PO0001675	Infoc GmbH and Co.	Infoc Emailing Corroborree Promotion	\$4,697.55
PO0000328	EP Consulting Services Corporation (ex Panache)	EP Consulting Services Corporation (ex Panache)	\$4,676.59
PO0000521	WED Group Pty Ltd	W.E.D. Group	\$4,545.45

PO0000683	CBD College Pty Ltd	CBD College Pty Ltd	\$4,545.45
PO0000689	One Six One Sydney Pty Ltd	OneSixOne	\$4,545.45
PO0000883	Staples Australia Pty Limited (Corporate Express Aust Ltd)	STAPLES AUST PTY LTD	\$4,545.45
PO0001665	Staples Australia Pty Limited (Corporate Express Aust Ltd)	Staples	\$4,545.45
PO0000198	Energy Australia Pty Ltd	Energy Australia Pty Ltd	\$4,457.88
PO0000148	Bosch Sicherheitssysteme GmbH	Bosch Sicherheitssysteme GmbH	\$4,436.93
PO0000389	FCm Travel Solutions (Flight Centre (Hong Kong))	Attend Greater China team meeting	\$4,273.50
PO0000527	Uptuyu Aboriginal Adventures	Uptuyu - Indigenous Tourism Champions famill for ASTW Winner	\$4,263.64
PO0000295	Marina Albert T/as Sydney Fixer and Beyond.Com	Marina Albert T/as Sydney Fixer and Beyond.Com	\$4,200.00
PO0001322	F.L. Chime (M) Sdn Bhd	BOM Paper Stationery Printing - F L Chime	\$4,149.55
PO0000066	Energy Australia Pty Ltd	Energy Australia Pty Ltd	\$4,143.53
PO0000183	BR Factory (Choi Sang-muk)	BR Factory (Choi Sang-muk)	\$4,130.61
PO0000368	Jcontentree MNB	Lemon Tree Magazine_Australia Supplement	\$4,102.56
PO0001479	SystemsGo (Hong Kong) Limited	HK office IT service points purchase	\$4,090.91
PO0000321	Katheryn F Young	ASP_Restaurant Australia Module_ Content Development	\$4,049.85
PO0000441	Fuji Xerox Asia Pacific Pte Ltd	Fuji Xerox Asia Pacific Pte Ltd	\$4,000.00
PO0000765	Koffeeone	koffeeone	\$4,000.00
PO0000788	Emma Knezevic	Emma Knezevic's fees for NL Forum	\$4,000.00



Q79

TRAVEL

SCOPE

POLICY

Before Travel

- Sponsored Travel
- Planning and Approval of Travel
- Selecting and Booking Transport
- Travel Class and Upgrades
- Selecting and Booking Accommodation
- Use of Rental cars and Personal Vehicles
- Corporate Credit Cards
- Travel Advances
- Personal Components to Business Trips
- Friend or Family Member Accompaniment

Safety and Security

- Government Travel Warnings
- Travel Insurance
- Risk Management
- Vaccinations and Medical Exams Required for Travel
- Emergencies

During Travel

- Airline Memberships and Frequent Flyer Points
- Parking
- Taxis
- Personal Meals

Non-Staff Travel and Temporary Employee Travel

Contra Arrangements

Administrative

- Receipts and Tax Invoices
- Claimable Expenses
- Unused Tickets

DEFINITIONS

APPENDIX A: AIR AND RAIL TRAVEL

APPENDIX B: PERSONAL VEHICLE KILOMETRIC RATES

SCOPE

This Policy applies to all employees globally who undertake inter or intracontinental travel, as well as third-parties travelling on behalf of Tourism Australia.

POLICY

Tourism Australia recognises that certain travel ultimately supports the achievement of its statutory objects. Where travel is justified, Tourism Australia will pay all reasonable costs associated with travel. This Policy sets out responsibilities for travellers and travel approvers, and provides detailed information in its appendices on related procedural and financial matters.

Before Travel



PFD

At the outset of travel planning, travellers must consider whether the proposed travel will ultimately deliver value for money. Tourism Australia is funded primarily by the Australian Government and thus scrutiny of its operations and spending can be expected. Travellers must keep this in mind when planning and undertaking travel on behalf of Tourism Australia. Where videoconferencing or teleconferencing can achieve an outcome equal to that of a face-to-face meeting, these alternatives must be used. Travellers must also consider whether the benefits of travel outweigh the costs to the organisation and to the environment.

Justified travel is that which will stand the test of public scrutiny and ultimately contribute to the achievements of Tourism Australia's statutory objects.

Sponsored Travel

Sponsored travel is travel that is paid for in full or in part by an external party, and offered in connection with an individual's role at Tourism Australia. Undertaking sponsored travel is acceptable provided it is first approved by the appropriate delegate via the travel requisition process. Refer to the *Delegations Policy and Instrument* and the *Gifts and Benefits Policy* for more information.

Planning and Approval of Travel

Tourism Australia manages its travel approvals process electronically through the use of online travel requisitions (also referred to as 'travel reqs'). Travel reqs are used to document an intended mode of transport and associated trip costs where an employee is required to travel beyond their base location/city. Separate travel reqs must be submitted for every trip, including free-of-charge trips.

Travel reqs are also important for insurance purposes. When processing claims for injury or loss, Tourism Australia's insurance provider Comcover requires documented evidence that the travel was approved by the appropriate delegate in the travel req system.

Prior to submitting a travel req, travellers must use the relevant criteria set out in this Policy to select their preferred arrangements. Once this is done, they must request approval of their preferred arrangements from the appropriate delegate using the travel req system. Refer to the *Delegations Policy and Instrument* to determine who can approve travel-related expenditure. The approving delegate will then consider the request and either approve or decline.

Selecting and Booking Transport

Once an employee's travel req is approved by an appropriate delegate, they can proceed to book online with the relevant travel management company or through another employee who has authorised booking system access. In Australia, Business Unit Assistants (BUAs) and Executive Assistants typically have this access and can assist. In regional offices, Business Support/Corporate Services Managers generally perform this function. A credit card will be needed to pay for transport and book accommodation; where the employee does not have a corporate credit card, they should speak to their manager or BUA for purchasing advice.

Note that while booking through a travel management company is strongly recommended, the lowest cost option is always preferable.

Travel Class and Upgrades

Travel time, the employee's role and the nature of the trip will generally determine what travel class will apply; refer to Appendix A for details. Travel class upgrades are not permitted except under the following three circumstances:



1. At the point of check-in, the airline or rail service offers this benefit unprompted to the employee. Where this occurs, the employee may accept the upgrade but must remember to declare the upgrade in their Gifts and Benefits Declaration for the relevant calendar month.
2. The employee will be accompanying the Managing Director on official business, in which case the employee must first obtain written approval from the Managing Director to travel in the same class.
3. The employee will be accompanying a familiarisation group, in which case the employee must first obtain written approval from the Managing Director.

Where employees who are accompanying a familiarisation group are entitled to a higher class of travel than their guests, it is expected that they will waive this entitlement and instead travel in the same class as their guests.

Upgrades to First Class are never permitted and are not to be accepted, except if an airline offers two classes of travel, economy and first class, where first class is equivalent to business class.

Selecting and Booking Accommodation

Commercial accommodation should be booked through the relevant travel management company to achieve the greatest possible cost savings. Employees should consider staying in accommodation as close in proximity as possible to the location at which business is to be undertaken as doing so will help to eliminate the cost of ground transport such as ferries and taxis.

For overnight stays, employees are permitted to stay in either private accommodation (private residence) or commercial accommodation. Arrangements for overnight stays in private accommodation are the responsibility of the traveller and, if chosen, Tourism Australia will not meet any related or resulting costs from the traveller opting to use private accommodation.

Selection of commercial accommodation should be based on a number of factors beyond solely a venue's star rating; proximity to the area at which business is to be conducted, single occupancy rates and availability of business amenities are all important elements to consider. Where preferred accommodation lists exist employees are expected but not required to select one of these venues.

Use of Rental and Personal Vehicles

Rental vehicles should be considered as a last resort and only when airport shuttles, taxis or other less expensive modes of transport are not available. Where circumstances dictate that a rental vehicle is the most suitable mode of transport, the use of mid-sized or intermediate vehicles is preferred. It is strongly recommended that bookings for rental vehicles be made by Business Unit Assistants, Executive Assistants or other designated travel coordinators.

Employees who are required to attend offsite business meetings, conferences or training may use their personal vehicles to do so. Employees are entitled to request reimbursement of costs per kilometre travelled (after deducting the distance of travel to the usual place of work, if applicable) in accordance with the rates set out at Appendix B. This reimbursement is intended to act as compensation to the employee for vehicle wear and tear, petrol usage and on-road costs such as insurance. Employees requesting reimbursement are by doing so accepting that, if granted, Tourism Australia has no legal obligation to pay further costs arising from personal vehicle usage for business purposes.

Corporate Credit Cards

Employees issued with corporate credit cards must pay for travel expenses with their cards wherever possible. Cards must not be used to pay for personal expenses unrelated to business travel.

Employees who have not been issued with corporate credit cards are expected to seek travel advances, or will be required to pay for business travel expenses with their own funds and seek reimbursement from Tourism Australia. Refer to the



section on 'Claimable Expenses' for information on what can be claimed under this Policy. Refer to the section on Travel Advances for information on how to obtain an advance.

Travel Advances

Travel advances can be granted to employees who do not have corporate credit cards or who are likely to incur business expenses that cannot be paid with a corporate credit card during business travel. Advances are available in foreign currency or in Australian dollars and will be issued via pre-paid debit cards. Approval for a travel advance must be sought from an appropriate delegate as listed in the *Delegations Policy and Instrument*. Once approval has been granted, employees must contact the Finance Team in Sydney (or Business Support/Corporate Services Managers in-region) who will issue the advance with five working days' notice.

Personal Components to Trips

Tourism Australia recognises that from time-to-time employees will wish to add a personal component to business travel. If submitted prior to the travel booking, these requests will be assessed on a case-by-case basis having regard to the following:

- The personal component of the trip will be funded solely by the individual (not paid for by Tourism Australia then reimbursed by the individual) and will not compromise Tourism Australia's resources or reputation in any way

Friend or Family Member Accompaniment

Where an opportunity exists for an employee to be accompanied by a friend or family member on a business trip at no additional cost to Tourism Australia, approval for the accompaniment must be granted by a Band 7 employee who will consider:

- All relevant facts and circumstances, and the appropriateness of the accompaniment.
- The potential impacts it may have on the achieving the business objectives of the trip.

Tourism Australia will not pay for additional charges incurred as a result of the presence of a friend or family member (e.g. additional taxi fares, hotel double-occupancy rates, etc.) as these costs are not business related and therefore must be met by the individuals concerned. Additionally, these individuals are responsible for obtaining their own travel insurance as Tourism Australia's provider, Comcover, insures only employees.

Employees are responsible for avoiding situations that are likely to negatively affect or impact the intended purpose and outcomes of the business trip.

Safety and Security

At no time must an individual be pressured or encouraged to undertake potentially dangerous or high-risk travel on behalf of Tourism Australia.

Government Travel Warnings

Where a travel warning has been issued for a particular destination, Tourism Australia strongly discourages travel to the destination.

If an employee finds themselves affected by a travel warning for a destination yet to be visited, the employee must contact their manager (or in the second instance, the General Manager, People & Culture) who can assist with making the necessary arrangements.



For the latest information on travel advisories and warnings issued by the Australian Government visit smartraveller.gov.au.

Travel Insurance

Employees are automatically insured up to a certain value for loss and injury relating to business travel through Tourism Australia's provider, Comcover. However, for their own protection, employees with pre-existing medical conditions, or those who may be expected to undertake some form of physical labour as part of travel, must consult the Manager, Legal and Governance prior to booking travel as these factors may influence coverage limits. The Manager, Legal and Governance will be able to advise the traveller on Tourism Australia's insurance policy in relation to their circumstances. Individuals who work for Tourism Australia but are not paid through Tourism Australia's payroll are not covered and must have their own form of travel insurance. Refer to the section on 'Non-staff travel' for more information.

Claims relating to loss of property or personal injuries must be directed to the Manager, Legal and Governance as soon as possible for processing.

Risk Management

Preparation before travel can help mitigate certain risks. It is strongly recommended that prior to departing on business travel, employees ensure:

- A copy of their travel itinerary is provided to their manager and a colleague
- Their emergency contact information held by People and Culture (and Business Support/Corporate Services Manager in-region) is up-to-date
- They have after-hours contact information for their manager as well as the nearest Australian consulate (or applicable country of citizenship)
- They have hard-copies of important documents/information on hand in case telecommunications networks are not working

Vaccinations and Medical Exams Required for Travel

Employees are responsible for determining whether they will require vaccinations or medical exams prior to undertaking travel. Tourism Australia will reimburse the cost of these expenses. Managers must allow employees a discretionary period of time away from the office to undertake these medical precautions at no penalty to the employees; however, should an employee opt to forgo the appropriate precautions, they are accepting the risk that may not be adequately covered by Tourism Australia's Comcover travel insurance policy.

Where there is significant risk that an employee will encounter health problems during travel due to a pre-existing medical condition or circumstance, the approving manager reserves the right to nominate an alternate to undertake the travel so as to minimise unnecessary risks.

Emergencies

In an emergency, employees must place their own individual safety above work commitments and seek help immediately from the local authorities or from their home embassy/consulate. Typically, contact information for consular services is listed within the first few pages of an individual's passport.

For Australian citizens, the Department of Foreign Affairs and Trade operates an Emergency Helpline 24-hour Consular Emergency Centre available at 1 300 555 135 within Australia (local call cost) or at +61 2 6261 3305 from outside Australia (for more information on emergencies abroad or to register to receive travel advisories from the Australian Government, visit smartraveller.gov.au).



As soon as possible, employees must notify their manager and the General Manager, People & Culture of the circumstances so that Tourism Australia can assist with making arrangements for the traveller (for example, notifying the traveller's emergency contacts).

Airline Memberships and Frequent Flyer Points

Airline club memberships may be paid for by Tourism Australia for staff who undertake frequent intracontinental business travel provided the relevant Band 7 manager has provided their approval. Intercontinental travel does not itself constitute eligibility for airline club membership as this travel is typically at business class level (refer to Appendix A) which in most cases enables the traveller to use airline lounges.

In line with Australian Government Policy, frequent flyer points acquired on Tourism Australia business travel are not to be used for personal purposes at any time.

Parking

Holders of approved Tourism Australia credit cards are expected to use their cards to pay for parking where costs are reasonable and of a business nature. For employees without corporate credit cards, Tourism Australia will reimburse reasonable parking costs.

Taxis

Refer to the *Petty Cash and Cabcharge Policy*.

Personal Meals

While Tourism Australia does not assign a specific dollar amount to the cost of meals, these costs (including alcoholic beverages) must be roughly commensurate with the Australian Tax Office's Benchmark Meal Rates (www.ato.gov.au). The Rates should be reviewed keeping in mind that reasonable meal expenses will not be assessed on an individual meal basis but on a whole-of-trip basis.

Significant deviations from the Benchmark Meal Rates will be scrutinised by management and, where judged inappropriate, result in limits placed on the employee's future travel entitlements. Service charges and tipping customs vary from region to region. Where culturally customary, employees may pay tips provided they do not exceed five to 10 per cent of the total bill.

Employees are not entitled to pay for on their corporate credit card or be reimbursed for the following:

- Purchase of food or beverage items (including alcohol) intended as a gift or souvenir.
- Purchase of restaurant vouchers.
- Purchase of snacks or refreshments (morning tea, afternoon tea, etc.).

Non-Staff and Temporary Employee Travel

Travel must be approved by the appropriate delegate via the travel requisition process.

Administrative

Travel procedures must be followed to give effect to the policy principles of this document. They have been designed to support value-for-money outcomes and enable efficiency, transparency and accountability in all aspects of travel management.



Receipts and Tax Invoices

Employees must request and retain receipts and tax invoices (in addition to corporate credit card or other credit card stub receipts) for all credit card expenditures and cash expenses A\$82.50 and above. Receipts should be imprinted with an establishment name, location, date, total cost, and preferably computer generated. For all credit card expenditures and cash expenses under A\$82.50, receipts should be obtained where possible.

It is mandatory under Australian taxation law that all claims valued at A\$82.50 and above have a tax invoice or docket clearly showing the ABN of the supplier; the corporate credit card EFTPOS docket is not sufficient. Where it is impractical to obtain a receipt for claims A\$82.50 and above, the traveller must submit a signed declaration which provides a written description of the expense as well as the corresponding amount.

Where it is impractical to obtain a receipt for claims under A\$82.50 (e.g. portage tips) the employee must provide a brief written description of each expense on the expense claim form.

Claimable Expenses

Employees must strive to minimise travel costs in an effort to demonstrate efficient and ethical use of public funding. There are, however, exceptional circumstances where employees may be entitled to claim reimbursement for reasonable costs.

Expense claims for 'Out of Pocket' expenses must be claimed separately from any corporate credit card costs incurred by the traveller. To be eligible to receive reimbursement, the traveller must submit all cash and personal credit card receipts for expenses A\$50 and above, and all restaurant meal receipts regardless of the amount. Expense claims under A\$100 can be reimbursed from Petty Cash.

To determine who can approve of an expense claim, refer to the *Delegations Policy and Instrument*.

Unused Tickets

Employees must ensure unused airline tickets (either refundable or non-refundable) paid for by Tourism Australia are promptly returned. Any unused or transferred credits from refunded tickets must be monitored and used for future trips.

DEFINITIONS

Employee	Individuals receiving remuneration through the Tourism Australia payroll.
Expense	A cost incurred during the course of conducting official Tourism Australia business.
Intercontinental Travel	Travel between the regions of the Tourism Australia offices.
Intracontinental Travel	Travel within the region of a Tourism Australia office.



APPENDIX A: AIR AND RAIL TRAVEL

Position	Travel Class		
	First	Business	Economy (or at similar cost)
Chairman of the Board	No, except if an airline only offers two classes of travel, economy and first class, where first class is equivalent to business class	Where travel time is 5 hours or less	N/A
Board of Directors, including Managing Director	No	All travel	N/A
Bands 1-7	No	Where travel time is 5 hours or more	Where travel time is 5 hours or less
Notes With the exception of Chairman and Board entitlements, business class travel is warranted only when: <ol style="list-style-type: none"> Travel time is five hours or more. At the point of check-in, the airline or rail service offers this benefit unprompted to the employee. If approved in writing by the Managing Director due to circumstances outlined under the Travel Class Upgrades section of this Policy. 			

APPENDIX B: PERSONAL VEHICLE KILOMETRIC RATES

Rates per business kilometre

Engine capacity		Cents per kilometre
Ordinary car	Rotary engine car	2010-11 income year
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	63 cents
1601cc - 2600cc (1.601 litre - 2.6 litre)	801cc - 1300cc (0.801 litre - 1.3 litre)	74 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	75 cents