

**Rural and Regional Affairs and Transport Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 141

**Division/Agency:** Governance Branch

**Topic:** Discussions on an office in Armidale

**Proof Hansard page:** 9

**Senator CAMERON asked:**

**Senator CAMERON:** Have you purchased any IT equipment or stationery for an office in Armidale?

**Ms Cale:** To my knowledge we have not purchased anything. I think preparation discussions are starting, but I am not aware of any purchases yet.

**Senator CAMERON:** When you say 'discussions are starting', where are they up to?

**Ms Cale:** Again, I would not be able to answer that, but I can take that on notice.

**Answer:**

See the response to Question on Notice 142 from Supplementary Budget Estimates for an outline of where discussions are up to.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 142

**Division/Agency:** Governance Branch

**Topic:** Armidale ministerial office

**Proof Hansard page:** 11

**Senator CAMERON asked:**

**Senator CAMERON:** On whose instructions did you start this process?

**Mr Gathercole:** The order came from the governance group when they alerted us that there would be a new office in Armidale.

**Senator CAMERON:** From whom?

**Mr Gathercole:** From Lee Cale's group quite some time ago.

**Ms Cale:** Yes.

**Senator CAMERON:** Ms Cale, who gave you the instruction?

**Ms Cale:** We deal with our counterparts in the Department of Finance. We are provided direction from them based on their discussions with the minister and the minister's office.

**Senator CAMERON:** Can you provide all correspondence, including emails, in relation to the establishment of this office as far as it relates to—

**Ms Cale:** Our portfolio?

**Senator CAMERON:** Yes. That would include when you were told, by whom you are told, what you have done about it, where it is up to and what the cost is.

**Ms Cale:** Yes.

**Answer:**

See attachment.

Please note that the names and email addresses have been blacked out in order to ensure the personal information of staff is not unreasonably disclosed.

[REDACTED]

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**From:**  
**Sent:**  
**To:**  
**Cc:**

[REDACTED]  
Wednesday, 2 October 2013 5:52 PM

**Subject:**

[REDACTED]  
RE: for information: Dept of Agriculture accounts [SEC=UNCLASSIFIED]

Hi [REDACTED]

The Minister advised today that he was looking to set up Armidale as a ministerial office. I not sure where discussions between the Minister and NSW DoFD are up too.

The diary manager (in MO) has indicated that a diary process has been established between MO and EO for diary management and it is working well.

Thanks for the info.

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[REDACTED]

[REDACTED]

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**From:**

[REDACTED]  
**Sent:** Wednesday, 2 October 2013 2:39 PM

**To:**

[REDACTED]  
**Subject:** for information: Dept of Agriculture accounts [SEC=UNCLASSIFIED]

Hi [REDACTED]

I have had a quick chat to [REDACTED] regarding his request. My understanding is that the minister has requested to establish a separate ministerial office in Armidale (discussions between the minister and [REDACTED]). I have asked [REDACTED] to advise whether the EO (Tamworth) would operate a combined ministerial office in the interim until the Armidale office has been established or would the CPO (Sydney) be utilised. This will then assist in fulfilling [REDACTED] request below.

We will look to work with [REDACTED] around how best to facilitate the access to the minister's diary for [REDACTED] in order for them to manage requests for appointments for EO responsibilities, so as not to conflict with any ministerial appointments.

Happy to discuss.

thanks

[REDACTED]

[REDACTED]

[Redacted]

**From:** [Redacted]  
**Sent:** Tuesday, 1 October 2013 3:02 PM  
**To:** [Redacted]  
**Subject:** Dept of Agriculture accounts

Dear [Redacted]

Further to [Redacted] recent visit to the Minister's Tamworth Electorate Office, could arrangements be made for Department of Agriculture accounts to be established for myself and [Redacted] and for some computers to be installed in the Minister's Electorate Office.

[Redacted]

We are still very keen for video conferencing facilities and would be grateful if you could provide an update.

Many thanks and regards,

[Redacted]

[Redacted]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 14 October 2013 4:48 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]

Hi [REDACTED]

In order to provide [REDACTED] with the options, I have some questions which will assist her in decision making:

1. Does the CPO not allow a transition period for a new MO is being established? In other words can we maintain the CPO pending the functionality of a new MO being set up and then relinquish the CPO when MO is operational?
2. Apart from a name plate on a door, what do we lose if we give up the suite at the CPO? (Assuming we can still book rooms there)
3. What is involved in setting up the new/temporary MO? (technology, phones, secure fax, video conferencing etc) and how long does that take? Highlighted para below indicates 3 months to set up new MO.
4. The video conferencing will be set up where the Minister predominantly is, which could be the Tamworth EO and not a MO in Armidale. Is that a problem?

My thought is that if we give up the CPO and don't have the other MO set up, then the Minister actually only has 1 MO and not the 2 he is entitled too.

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, 11 October 2013 4:13 PM  
[REDACTED]  
**Subject:** for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]  
**Importance:** High

Hi [REDACTED]

Can you please advise whether the Minister would like to retain a suite at the CPO in Sydney as his ministerial office, or establish the current office in Tamworth as his ministerial office?

I understand that Minister Joyce wishes to establish a ministerial office in Armidale, but that will take some time to arrange (over three months). In the interim we would like to confirm that he will use the current electorate office in Tamworth to conduct ministerial and electorate business.

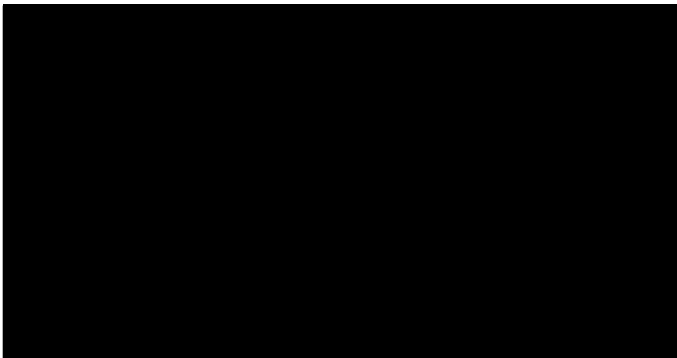
If Minister Joyce chooses to use the office in Tamworth and relinquish his suite at the CPO (he is not entitled to hold both), he will have access to visiting suites at the CPO in Sydney that he will be able to book for ministerial and electorate business.

[http://maps.finance.gov.au/office\\_accommodation/cpo\\_usage.html](http://maps.finance.gov.au/office_accommodation/cpo_usage.html)

The DoFD manager looking after the CPO in Sydney would like us to vacate the current suite early next week. If the minister decides to use a suite at the CPO (rather than Tamworth) as his (interim) ministerial office, we can move the furniture/equipment to another suite at the same time.

If possible, your advice on this matter on Monday 14 October would be wonderful.

Thanks and kind regards



[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 16 October 2013 6:14 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]

Hi [REDACTED]

The following is MO/Minister confirmation of accommodation arrangements for the Minister which have been agreed by the Minister, CoS and [REDACTED]

- CPO – the suite in the CPO, assigned to the Minister can be relinquished. The Minister is happy not to have it and we have the option of booking a suite should it be needed.
- MO (Tamworth) – the Minister has agreed with DoFD [REDACTED] that the MO will be set up in Armidale. They are in the process of identifying and fitting out suitable accommodation however it will be approx 5-6 months before the permanent MO is established. DoFD have no issues with the interim MO being in Tamworth.
- Video conferencing needs to be set up in MO Tamworth in the time being. (Specific request by the Minister and the [REDACTED] and accepted by DoFD)

**Action required:**

[REDACTED] – you can arrange with the CPO with relinquish the CPO suite. I assume the items that are there can be 'shipped' to the Tamworth MO? We also need to identify how we get the secure fax to Tamworth as it will be required there in the interim due to the Minister's Ministerial responsibilities.

[REDACTED] – can you please progress the video conferencing and get it up and running as soon as possible.

Hope this helps. I have spoken with [REDACTED] so he is up to date with what is happening.

Cheers

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, 15 October 2013 11:15 AM  
[REDACTED]  
**Subject:** RE: for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]

Hi [REDACTED] – please call if you need any clarification on below before your chat with [REDACTED]

And could you also please remember to ask [REDACTED] about [REDACTED] responsibilities and whether one of the advisers can take over her role and get her back to the dept next week?

thanks

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**From:** [REDACTED]

**Sent:** Monday, 14 October 2013 5:55 PM

**Subject:** RE: for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]

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Thanks for chasing this up [REDACTED] – see comments in red. Cheers, [REDACTED]

Hi [REDACTED]

In order to provide [REDACTED] with the options, I have some questions which will assist her in decision making:

1. Does the CPO not allow a transition period for a new MO is being established? In other words can we maintain the CPO pending the functionality of a new MO being set up and then relinquish the CPO when MO is operational?

CPO will allow a transition period and the suite has been assigned to Minister Joyce (as his second ministerial office – the first one is in Parl House) until he is set up in Armidale. BUT, this would mean the office in Tamworth is not a joint ministerial/electorate office and should only be for electorate work, which we do not service.

2. Apart from a name plate on a door, what do we lose if we give up the suite at the CPO? (Assuming we can still book rooms there)

He is entitled to book a room if he doesnt keep the suite, but I note that DOFD do not consider the Tamworth office to be a combined ministerial/electorate office as the Minister advised DOFD that he wanted the MO and EO totally separate.

3. What is involved in setting up the new/temporary MO? (technology, phones, secure fax, video conferencing etc) and how long does that take? Highlighted para below indicates 3 months to set up new MO.

The timing (suggested below) for the set up of a new MO (in Armidale) mainly reflects the time for DOFD finding a suitable site and ensure it is secure etc (approved by Special Minister of State). I think 3 months is a best case scenario – DOFD have said up to 6 months. I understand the technology/service to Armidale that we are responsible for will be much easier and quicker than the DOFD exercise of actually finding a suitable office.

Setting up a temporary ministerial office in the CPO would only take a short time – days rather than weeks or months. Teleconferencing is already available and I expect video conferencing would be pretty easy too.

4. The video conferencing will be set up where the Minister predominantly is, which could be the Tamworth EO and not a MO in Armidale. Is that a problem?

According to the entitlements, the portfolio agency can provide services (including communications/video conferencing) to a combined Ministerial/Electorate Office, or to a Ministerial Office, but *not* to an Electorate office. In the interim, we can set up video conferencing facilities in the CPO or Tamworth and then move them to Armidale once the office is set up there.

My thought is that if we give up the CPO and don't have the other MO set up, then the Minister actually only has 1 MO and not the 2 he is entitled too.

Yes, I agree – if Tamworth is not considered a joint MO/EO (and we have only just received that advice from DOFD – not from you or the minister), without the CPO suite, he would only have the Parl House office until Armidale was set up.

If Tamworth is not considered a joint EO/MO, we really should not be setting up the VC in Tamworth.

Cheers, [REDACTED]



[REDACTED]

**From:** [REDACTED]

**Sent:** Friday, 11 October 2013 4:13 PM

[REDACTED]

**Subject:** for decision:interim ministerial office in Syd or Tamworth? [SEC=UNCLASSIFIED]

**Importance:** High

Hi [REDACTED]

Can you please advise whether the Minister would like to retain a suite at the CPO in Sydney as his ministerial office, or establish the current office in Tamworth as his ministerial office?

I understand that Minister Joyce wishes to establish a ministerial office in Armidale, but that will take some time to arrange (over three months). In the interim we would like to confirm that he will use the current electorate office in Tamworth to conduct ministerial and electorate business.

If Minister Joyce chooses to use the office in Tamworth and relinquish his suite at the CPO (he is not entitled to hold both), he will have access to visiting suites at the CPO in Sydney that he will be able to book for ministerial and electorate business.

[http://maps.finance.gov.au/office\\_accommodation/cpo\\_usage.html](http://maps.finance.gov.au/office_accommodation/cpo_usage.html)

The DoFD manager looking after the CPO in Sydney would like us to vacate the current suite early next week. If the minister decides to use a suite at the CPO (rather than Tamworth) as his (interim) ministerial office, we can move the furniture/equipment to another suite at the same time.

If possible, your advice on this matter on Monday 14 October would be wonderful.

Thanks and kind regards

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 16 October 2013 6:39 PM  
**To:** [REDACTED]  
**Subject:** RE: video conferencing in EOs [SEC=UNCLASSIFIED]

[REDACTED]

Thanks for your support.

I understand that until DOFD identifies the location of the Armidale office we cannot proceed with ordering a VidCon service?

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 16 October 2013 6:37 PM  
[REDACTED]  
**Subject:** RE: video conferencing in EOs [SEC=UNCLASSIFIED]

[REDACTED]

I have also advised that we would absorb setup costs into our Optus transition costs and the ongoing costs would be absorbed into the telecommunications ongoing bill. The ongoing costs will be put forward as budget pressures

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 16 October 2013 3:53 PM  
[REDACTED]  
**Subject:** FW: video conferencing in EOs [SEC=UNCLASSIFIED]

[REDACTED] for our information....

I have confirmed with [REDACTED] that the video conferencing facilities between Marcus Clarke St building and the Minister's Tamworth office are scheduled to be operational on Tuesday 19 November. [REDACTED] is also working on installing the same set up for the Parl Sec's electoral office in Devonport.

See below advice from [REDACTED] as to the minister's entitlements regarding offices.

The *Parliamentary Entitlements Act 1990* prescribes certain entitlements for Senators and Members and Parliamentary office-holders, including electorate office accommodation, equipment and office requisites.

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 5:09 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RFS: ICT Services for Armidale Office [SEC=UNCLASSIFIED]  
**Attachments:** RFS Ministers Office Armidale.doc

Hi [REDACTED]

Attached is the RFS for provisioning Armidale. I'd be grateful if you could review and provide feedback.

If you are happy with the content, I'll submit it into the system for initial registration and processing later this week just to get the ball rolling. It's important to give our service providers as much notice as possible as there are long lead times on provisioning WAN links etc.

Cheers,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 3:28 PM  
[REDACTED]  
**Subject:** ICT Services for Armidale Office [SEC=UNCLASSIFIED]

Thanks [REDACTED]

I'll start drafting an RFS to provision the site immediately.

I anticipate we'll have the ICT services into that office operational by early April.

Cheers,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 2:44 PM  
[REDACTED]  
**Subject:** RE: Street address for Armidale Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

I am advised that the Special Minister of State has approved the site at Armidale, but layout planning won't begin until the first design meeting with [REDACTED] in the Electorate Office on 20 January. We are not sure when fit out might begin, but DoFD do not expect that we will have access to the site for establishing the ICT services until the first week of February.

[REDACTED]

We will keep you posted on any changes brought to our attention.

Cheers

[REDACTED]

**From:** [REDACTED]

**Sent:** Monday, 6 January 2014 2:24 PM

[REDACTED]

**Subject:** Street address for Armidale Office [SEC=UNCLASSIFIED]

Hi Jacquie

Are you able to advise any progress on the new office location in Armidale?

We need about 3 months lead time to ensure all ICT services are in place and operational for the first day of business.

Cheers,

[REDACTED]

# Request for Service

Request for Service Number  
**WO -**Once completed, please forward this request form to the IT Service Desk - [mailto:daff\\_servicedesk@hp.com](mailto:daff_servicedesk@hp.com)

## Section 1: Request for Service Description

Request for Service (RFS) is a request for non standard IT products, services, or both. This RFS form is to be used to:  
(i) initiate an IT project (ii) request the provision of non-standard hardware items or services.

**Title:** Provision all ICT Services to the Minister's Office in Armidale NSW.

### Brief Description of Request:

ICT for the Minister's State Office.

- Provision end user computing for up to 5 staff.
- Provision a suitable Wan link to support several computers and, network printers
- Supply and Install video conferencing facility into the meeting room

NB: This is a joint HP/Optus Service Request

### Nature of this Request for Service (select one with an "X")

Detailed Quote for work	X
Business Case Quote	

Has this request been through the Corporate Portfolio, Program and Project Management Office (P3O)	N/A
Contact: P: [REDACTED]	E: [REDACTED]

## Section 2: Business Initiative Information

Business Unit	[REDACTED]
Division	[REDACTED]
Sponsor - Must be SES level or above	[REDACTED]
Cost Centre Number	[REDACTED]
Cost Centre Manager	[REDACTED]

Project Name	ICT for Armidale Office
Dependent Projects	N/A
Dependent Service Requests	N/A
Estimated budget	\$
Has funding been approved?	Yes / No
Who is paying?	[REDACTED]

## Section 3: Delivery Dates and Times

Date of Request	6 Jan 2014
Date Request Received	SERVICE MGMT TO COMPLETE
Required Start Date	
Critical Delivery Date	1 April 2014
Delivery Address	[REDACTED]

Work to be completed during (select one with an "X")	
Business Hours	
After Hours - Business day	
Non Business day	

<b>Request for Service</b>	Request for Service Number <b>WO -</b>
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**Section 4: Contact Details (Please provide FULL telephone numbers including STD Code)**

	Name	Tel	Email
Requester Details		(02) 6272 XXXX	@daff.gov.au
Business Unit Contact	[REDACTED]	(02) [REDACTED]	[REDACTED]
Secondary Contact	[REDACTED]	(02) [REDACTED]	[REDACTED]
ISD Liaison	[REDACTED]	(02) [REDACTED]	[REDACTED]
Telco Transition	[REDACTED]	(02) [REDACTED]	[REDACTED]

NB: Add other contacts as required.

**Section 5: Other information to support the request (The detailed Business Case)**

**Background to Requirement:** The Minister has elected to stand up a Ministerial State Office in Armidale NSW. The Special Minister of State has approved the proposal and Department of Finance will commence planning on the layout in January 2014 with fit out to occur soon after. The new office is expected to be operational in April 2014.

**Business Goal/Objective:** Provide a fully operational end user computing environment, network services and video conferencing facility to the office in time for the first day of business.

**Detailed Requirements and Scope:**

- Install a suitable Wan link and switch to support a small office and Video Conferencing
- Desktop computers for up to 5 staff (hardware in stock ex Sydney CPO)
- 1-2 network printers (hardware in stock ex Sydney CPO)
- Configure 1 sharp MFD (hardware in stock ex Sydney CPO)
- Supply and install 1 standard colour A3 printer for Protected Enclave printing
- Supply and install a room-based Video Conferencing facility

**Justification:** The department is responsible for providing ICT services to the Minister's State Office.

**Stakeholders:** Optus and HP, Information Services Division, Governance Division

**Constraints:**

**Dependencies:** The primary constraint/dependency is the requirement for a full office fit out by Department of Finance. ETA is April 2014. Physical access to the site may be limited (during the construction and fit out period). Floor plans may not be available until February-March 2014.

**Risks and Impacts:** Standard

**Intellectual Property:** N/A.

**Governance:** Standard

**Funding Provisions:** Standard

**Additional Information**

**Geographic Scope:** Armidale, NSW.

**Deliverables:**

Wan / Network services  
End user computing for up to 5 staff  
Network printing  
Protected Enclave printing  
Video Conferencing

**Acceptance Test:** TBA.

**Special Requirements**

~~Support Expectations: HP can attend onsite as required.~~

**Expected Service Levels:** Tier 1 support expectations.

**Note:** A separate RFS has been lodged to provide onsite support services to the Tamworth and Armidale offices.

<b>Request for Service</b>	Request for Service Number <b>WO -</b>
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**ISD AUTHORISATION**

**Section 6: ISD Approval for HP to Action this Request**

This Request for Service has been reviewed by the CIO and ISD Assistant Secretaries and has been approved to progress through the costing / HP proposal process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: [REDACTED] Position Title: [REDACTED]

ISD Project Management Office has reviewed this Request for Service and approves it to progress through the costing / HP proposal process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: [REDACTED] Position Title: [REDACTED]

ISD GRO: \_\_\_\_\_

Priority (1) \_\_\_\_\_  
(Highest Priority - 4) lowest priority

**Comments:**



**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 3:28 PM

**Subject:** ICT Services for Armidale Office [SEC=UNCLASSIFIED]

Thanks [REDACTED]

I'll start drafting an RFS to provision the site immediately.

I anticipate we'll have the ICT services into that office operational by early April.

Cheers,

**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 2:44 PM

**Subject:** RE: Street address for Armidale Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

I am advised that the Special Minister of State has approved the site at Armidale, but layout planning won't begin until the first design meeting with [REDACTED] in the Electorate Office on 20 January. We are not sure when fit out might begin, but DoFD do not expect that we will have access to the site for establishing the ICT services until the first week of February.

We will keep you posted on any changes brought to our attention.

Cheers



**From:** [REDACTED]

**Sent:** Monday, 6 January 2014 2:24 PM

**Subject:** Street address for Armidale Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

Are you able to advise any progress on the new office location in Armidale?

We need about 3 months lead time to ensure all ICT services are in place and operational for the first day of business.

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Cheers,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, 7 January 2014 10:21 AM

**Subject:** RE: Question: Who is providing desk phones for the Armidale Office ?  
[SEC=UNCLASSIFIED]

Hi [REDACTED]

Dept of Finance do provide telephones to electorate and ministerial offices.

cheers

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 4:42 PM

**Subject:** Question: Who is providing desk phones for the Armidale Office ? [SEC=UNCLASSIFIED]

Hi [REDACTED]

Is it possible to check with Dept of Finance to confirm that they are providing the Armidale Office with telephones?

If required, the Department could provide telephony to the office but it would be useful to know sooner rather than later.

Cheers,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, 7 January 2014 12:55 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Ministerial office in Armidale [SEC=UNCLASSIFIED]

Hi [REDACTED]

As discussed briefly this morning, I would be grateful for some direction on the following matters relating to the set up of the ministerial office in Armidale.

I understand Minister Joyce's ministerial (state) office will be located at: [REDACTED]

ISD are drafting a Request for Service to establish the IT for the new office at this address.

The current draft RFS indicates the new office needs to be ready for business at the start of April. Will a start date in the week beginning 7 April suit the Minister?

The RFS also indicates that ISD expect to set the office up for 'up to five' staff (allowing for 2-3 permanent ministerial staff as well as visiting staff). Would set up for 5 ministerial staff be sufficient?

And the RFS covers the installation and maintenance of a new video conferencing facility . We expect the costs of purchase and installation to be about \$25-30K and the data linkage maintenance costs to be about twice that for Tamworth (sorry, I dont have those figures).

When we were preparing to install the VC in Tamworth, ISD confirmed with me that it would be physically possible (if required) to move the VC from the interim ministerial office (in Tamworth) to the final site. Noting that the Minister is entitled to one ministerial (state) office and the department is expected to cover the costs of that office and all ministerial business costs, but not electorate business costs, do you think we could move the VC from Tamworth to the new ministerial office? That would then link the ministerial state office with the dept and the parliament house ministerial office as required for ministerial business.

Very happy to discuss further.

Kind regards

[REDACTED]

[REDACTED]  

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**From:** [REDACTED]  
**Sent:** Thursday, 16 January 2014 4:30 PM

**Subject:** RE: ICT Services for Armidale Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

How much do we expect the video conferencing networking/maintenance to cost over a year?  
Ballpark is fine. And when you get back – not while on leave.

I think you said before xmas it would likely cost about double what it will cost in the other minister's office – I presume that you meant double what it will cost us in Tamworth? But (quite likely) I have some of this mixed up.

Cheers

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 6 January 2014 5:09 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RFS: ICT Services for Armidale Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

Attached is the RFS for provisioning Armidale. I'd be grateful if you could review and provide feedback.

If you are happy with the content, I'll submit it into the system for initial registration and processing later this week just to get the ball rolling. It's important to give our service providers as much notice as possible as there are long lead times on provisioning WAN links etc.

Cheers,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, 21 January 2014 12:09 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Update on Armidale Office [SEC=UNCLASSIFIED]

[REDACTED] FYI

I just spoke to [REDACTED] in the Tamworth EO. She mentioned that [REDACTED] was in Armidale yesterday meeting with DoF property team to discuss the plans for the new Armidale Office.

Cheers,

[REDACTED]

**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:**

Tuesday, 21 January 2014 3:08 PM

RE: Printer and shredder VC dimensions - Armidale office [SEC=UNCLASSIFIED]

Thanks

We'll also be deploying a Sharp multi-function device (MFD) to office. It will be a printer and photocopier all in one. Approximate dimensions are: 600wx600dx1500h (photo below).

The VC unit is likely to be:

**Group 500**

<http://www.polycom.com.au/products-services/hd-telepresence-video-conferencing/realpresence-room/realpresence-group-series.html>

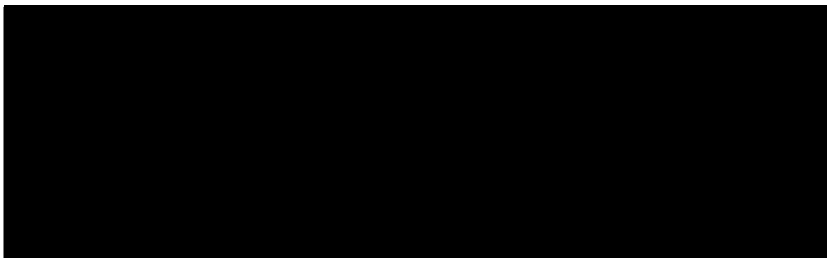
Can be used with any size screen but normally 46-50"

Requires power/data cabling and wall mounting screen and CODEC. Be great to get this factored into the office design at an early stage.



Let me know if you need anything else.

Cheers,





**From:** [REDACTED]  
**Sent:** Tuesday, 21 January 2014 2:49 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Printer and shredder dimensions - Armidale office

Hi [REDACTED]

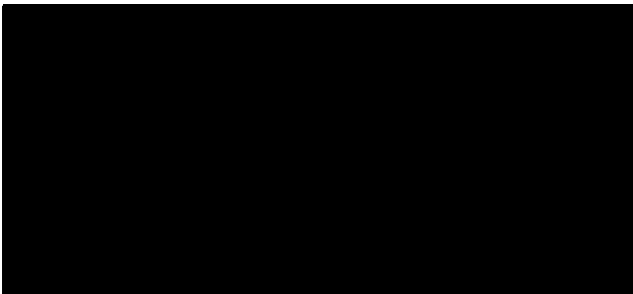
It was great to meet you yesterday and many thanks again for your assistance with the designs for the Armidale and Tenterfield offices.

As discussed, the dimensions of the shredder for the Armidale office is approximately 600wx600dx1000h

It appears the secure printer recently installed in the Tamworth office will be staying here and a similar unit will be installed at the Armidale office. The dimensions of the Tamworth printer is approximately 600x600x600.

I hope this helps and thank you once again.

Kind regards,





[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, 21 January 2014 3:10 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Printer and shredder dimensions - Armidale office [SEC=UNCLASSIFIED]

[REDACTED] FYI

Note that [REDACTED] is the architect drawing up the office design plans. Apparently, they are seeking dimensions on the major equipment that will go into the office at Armidale.

I spoke to [REDACTED] a few minutes ago and he confirmed they are aiming to open the office in late April, although I gather there's a fair chance it could slip back to mid-May.  
I also provided some dimensions on the MFD printer and VC gear.

Cheers,

---

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, 21 January 2014 2:49 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Printer and shredder dimensions - Armidale office

Hi [REDACTED]

It was great to meet you yesterday and many thanks again for your assistance with the designs for the Armidale and Tenterfield offices.

As discussed, the dimensions of the shredder for the Armidale office is approximately 600wx600dx1000h

It appears the secure printer recently installed in the Tamworth office will be staying here and a similar unit will be installed at the Armidale office. The dimensions of the Tamworth printer is approximately 600x600x600.

I hope this helps and thank you once again.

Kind regards,

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 22 January 2014 2:29 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Ministerial office in Armidale [SEC=UNCLASSIFIED]

Hi [REDACTED]

CoS has just advised the following based on his discussions and tour of the potential Armidale Ministerial Office (AMO) site on 20 January with the Minister and DoF.

**Start of business:** DoF advised it would take at least 4 months to get the office set up and the contract for the site hasn't been finalised. Therefore it is unlikely that 7 April will be the opening date. Once Minister has agreed and DoF has started fit out we can identify a firmer date.

**Set up for staff:** Armidale office will have 3 staff based there. The MO would like to have docking stations and laptops for AMO staff to enable them to travel easier between AMO, EO and MO. We will also need to have some docking stations here in the MO and possibly EO. MO staff may travel to AMO and will need to be able to access daff systems.

**VC:** CoS has advised that it makes sense to retain the VC in the EO. VC in the AMO are not required.

Hope this helps.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Tuesday, 7 January 2014 12:55 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Ministerial office in Armidale [SEC=UNCLASSIFIED]

Hi [REDACTED]

As discussed briefly this morning, I would be grateful for some direction on the following matters relating to the set up of the ministerial office in Armidale.

I understand Minister Joyce's ministerial (state) office will be located at: [REDACTED]

ISD are drafting a Request for Service to establish the IT for the new office at this address.

The current draft RFS indicates the new office needs to be ready for business at the start of April. Will a start date in the week beginning 7 April suit the Minister?

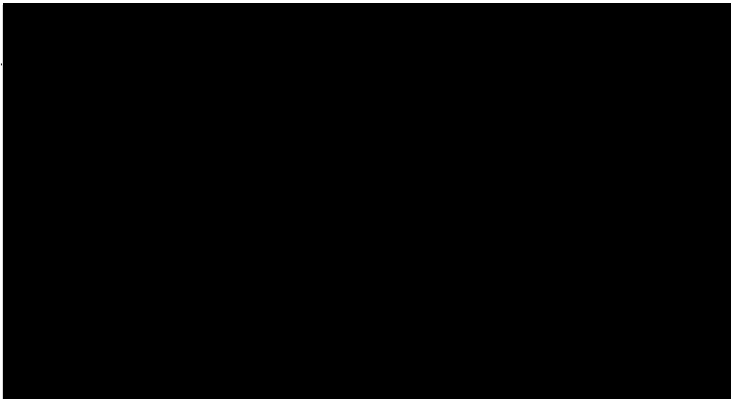
The RFS also indicates that ISD expect to set the office up for 'up to five' staff (allowing for 2-3 permanent ministerial staff as well as visiting staff). Would set up for 5 ministerial staff be sufficient?

And the RFS covers the installation and maintenance of a new video conferencing facility . We expect the costs of purchase and installation to be about \$25-30K and the data linkage maintenance costs to be about twice that for Tamworth (sorry, I dont have those figures).

When we were preparing to install the VC in Tamworth, ISD confirmed with me that it would be physically possible (if required) to move the VC from the interim ministerial office (in Tamworth) to the final site. Noting that the Minister is entitled to one ministerial (state) office and the department is expected to cover the costs of that office and all ministerial business costs, but not electorate business costs, do you think we could move the VC from Tamworth to the new ministerial office? That would then link the ministerial state office with the dept and the parliament house ministerial office as required for ministerial business.

Very happy to discuss further.

Kind regards



[REDACTED]

---

**From:**

**Sent:**

Wednesday, 12 February 2014 9:46 AM

**To:**

**Cc:**

**Subject:**

for action: update of Minister Joyce Armidale office [SEC=UNCLASSIFIED]

**Tracking:**

Good morning [REDACTED]

Grateful if you could provide me with an update in relation to the project of Minister Joyce Armidale office, estimated time of completion etc.

Our IT area are also keen to get a heads up of any likely cabling etc that will be required from the home department's perspective and when it will be possible to access the premise/site floor plans.

If you have any questions/queries, please do not hesitate to give me a call.

thanks

[REDACTED]

[REDACTED]

---

**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:**

[REDACTED]  
Wednesday, 2 July 2014 11:20 AM

[REDACTED]  
Re: for information: update on Armidale office [SEC=UNCLASSIFIED]

Thanks [REDACTED]

The main thing ISD needs is a best estimate on an opening date for the office. If you can advise now or in the near future that would be highly useful.

Cheers,

[REDACTED]

---

[REDACTED]

Hi [REDACTED]

I have been speaking with [REDACTED] this morning who has advised that the paperwork for approval of the Armidale office is still sitting with the Special Minister of State and has been for 9 weeks. She will contact me as soon as she has an update.

If you have any questions/queries, please do not hesitate to give me a call.

thanks

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 28 July 2014 12:40 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** SMOS Approval for Armidale Office [SEC=UNCLASSIFIED]

FYI - We have just confirmed with Dept of Finance that ministerial approval for the Minister's Armidale office was provided by the SMOS (late Friday). The development application is currently with the council and awaiting approval. There is a rough guesstimate that fit out is likely to commence in 6-8 weeks.

We will be joining with ISD in a phone hook up with SMOS staff tomorrow morning.

Rgds,  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 28 July 2014 9:49 AM

[REDACTED]

**Subject:** Re: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

Hi all

Can actually now confirm we have Ministerial approval for Armidale project and detailed design is commencing this week. The DA is with council.

Best estimate at this stage is that it's still 6 to 8 weeks before fitout commences.

Kind regards

[REDACTED]

[REDACTED]

**From:**

**Sent:**

[REDACTED]  
Monday, 28 July 2014 10:17 AM

**To:**

**Cc:**

**Subject:**

[REDACTED]  
RE: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED] best to start with ne.

Kind regards

[REDACTED]

UNCLASSIFIED

**From:**

[REDACTED]  
**Sent:** Monday, 28 July 2014 10:08 AM

[REDACTED]  
**Subject:** RE: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

Hi [REDACTED]

Could you please advise who would be the best contact to discuss the scope of works for this project?

Regards

[REDACTED]

**From:**

[REDACTED]  
**Sent:** Monday, 28 July 2014 9:49 AM

[REDACTED]

[REDACTED]  
**Subject:** Re: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

Hi all

Can actually now confirm we have Ministerial approval for Armidale project and detailed design is commencing this week. The DA is with council.

Best estimate at this stage is that it's still 6 to 8 weeks before fitout commences.

Kind regards

[REDACTED]

[REDACTED]

Hi [REDACTED]

From a Dept of Agriculture perspective, this project is on hold until formal approval to proceed is provided.

I will let you know if and when we receive the green light to proceed.

Kind regards,

[REDACTED]

**From:** [REDACTED]  
**Sent:** Friday, 25 July 2014 10:17 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

G'day [REDACTED]



I have a note in my calendar to check-in how the new office for Barnaby in Armidale is progressing.

Once we are notified that the comms room is complete we can start raising orders to have the network carriage installed to deliver the IP VPN. Thks.

Regards,



---

**From:** [Redacted]

**Sent:** Tuesday, 1 April 2014 4:45 PM

**To:** [Redacted]

[Redacted] aw, Michael; Murphy, Greg; Hayes, Ashley; Smith, Bob; Oldani, Rebecca;

**Subject:** FW: DA: Ministers Office - Armidale [SEC=UNCLASSIFIED]

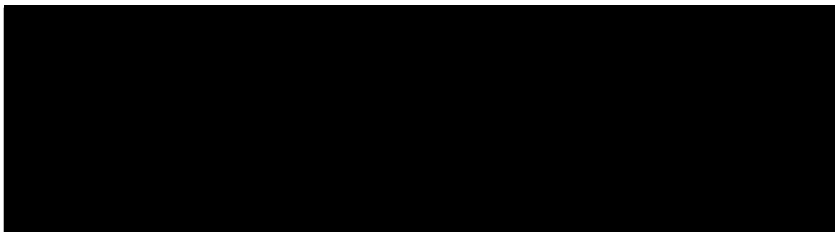
Hi [Redacted]

Update on Armidale site readiness as follows (note a lot of estimating here):

1. I'm advised that the draft building plans are in the final stages of approval with Dept of Finance & DTZ.
2. There's an estimated 10 week delay to pass the plans through the Armidale City Council
3. Actual building work is estimated to commence in late June.
4. The construction work is estimated at 2-3 months
5. If all goes to plan, we should have site access for installation of services from early to mid September.
6. Ready for service (doors open date) is estimated at Monday 29 September.

In the interim please direct queries to me (rather than [Redacted] and I will pass through further updates as I get them.

Cheers,



---

**From:** [Redacted]

**Sent:** Tuesday, 1 April 2014 3:59 PM

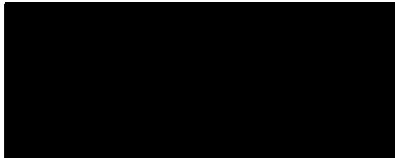
**To:** [Redacted]

**Subject:** FW: DAFF: Ministers Office - Armidale

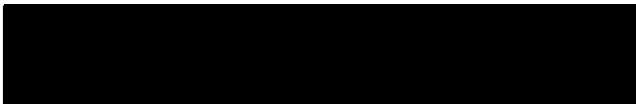
Hi [REDACTED]

As discussed, below is the e-mail received from [REDACTED] – if you could contact him directly, that would be greatly appreciated.

Kind regards,



<image007.jpg>



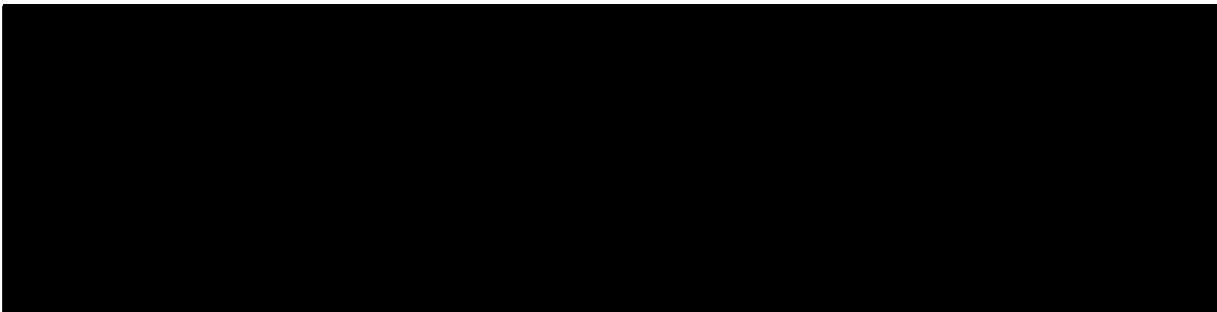
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**From:** [REDACTED]  
**Sent:** Tuesday, 1 April 2014 2:37 PM  
**To:** [REDACTED]  
**Subject:** RE: DAFF: Ministers Office - Armidale

G'day [REDACTED]

I have been asked by our provisioning team if there is an update on when the Ministers office will be ready, at least the comms rooms complete with power so that we can deliver our services?

Also do you have a "Ready For Service (RFS)" date, ie when is the office supposed to be officially open? Thks.



---

**From:** [REDACTED]  
**Sent:** Wednesday, 5 March 2014 4:24 PM  
**To:** [REDACTED]  
**Subject:** RE: DAFF: Ministers Office - Armidale

Hi [REDACTED]

Many thanks for your call and e-mail – I'll chase these details up and will be in touch as soon as possible.

Alternatively, you may be contacted directly by the Department of Finance.

If there is any other way I can assist, please let me know.

Kind regards,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 5 March 2014 4:00 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** DAF: Ministers Office - Armidale

---

G'day [REDACTED]

As discussed, can you please provide the contact details of the real estate that is managing the office. We'll need to pass on these details to the Telstra techs. Thks.

Regards,

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 11 August 2014 12:52 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Armidale Office ICT Fit Out [SEC=UNCLASSIFIED]

Hi [REDACTED]

Could we have a short meeting this afternoon to talk about the IT fit out at Armidale, e.g. 4:00 pm?

We've identified some design issues with the proposed floor plan.

Before we discuss any remediation I'd like to brief you.

Cheers,

---

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 1 September 2014 5:32 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: for information: location of MFD/SE printer - Armidale office [SEC=UNCLASSIFIED]

Hi [REDACTED]

One possible option for consideration.

We're looking at providing the Armidale office with a smaller data cabinet (e.g. 1 metre high) and it's quite possible the PE printer could sit on top of that to save some space.

Cheers,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 1 September 2014 12:59 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** for information: location of MFD/SE printer - Armidale office [SEC=UNCLASSIFIED]

Hi [REDACTED]

I should be in a position by the end of this week to provide to you the details for the likely positioning of the MFD/SE printers in the Armidale office.

There is a discussion between the EO and the architect arranged for tomorrow – our questions will be easier to answer once this conversation has taken place.

Will advise once I have heard from the MO.

Thanks

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 15 September 2014 5:27 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** for action: further update - Armidale office[SEC=UNCLASSIFIED]

**Tracking:** [REDACTED]

Hi [REDACTED]

Further to my email below please find an update regarding the development application (DA):

The DA was due back from the Council mid Sept – Dept of Finance (DoF) has still not received. They have been given the heads up that the council has an issue with the front entry not being compliant (ramps required). DoF have advised that the landlord has been made aware of this and was possibly going to dispute.

There was a meeting conducted on the 2 September with the Architect in which [REDACTED] had attended in Canberra – this was to get formal feedback from the office regarding the plans.

DoF are very doubtful that the office will be up and running before the calendar year ends – as once the non compliance issue is sorted it will then need to go out for tender.

I will call [REDACTED] in the morning to ascertain the outcome with the Architect.

Happy to discuss.

thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, 12 September 2014 3:46 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** for action: update - Armidale office i [SEC=UNCLASSIFIED]

Hi [REDACTED]

As requested please see below an update regarding the Armidale office setup.

[REDACTED] met this morning to discuss further the likely IT requirements for the Armidale office. The following is a list of IT equipment proposed:

- 5 handsets
- 6 computers
- Poly conference phone
- Multifunction Device
- Protected Enclave printer

I have asked to be provided with proposed costings associated with the above.

For noting – to assist with IT an agent has been indentified in Armidale and is likely to pop into the office once a week and of course is at hand when IT issues arise.

I will be following up with DoF on Monday for an update of the project as the development plan was submitted to Council in July and I am still to hear whether this has progressed – also to establish a likely commencement date. Appropriate officers were not in the office today.

You will see from my email below that I am still awaiting confirmation from the MO where they would like the MFD/PE printers located, whether docking stations will be required and if they want the teleconferencing facility to remain in Tamworth.

Happy to discuss.

Thanks

---

**From:** [REDACTED]  
**Sent:** Wednesday, 27 August 2014 10:44 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** for action: identification of location of printers in the Armidale Office [SEC=UNCLASSIFIED]

Good morning

I have been provided with a floor plan of the Armidale office by [REDACTED] who is facilitating the fit-out of IT from the department's perspective.

Rohan has requested that some consideration be given to where the office would like the MFD and the Protected Enclave printer to be located at the new site.

You will see from the attached floor plan that space is limited. We have identified likely possibilities – please advise if the locations identified are suitable.

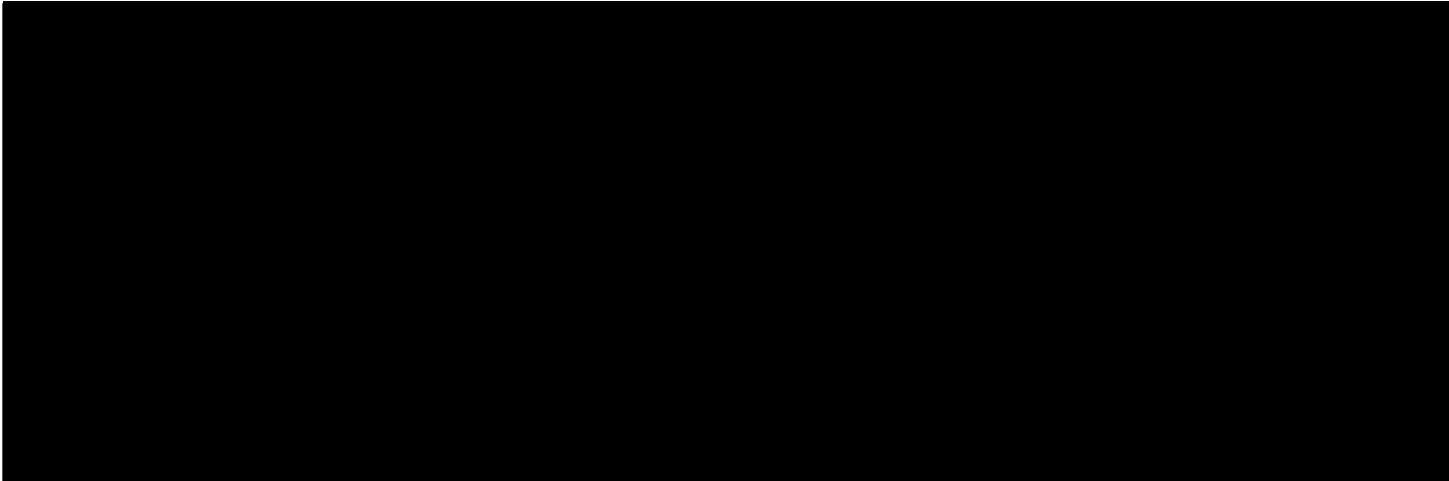
In addition to the above could you please confirm the following:

- Video conferencing will not be required at the Armidale office, this will remain at the Tamworth EO (we had received this advice from the office in January).
- Computers – will docking stations be required?

**Timing** – grateful if I could receive a response by Tuesday 2 September 2014.

If you have any questions/queries, please do not hesitate to give me a call.

thanks





[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 13 October 2014 11:20 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Armidale Ministers Office [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

Still waiting for the DA to come back. A few headaches around this for me but just means more time for all of you.

I should receive detailed design this week for tender and I'll be able to answer your below questions.

Will hopefully have something more for you on Friday.

What install date do you currently have?

Thanks

[REDACTED]

UNCLASSIFIED

---

**From:** [REDACTED]  
**Sent:** Monday, 13 October 2014 12:33 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Armidale Ministers Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

Is there any further update on the Armidale installation??

We have had a few more questions from HP in relation to the site that we need to get answered as soon as possible:

1. How many data ports will be installed? Is 11 Dual outlets sufficient? 22 Outlets...

2 x Dual Outlets for the Ministers Office

1 x Dual Outlets for PE Printer

1 x Dual Outlets for MFD

5 x Dual Outlet for other desks (5 in total)

1 x Dual Outlet for Ministers Conference Phone

1 x Next to rack for Maintenance

2. Will DOFA be running Fibre or Copper to the rack?

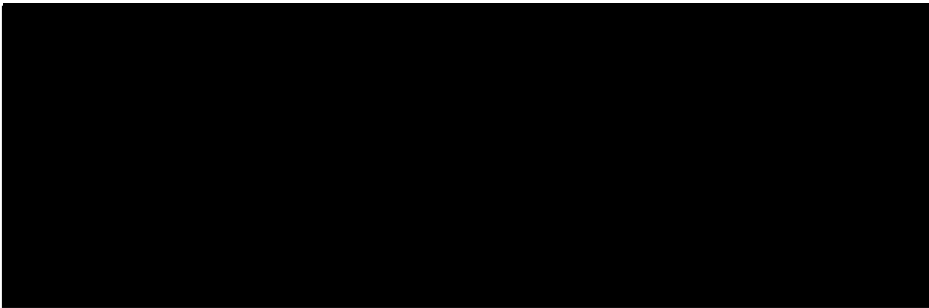
3. Will a rack of approximately 1200x600 (2400x600 with front/rear doors open) be accommodated?

4. Is a dedicated non-RCD power circuit available next to the rack? If so, what is the specification? If not is DOFA responsible for making this power circuit available to the DA rack?

Could we please get answers to these as soon as possible, please contact me if you need clarification on any of these questions.

This information is required to procure the appropriate rack equipment.

Regards



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Finance Web Site: [www.finance.gov.au](http://www.finance.gov.au)

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 22 October 2014 9:43 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Armidale Ministers Office [SEC=UNCLASSIFIED]  
**Attachments:** image2014-10-22-100643.pdf

UNCLASSIFIED

Dear [REDACTED]

Please see attached marked up data and electrical plans for Armidale

In answer to your other queries:

- 
1. How many data ports will be installed? Is 11 Dual outlets sufficient? 22 Outlets... Refer to plan
    - 2 x Dual Outlets for the Ministers Office
    - 1 x Dual Outlets for PE Printer
    - 1 x Dual Outlets for MFD
    - 5 x Dual Outlet for other desks (5 in total)
    - 1 x Dual Outlet for Ministers Conference Phone
    - 1 x Next to rack for Maintenance – we will add for you
  2. Will DOFA be running Fibre or Copper to the rack? Copper from data ports (we will run fibre to Minister's desk for MCN)
  3. Will a rack of approximately 1200x600 (2400x600 with front/rear doors open) be accommodated? We've swapped the locations of the AG rack and MCN rack over so yes this should be fine
  4. Is a dedicated non-RCD power circuit available next to the rack? If so, what is the specification? If not is DOFA responsible for making this power circuit available to the DA rack? Provision of power circuit will be specified and should be protected under regulations. Type will not be specified but electrician will need to comply.

I've sent through changes to the designer for this drawing and will send through the amended copy for comment once received.

Many thanks

[REDACTED]

UNCLASSIFIED

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**From:** [REDACTED]  
**Sent:** Monday, 13 October 2014 4:16 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Armidale Ministers Office [SEC=UNCLASSIFIED]

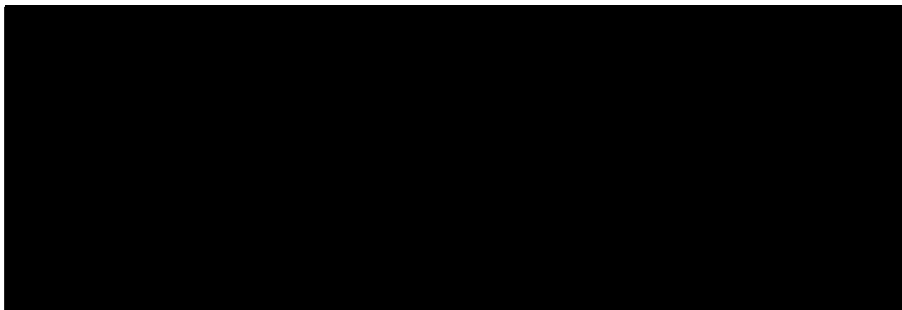
Hi [REDACTED]

We currently have the 1<sup>st</sup> December?

Even if there are delays to early next year, there will be Christmas Shutdown which will make procurement difficult.

Procurement and early installation of the rack forms part of our critical path for this project, so would love to get a procurement order in place for this as soon as possible.

Thanks



---

**From:** [REDACTED]  
**Sent:** Monday, 13 October 2014 12:50 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Armidale Ministers Office [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

Still waiting for the DA to come back. A few headaches around this for me but just means more time for all of you.

I should receive detailed design this week for tender and I'll be able to answer your below questions.

Will hopefully have something more for you on Friday.

What install date do you currently have?

Thanks



UNCLASSIFIED

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**From:** [REDACTED]  
**Sent:** Monday, 13 October 2014 12:33 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Armidale Ministers Office [SEC=UNCLASSIFIED]

Hi [REDACTED]

Is there any further update on the Armidale installation??

We have had a few more questions from HP in relation to the site that we need to get answered as soon as possible:

[REDACTED]  
From: [REDACTED]  
Sent: Tuesday, 28 October 2014 9:27 AM  
To: [REDACTED]  
Subject: Armidale timeline [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [REDACTED]

Projected timeline for Armidale as discussed. The difficulty is the Christmas shutdown period, however we may be able to send out the tender earlier so we have some certainty either way.

DA submission	completed
DA Approval	completed
Due date for completion of detailed design (construction drawings and schedules for tender)	3-Nov-14
DTZ to review the detailed design and submit to Finance and Minister Joyce's office for review and or comment	7-Nov-14
Due date for feedback from Finance and Minister Joyce's office	10-Nov-14
Due date for finalisation of construction drawings and schedules for tender	12-Nov-14
Expected tender issue date	14-Nov-14
Expected tender completion date	28/11/2014
Tender Evaluation Report	1/12/2014
Commence on site	8/12/2014
Practical Completion	16/01/2015

Many thanks

[REDACTED]

UNCLASSIFIED

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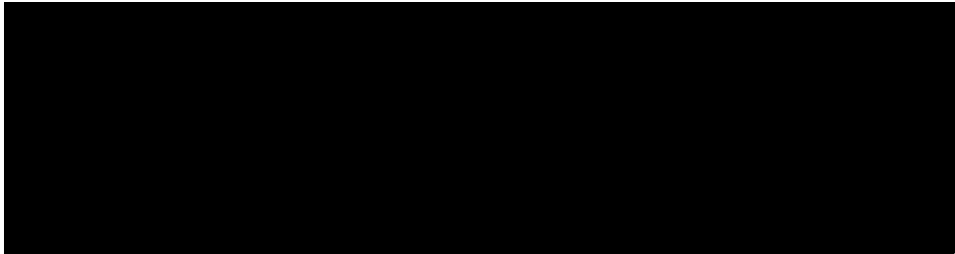
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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 29 October 2014 10:24 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: estimated completion date - Armidale Office [SEC=UNCLASSIFIED]

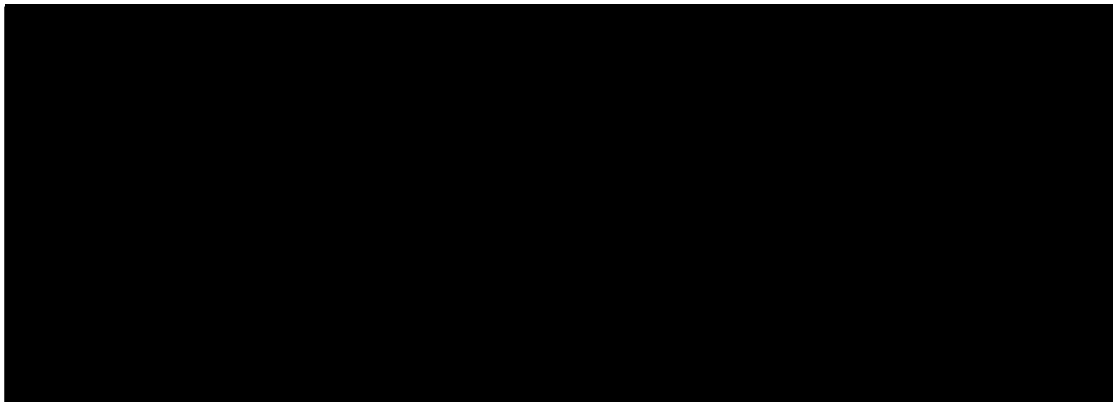
**Tracking:**



Hi [REDACTED]

FYI – the estimated completion date of the Armidale office is 16<sup>th</sup> January 2015. If there is any change to this I will advise as information comes to hand.

cheers



[REDACTED]

---

**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:**

[REDACTED]  
Monday, 24 November 2014 4:12 PM

[REDACTED]  
FOR INFORMATION: Delivery of IT rack to Armidale office [SEC=UNCLASSIFIED]

[REDACTED]

The date at this stage we should be looking to deliver our rack is around 16 January 2015. Sharon has advised that she would be able to provide us with a more definitive date in the next couple of weeks, as mentioned the works are out with tender at the moment.

If you have any questions/queries, please do not hesitate to give me a call.

As new information comes to hand I will advise accordingly.

---

thanks

[REDACTED]



**Rural and Regional Affairs and Transport Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 143

**Division/Agency:** Governance Branch

**Topic:** Serana investigation commence

**Proof Hansard page:** 70

**Senator STERLE asked:**

**Senator STERLE:** It does not stop you asking because, you see, the people in Bunbury who are listening whose jobs are gone, I owe it to them to ask the questions. Okay? That's fine. I understand that. In that case, then, if I can through you, Chair, I will ask on behalf of these people down there about the investigation in relation to the alleged disclosure of confidential information about Serana WA Pty Ltd being provided to third parties. And I will ask you, Mr Grimes, on what date did the current investigation commence?

**Dr Grimes:** I would have to take that on notice. I do not have that date with me.

**Answer:**

The investigation in relation to alleged disclosure of confidential information about Serana WA Pty Ltd commenced on 14 October 2014.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 144

**Division/Agency:** Governance Branch

**Topic:** Australian Grape and Wine Authority (AGWA) Selection Committee

**Proof Hansard page:** 133

**Senator STERLE asked:**

**Senator STERLE:** Thank you, Mr Walsh. Can you inform the committee of the selection process for appointment of the current board members?

**Dr Grimes:** Senator, matters relating to appointments are matters that are handled by the department supporting the minister rather than by the authority.

**Senator STERLE:** So, I can ask you?

**Dr Grimes:** You can ask the department, correct.

**Senator STERLE:** Fantastic.

**Ms Cale:** I am not sure how in-depth you want to go with the appointment process. There is a selection committee appointed in the first instance.

**Senator STERLE:** Who was on the selection committee?

**Ms Cale:** I will have to get that detail for you. Mr Dennis Button was the presiding member and the other members were Mr Brian Englefield, Mr Andrew Weeks, Mr Paul Evans and Ms Alexandra Burt.

**Senator STERLE:** Where did this committee come from? Have they always been around, or are they called every time there is an appointment?

**Ms Cale:** The selection committee is appointed by the minister. The general process is that he appoints the presiding member and then, in consultation with the department, the minister himself can suggest a presiding member. The minister appoints the presiding member based on a number of names he may have in front of him.

**Senator STERLE:** Was this selection committee appointed since the last election, is that right? Or have they been around for a while?

**Ms Cale:** I will have to find out exactly when they were appointed, but I believe they were appointed by this minister.

**Question:** 144 (continued)

**Answer:**

The selection committee presiding member was appointed on 6 March 2014. The other four selection committee members were appointed on 28 March 2014. The terms of appointment for all selection committee members end on 30 November 2016.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 145

**Division/Agency:** Governance Branch

**Topic:** Names provided by the selection committee for Australian wine and Grape Authority board to the minister

**Proof Hansard page:** 133

**Senator STERLE asked:**

**Senator STERLE:** Can you tell the committee how many names were provided by the selection committee to the minister?

**Ms Cale:** I do not have that detail.

**Senator STERLE:** Does someone else behind you have that?

**Ms Cale:** No. The process is an independent process from the department, so the selection committee would be dealing directly with the minister.

**Senator STERLE:** Okay, it is independent, but the committee is appointed by the minister and the committee put forward a number of names, but you cannot tell me how many names.

**Ms Cale:** I cannot tell you. I do not have that detail. I know that a number of names go forward, and, obviously, names that the committee nominated, and also names that the committee considered suitable for appointment.

**Senator STERLE:** Is that a secret? Is there information about this, which is what I am trying to lead to.

**Ms Cale:** I do not have the information with me.

**Senator STERLE:** That is fine, but you can take it on notice. It is not as if you are not allowed to tell us.

**Ms Cale:** I would have to check, but I do not think there would be a problem.

**Senator STERLE:** If you could do that for us, that would be appreciated

**Answer:**

The selection committee provided seven nominations for appointment and the names of three other candidates considered suitable for appointment.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 146

**Division/Agency:** Governance Branch

**Topic:** Costs of agencies attendance

**Proof Hansard page:** 134

**CHAIR asked:**

**CHAIR:** For the committee, could you do an estimate of the costs of bringing those witnesses here today that did not get a guernsey, did not address the committee? Roughly, their wages, travel, accommodation, et cetera. I know you cannot be precise.

**Dr Grimes:** I would have to take that on notice.

**CHAIR:** Absolutely take it on notice. I would like to apologise to those witnesses today that gave up a day to travel and sat here late and did not get called up. It is this crazy new system and I hope it is under review—'the Conroy system' as I call it. I do apologise on behalf the committee for the inconvenience we have caused so many people who have not been put to use or put to work here and simply sat around all day, probably bored to tears, et cetera. Dr Grimes, I would like an estimate of the cost of those witnesses who came here, their wages, their accommodation, their travel, et cetera, to see how much it has actually cost the taxpayer.

**Answer:**

The combined estimated costs of witnesses for those portfolio agencies that did not appear was \$30 152.29. For a breakdown of costs by agency see Attachment A.

The combined estimated salary costs of departmental witnesses from the Sustainability and Biosecurity Policy Division and the Australian Bureau of Agricultural and Resource Economics and Sciences who did not appear was \$762.00 – proposed combined appearance time of 45 minutes.

The Department of Agriculture organised for witnesses to attend the hearings as per the program approved by the committee. A significant proportion of witnesses were in practice, required to be present for longer periods than in past hearings of the committee. It is not possible to precisely quantify the staff costs of the additional time spent by witnesses waiting until required at the November hearing. However, the estimated total salary cost of having departmental witnesses available all day was approximately \$70 000.00.

**Australian Fisheries Management Authority**

<b>Number of witnesses</b>	One
<b>Wages for the day</b>	\$100.00 (estimate)
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's/incidentals)</b>	Nil

**Animal Health Australia**

<b>Number of witnesses</b>	One
<b>Wages for the day</b>	\$512.00
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's i/incidentals)</b>	\$11.50

**Rural Industries Research and Development Corporation**

<b>Number of witnesses</b>	Two
<b>Wages for the day</b>	\$2000.00
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's/incidentals)</b>	Nil

**Cotton Research and Development Corporation**

<b>Number of witnesses</b>	Three
<b>Wages for the day</b>	\$7541.00
<b>Accommodation</b>	\$565.00
<b>Travel (flights/taxi's/incidentals)</b>	\$3788.00

**Fisheries Research and Development Corporation**

<b>Number of witnesses</b>	One
<b>Wages for the day</b>	\$550.00
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's/incidentals)</b>	Nil

**Grains Research and Development Corporation**

<b>Number of witnesses</b>	Two
<b>Wages for the day</b>	An annual allowance is paid in accordance with the Remuneration Tribunal's 'Remuneration and Allowances for Holders of Part Time Public Office' so there is not a specific day rate paid.
<b>Accommodation</b>	\$175.00
<b>Travel (flights/taxi's/incidentals)</b>	\$1942.93

**Horticulture Australia Limited**

<b>Number of witnesses</b>	Two
<b>Wages for the day</b>	\$2200.00
<b>Accommodation</b>	\$502.65
<b>Travel (flights/taxi's/incidentals)</b>	\$1415.60

**Landcare Australia Limited**

<b>Number of witnesses</b>	Two
<b>Wages for the day</b>	\$1660.00
<b>Accommodation</b>	\$439.00
<b>Travel (flights/taxi's/incidentals)</b>	\$580.00

**Australian Livestock Export Corporation Limited (LiveCorp Australia)**

<b>Number of witnesses</b>	Two
<b>Wages for the day</b>	\$1270.00
<b>Accommodation</b>	\$300.00
<b>Travel (flights/taxi's/incidentals)</b>	\$1600.00

**Plant Health Australia**

<b>Number of witnesses</b>	One
<b>Wages for the day</b>	\$1140.00
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's/incidentals)</b>	Nil

**Forest and Wood Products Australia Limited**

<b>Number of witnesses</b>	One
<b>Wages for the day</b>	\$936.00
<b>Accommodation</b>	Nil
<b>Travel (flights/taxi's/incidentals)</b>	\$923.61



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 147

**Division/Agency:** Governance Branch

**Topic:** Reviews

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
  - a. the date they were ordered
  - b. the date they commenced
  - c. the minister responsible
  - d. the department responsible
  - e. the nature of the review
  - f. their terms of reference
  - g. the scope of the review
  - h. Who is conducting the review
  - i. the number of officers, and their classification level, involved in conducting the review
  - j. the expected report date
  - k. the budgeted, projected or expected costs
  - l. If the report will be tabled in parliament or made public
2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?

**Question: 147 (continued)**

- a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
  - b. If so, please list their managing director and the board of directors or equivalent
  - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item
  - d. If yes, for each, what is the nature of their involvement
  - e. If yes, for each, are they on the lobbyist register, provide details.
  - f. If yes, for each, what contact has the Minister or their office had with them
  - g. If yes, for each, who selected them
  - h. If yes, for each, did the minister or their office have any involvement in selecting them,
    - i. If yes, please detail what involvement it was
    - ii. If yes, did they see or provided input to a short list
    - iii. If yes, on what dates did this involvement occur
    - iv. If yes, did this involve any verbal discussions with the department
    - v. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
- a. Please list them.
  - b. What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
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?
- a. When will each planned review be commenced?
  - b. When will each of these reviews be concluded?
  - c. When will government respond to each review?
  - d. Will the government release each review? If so, when? If not, why not?

**Question:** 147 (continued)

**Answer:**

The Department of Agriculture periodically undertakes reviews on various programmes and policies relating to the work of the department.

Refer to Table 1 for reviews commissioned by the Minister, the Parliamentary Secretary or the department's executive that are currently being undertaken.

Refer to Table 2 for reviews commissioned by the Minister, the Parliamentary Secretary or the department's executive that have been completed between 30 May 2014 and 20 November 2014, by end date.

Refer to Table 3 for reviews commissioned by the Minister, the Parliamentary Secretary or the department's executive that have not been commenced.

The provision of the additional information requested would entail an unreasonable diversion of resources and/or is not currently collected by the department.

**Table 1** – Reviews currently being undertaken in the Agriculture portfolio, by nearest anticipated end date.

Review title	Anticipated end date	Estimated cost
Examination of the Import Risk Analysis process	January 2015	\$443 000
National Agricultural Statistics Review	January 2015	\$527 559
Sea Container Hygiene System Review	March 2015	\$44 000
Fiji Ginger Review	June 2015	\$100 000

**Table 2** – Reviews that have been completed in the Agriculture portfolio between 30 May 2014 and 20 November 2014, by end date.

Review title	End date	Provided to Government	Estimated cost
Post Entry Quarantine Transition – Quality Gate Review	30 June 2014	No	\$71 955
National Rural Advisory Council Review of the Rural Financial Counselling Service	30 September 2014	26 September 2014	\$69 770*
Management Structures Review	7 November 2014	No	\$69 500

\*This figure includes travel (flights, accommodation and travel allowance) for NRAC members and secretariat staff, editing and business catering costs.

**Question:** 147 (continued)

**Table 3** – Planned reviews that are yet to commence in the Agriculture portfolio, by anticipated end date.

<b>Review title</b>	<b>Anticipated commencement date</b>	<b>Anticipated end date</b>	<b>Estimated cost</b>
Post Entry Quarantine Transition – Quality Gate Review	January 2015	March 2015	\$78 000

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 148

**Division/Agency:** Governance Branch

**Topic:** Appointments

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please detail any board appointments made 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.

**Answer:**

1. Details of board appointments from 26 May 2014 to 19 November 2014 are at Attachment A.
2. At 19 November 2014, the gender ratio across the portfolio for ministerial appointments was 65.3 per cent males and 34.7 per cent females (for 118 appointments). The gender ratio on each portfolio board is detailed in Attachment B.
3. The Department of Agriculture has policies in line with the government's target to increase the participation of women on government boards. There have been no changes to the portfolio gender ratio target or the department's gender participation policies.
4. There have been no changes to the gender ratio or participation policies.

**ATTACHMENT A – DETAILS OF APPOINTMENTS MADE SINCE 26 MAY 2014 TO 19 NOVEMBER 2014**

<b>Date</b>	<b>Body</b>	<b>Position</b>	<b>Name</b>	<b>Term</b>
29 May 2014	Australian Fisheries Management Authority	Chairperson	The Hon. Michael Egan	1 June 2014 – 30 June 2014
		Deputy Chairperson	Mr Richard Stevens OAM	
		Commissioners	Mr Ian Cartwright Dr John Glaister Ms Jennifer Goddard Ms Elizabeth Montano Ms Denise North Professor Keith Sainsbury	
5 June 2014	Grains Research and Development Corporation Selection Committee	Members	Mr Andrew Earle Ms Alexandra Gartmann Emeritus Professor Alistar Robertson Ms Fiona Simson	5 June 2014 – 31 March 2017
17 June 2014	Cotton Research and Development Corporation Selection Committee	Members	Mr David Anthony Ms Sandra Deane Mr Lyndon Mulligan Ms Ruth Wade	17 June 2014 – 31 March 2017

Date	Body	Position	Name	Term
19 June 2014	Australian Fisheries Management Authority	Chairperson	The Hon. Norman Moore	1 July 2014 – 30 June 2017
		Commissioners	Ms Catherine Cooper Mr David Hall	1 July 2014 – 30 June 2019
			Mr Ian Cartwright Professor Keith Sainsbury Mr Richard Stevens OAM	1 July 2014 – 30 June 2016
26 June 2014	Australian Grape and Wine Authority	Chairperson	Mr Brian Walsh	1 July 2014 – 30 September 2014
		Directors	Ms Eliza Brown Mr John Casella Dr Brian Croser AO Mr John Forrest Mr Ian Henderson Ms Janice McDonald Mr Kim Williams AM	
26 June 2014	National Rural Advisory Council	Acting Commonwealth member	Ms Julie Gaglia	25 June 2014 – 25 September 2014
14 August 2014	Agricultural Industry Advisory Council	Acting member	Mr Andrew Inglis	14 August 2014 – 13 November 2014

Date	Body	Position	Name	Term
5 September 2014	Forest and Wood Products Council	Co-chair	Mr Rob de Fégely	5 September 2014 – 4 September 2017
		Members	Mr Ian Dickenson AO Mr Vince Hurley Mr Andrew Hurford Ms Linda Sewell Mr Nils Koren Mr Andrew Leighton Mr Ron Adams Ms Michelle Freeman	
		Observers	Mr Ross Hampton Mr Gavin Butcher Mr Ric Sinclair Mr Michael Hartman	
18 September		Member	Ms Karina Coombes	18 September 2014 – 17 September 2017
24 September 2014	Australian Grape and Wine Authority	Chairperson (a/g)	Mr Brian Walsh	1 October 2014 – 30 June 2015
		Directors (a/g)	Ms Eliza Brown Mr John Casella Dr Brian Croser AO Mr John Forrest Mr Ian Henderson Ms Janice McDonald Mr Kim Williams AM	



Date	Body	Position	Name	Term
24 September 2014	National Landcare Advisory Committee	Chair	Ms Sue Middleton	24 September 2014 – 23 September 2015
		Deputy chair	Ms Juanita Hamparsum	
		Members	Mr David Walker Ms Tessa Jakszewicz Ms Cathy Phelps, Mr Allan Williams Professor Ron Edwards Councillor Cameron O'Neil Ms Melissa George Mr James McKee	
30 September 2014	Grains Research and Development Corporation	Deputy Chair	Mr Kim Halbert	10 April 2012 – 3 November 2014
		Directors	Mr Richard Brimblecombe Dr Jeremy Burdon Ms Jennifer Goddard Mr Kim Halbert Professor Robert Lewis Mrs Sharon Starick	4 November 2011 – 3 November 2014
			Mr John Woods	8 March 2012 – 3 November 2014
1 October 2014	Agricultural Industry Advisory Council	Member	Mr Andrew Inglis	1 October 2014 – 28 January 2016
11 October 2014	Rural Research and Development Corporation	Directors	Dr Lens Stephens	11 October 2014 – 1 August 2016
			Mr Kevin Goss Dr Tony Hamilton Dr Janet Mahoney Dr William Ryan Ms Heather Stacey Dr Keith Steele	11 October 2014 – 30 September 2017

<b>Date</b>	<b>Body</b>	<b>Position</b>	<b>Name</b>	<b>Term</b>
20 October 2014	Cotton Research and Development Corporation	Directors	Dr Michael Robinson Mr Cleave Rogan	20 October 2014 – 12 August 2016
			Ms Kathryn Adams Mrs Elizabeth Alexander Mr Greg Kauter	20 October 2014 – 30 September 2017
20 October 2014	Grains Research and Development Corporation	Directors	Dr Jeremy Burdon Mr Kim Halbert Mr John Woods	4 November 2014 – 30 September 2016
			Dr Andrew Barr Dr Helen Garnett Ms Rosanne Healy Dr David Shannon	4 November 2014 – 30 September 2017

## ATTACHMENT B – GENDER RATIO ON EACH AGRICULTURE PORTFOLIO BOARD

Body name	Gender	No.	Ratio
Agricultural Industry Advisory Council	Male	8	72.7%
	Female	3	27.3%
Australian Fisheries Management Authority Commission	Male	6	85.7%
	Female	1	14.3%
Australian Grape and Wine Authority	Male	6	75%
	Female	2	25%
Australian Grape and Wine Authority Selection Committee	Male	4	80%
	Female	1	20%
Australian Pesticides and Veterinary Medicines Authority Advisory Board	Male	5	55.6%
	Female	4	44.4%
Cotton Research and Development Corporation	Male	3	50%
	Female	3	50%
Cotton Research and Development Corporation Selection Committee	Male	3	60%
	Female	2	40%
Fisheries Research and Development Corporation	Male	5	71.4%
	Female	2	28.6%
Fisheries Research and Development Corporation Selection Committee	Female	1	100%
Forest and Wood Products Council	Male	7	70%
	Female	3	30%
Grains Research and Development Corporation	Male	6	75%
	Female	2	25%
Grains Research and Development Corporation Selection Committee	Male	2	40%
	Female	3	60%
Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector	Male	4	80%
	Female	1	20%
National Landcare Advisory Committee	Male	5	50%
	Female	5	50%

Body name	Gender	No.	Ratio
National Rural Advisory Council	Male	4	57.1%
	Female	3	42.9%
Rural Industries Research and Development Corporation	Male	5	62.5%
	Female	3	37.5%
Rural Industries Research and Development Corporation Selection Committee	Male	3	60%
	Female	2	40%
Statutory Fishing Rights Allocation Review Panel	Male	1	100%

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 149

**Division/Agency:** Governance Branch

**Topic:** Electronic equipment

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
  - a. List the items
  - b. List the items location or normal location
  - c. 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
  - d. List the total cost of the items
  - e. List an itemised cost breakdown of these items
  - f. List the date they were provided to the office

Note if the items were requested by the office or proactively provided by the department

**Answer:**

Below is a list of electronic equipment provided to the minister’s office since Budget Estimates in May 2014:

Item	Location	Possession	Cost	Date provided	Requested by
222L Hisense fridge	Minister's office	Office	\$497.00	19 September 2014	Requested by Minister's office

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 150

**Division/Agency:** Governance Branch

**Topic:** Travel Costs (ministerial)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June 2014:

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).
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.

**Answer:**

1. — 4. Departments do not have information about costs of travel by ministers, parliamentary secretaries and *Members of Parliament (Staff) Act 1984* staff as these arrangements are administered by the Department of Finance. The Department of Finance will provide a response to this question on behalf of all portfolios.

5. Travel planned by the Minister and Parliamentary Secretary is a matter for the offices of the Minister and Parliamentary Secretary.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 151

**Division/Agency:** Governance Branch

**Topic:** Senate Estimates briefing

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
  - a. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a. If so, when did this occur?
  - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Question:** 151 (continued)

**Answer:**

1-2. The provision of this information would entail a substantial diversion of resources as this information is not currently collected by the Department of Agriculture.

3. No.

4. No.

5. Information on briefing provided to ministers is not normally made publically available in order to maintain agencies' ability to properly and effectively brief ministers.



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 152

**Division/Agency:** Governance Branch

**Topic:** Functions

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister, include:
  - a. The guest list of each function
  - b. The party or individual who initiated the request for the function
  - c. The menu, program or list of proceedings of the function
  - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

**Answer:**

1b. Since Budget Estimates hearing in May 2014, there have been four forms of hospitality initiated by Minister Joyce.

1 a., c. and d. Details are outlined in the table below and at Attachment A and Attachment B:

<b>Date</b>	<b>Attendees</b>	<b>Nature and purpose of function</b>	<b>Drinks consumed</b>
19 July 2014	The Hon. Barnaby Joyce MP, Minister for Agriculture The Hon. Yoshimasa Hayashi, Minister for Agriculture, Forestry and Fisheries, Japan Judith Laffan, Adviser, Office of the Minister for Agriculture	Meeting of Australian and Japanese Agriculture Ministers	Nil

**Question: 152 (continued)**

Date	Attendees	Nature and Purpose of function	Drinks consumed
21 August 2014	<p>The Hon. Barnaby Joyce MP, Minister for Agriculture  Richard Hyett, Adviser, Office of the Minister for Agriculture  Brett Chant, Assistant Media Adviser, Office of the Minister for Agriculture  Susan Bower – AIAC member  Luke Bowen – AIAC member  Eliza Brown – AIAC member  David Moon – AIAC member  Rob de Fegely – AIAC member  Lenore Johnstone – AIAC member  Hamish McLaren – AIAC member  Stuart Richey – AIAC member  Dean Wormald – AIAC member  Andrew Inglis – AIAC member  Kevin Sorgiovanni – AIAC member  Paul Grimes, Secretary, Department of Agriculture  Lee Cale, Assistant Secretary, Governance Branch, Department of Agriculture  Paul Morris, Agricultural Competitiveness White Paper Taskforce</p>	<p>Agricultural Industry Advisory Council meeting and dinner</p>	<p>15 bottles of sparkling water  14 teas/coffees  Various wines as part of drink package – individual wines not recorded.</p>

**Question: 152 (continued)**

Date	Attendees	Nature and purpose of function	Drinks consumed
8 October 2014	<p>The Hon. Barnaby Joyce MP, Minister for Agriculture</p> <p>Andrew Henderson, Adviser, Office of the Minister for Agriculture</p> <p>Jonathan Benyei, Regional Manager, North, Department of Agriculture</p> <p>Murray Korff, Director, NAQS, Department of Agriculture</p> <p>Danny Mosby, TI/NP/OTSI Ops Coordinator, Department of Agriculture</p> <p>Liam Daly, District Manager, Customs</p> <p>Gus Reynolds, Supervisor, Border Protection Command</p> <p>Mandie Sinclair, District Manager, Customs</p> <p>Clayton Harrington, Treaty Liaison Officer, DFAT</p> <p>Shane Fava, District Manager, AFMA</p> <p>Shaun Skerrit, Senior Manager, AMSA</p> <p>Wayne Seekee, CEO, Torres Strait Regional Authority</p> <p>Damien Miley, Director, Land and Sea Management Unit, TSRA</p> <p>Grant Smith, Resident Federal Agent, AFP</p> <p>Fred Gela, Mayor, Torres Strait Island Regional Council</p> <p>Pedro Stephen, Mayor, Torres Shire Council</p> <p>Yen Loban, TSRA member for Prince of Wales and Horn Island, representing Joseph Elu Chair, Torres Strait Regional Authority</p> <p>Alicia Sabatino, Manager, Fisheries Management</p> <p>John Jones, Manager, Fisheries Compliance</p>	<p>Informal reception – Minister, senior community and government officials recognising cooperation on biosecurity matters</p>	<p>Attendees bought their own drinks</p>

**Question: 152 (continued)**

Date	Attendees	Nature and purpose of function	Drinks consumed
30 October 2014	The Hon. Barnaby Joyce MP, Minister for Agriculture Richard Hyett, Adviser, Office of the Minister for Agriculture Susan Bower – AIAC member Luke Bowen – AIAC member Eliza Brown – AIAC member David Moon – AIAC member Rob de Fegely – AIAC member Lenore Johnstone – AIAC member Hamish McLaren – AIAC member Stuart Richey – AIAC member Dean Wormald – AIAC member Andrew Inglis – AIAC member Paul Grimes, Secretary, Department of Agriculture Paul Morris, Agricultural Competitiveness White Paper Taskforce	Agricultural Industry Advisory Council meeting and dinner	Various bottled wines 13 bottles sparkling water 1 beer

2. The Department of Agriculture does not provide alcoholic beverages to the minister's office.

21 August 2014

Char Restaurant

**LIMITED CHOICE SET MENU**

**Entrée**

Arancini of truffled mushrooms, aioli, pecorino romano (V)  
Spring rolls of beef & kaffir lime, mustard fruits with plum & chili dipping sauce  
Szechuan squid, cucumber, fresh chilli, mint & garlic aioli (I) (GF)  
Roasted Harvey Bay scallops, crispy pork belly & chili salted caramel (I)  
Char homemade soup of the day

**Mains**

Wagyu beef ragout pappardelle with field mushrooms, pecorino, pangrattato & truffle oil  
Pan seared Barramundi Fillet with mussels, banana prawns, Champagne & dill butter sauce (GF)  
Ricotta gnocchi, broad beans, garden peas, mint, lemon, finished with rocket (V)  
Herb crumbed local fish of the day, crushed peas, tartar sauce & shoestring fries  
**Eye Fillet**, Baked field mushroom, blue cheese, garlic & herb toasted breadcrumbs

**Sides**

Rocket, parmesan and toasted almond salad  
Fries with harissa mayo

**Desserts**

Banoffee Pie, Caramelized Banana, Dulche de Leche Toffee, Kahlua Mascarpone, Ginger Biscuit  
Trio of Chocolate; Brulee, Dark Chocolate and Walnut brownie, chocolate ice-cream

30 October 2014

Café Sydney

### 3 COURSE MENU

Naan bread

#### APPETISER

½ dozen freshly shucked oysters on ice with eschalot, chives, cabernet vinegar

Salad of Morton Bay bug, prawn, avocado, gazpacho, trout roe, creme fraiche

Seared scallops, skara bacon, corn puree, faro, basil salsa

Hunter Valley goats cheese tart, fresh fig, caramelised endive, onion, lemon thyme dressing

Carpaccio of wagyu beef, truffle dressing, capers, aioli, baby rocket

#### MAIN COURSE

Potato gnocchi, buffalo ricotta, pea, broad bean, asparagus, pine nut

Grilled Queensland prawns, cherry truss tomato, fennel salad, pollen

Tandoori roasted Tasmanian ocean trout, green beans, coconut, lentil dumplings, raita

Cone Bay barramundi, prawn, cauliflower puree, radish, watercress, prawn butter

Crisp Berkshire pork belly, morcilla sausage, pork confit croquette, celeriac, apple puree, jus

Beef tenderloin, green asparagus, white onion puree, speck, mushroom, herb butter, jus

Served with bowls of green salad

#### DESSERT

Mango, coconut, passionfruit, sago trifle, coconut sorbet

Double chocolate slice, pistachio crumble, strawberry sorbet, creme fraiche

Salted caramel, chocolate peanut tart, banana fritter, chocolate ice cream

Pepe Saya buttermilk, creme fraiche panna cotta, rhubarb, almond, raspberry sorbet

Individual cheese plate, semi hard cheese, white mould, fresh dates, soda walnut bread

Coffee and Tea

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 153

**Division/Agency:** Governance Branch

**Topic:** Ministerial staff code

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
  - a. If so, list the breaches identified, broken by staffing classification level
  - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
  - a. If not, how many staff don't comply, broken down by classification level?
  - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
  - a. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
  - a. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment

**Question:** 153 (continued)

7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level

**Answer:**

Ministerial staff code of conduct issues are a matter for the Special Minister of State.



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 154

**Division/Agency:** Governance Branch

**Topic:** Ministerial motor vehicle

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the minister been provided with or had access to a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
  - g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  - h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
  - i. 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.
  - j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer:**

1. No.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 155

**Division/Agency:** Governance Branch

**Topic:** Ministerial staff vehicles (non MoPS)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

- a. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:
  - 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.
- b. Have these guidelines changed during the specified period? If so, please detail.

**Answer:**

- a. No.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 156

**Division/Agency:** Governance Branch

**Topic:** Ministerial staff vehicles

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
  - g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  - h. Have these guidelines changed during the specified period? If so, please detail.
  - i. 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.
  - j. Have these guidelines changed during the specified period? If so, please detail.

**Answer:**

The Department of Finance will provide a response to this question on behalf of all portfolios.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 157

**Division/Agency:** Governance Branch

**Topic:** Official residences

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include:
  - a. The guest list of each function, including if any ministerial staff attended
  - b. The party or individual who initiated the request for the function
  - c. The menu, program or list of proceedings of the function
  - d. A list of drinks consumed at the function
  - e. a list of any entertainment provided at the event
  - f. the venue of the event, how it was selected, how it was approved and whether any other venue was considered for the event
  - g. a total cost for the function, broken down by venue, food, drinks, entertainment or other cost items

Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences. Breakdown by item, quantity and cost of each beverage.

**Answer:**

The Department of the Prime Minister and Cabinet will provide the response to this question.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 158

**Division/Agency:** Governance Branch

**Topic:** G20- Brisbane

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the minister be in Brisbane for?
3. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff attended with the minister?
6. How many departmental staff attended the G20?
7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the department be preparing a report following the G20? If yes:
  - a. What will be the scope of the report?
  - b. When will it be complete?
  - c. Will it be available to the public?

**Question:** 158 (continued)

**Answer:**

1- 5. The minister for Agriculture and his Parliamentary Secretary did not attend the G20 conference.

6. None.

7. Not applicable.

8. Not applicable.

9. Not applicable.

10. None for the G20 conference in Brisbane.

11. The Department of Agriculture is not preparing a report about the G20 summit, but has commissioned a report related to the Meeting of G20 Agricultural Chief Scientists (please refer to Question on Notice 162 from the Supplementary Estimates process November 2014).

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 159

**Division/Agency:** Governance Branch

**Topic:** Procedure manuals (ministerial)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. 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:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the department?

**Answer:**

1. No.
- 2-4. Not applicable.
5. This is a matter for the Minister's office.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 160

**Division/Agency:** Governance Branch

**Topic:** Procedure manuals (departmental)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Does the department have a procedure manual for communication between the department and the minister's office? 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's office?

**Answer:**

1. No.
- 2-5. Not applicable.
6. Yes. The nature and level of document clearance varies depending upon the type and significance of the communication.



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 161

**Division/Agency:** Governance Branch

**Topic:** Documents provided to Minister

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

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?

**Answer:**

1. – 5. The department does not record this information. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 162

**Division/Agency:** Governance Branch

**Topic:** Commissioned reports

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
  - a. 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?

**Answer:**

10 reports were commissioned by the Minister, department or agency between 30 May 2014 and 20 November 2014. Refer to Table 1 for details.

**Question:** 162 (continued)

**Table 1** – Reports (including paid external advice) commissioned by the Minister, department or agency in the Agriculture portfolio since the Budget Estimates in May 2014 (30 May 2014 to 20 November 2014).

Name of report	Deregulation Client Scenarios, Predicate Partners, Canberra
Date of commission	30 May 2014
Date report handed to government	7 August 2014
Date of public release	The report was for internal use only.
Link to Terms of Reference	No terms of reference were prepared.
Committee Members	A committee was not established.
Cost of report	\$58 704 GST inclusive
Number/level of departmental staff involved with report	The project was managed as part of business as usual activities. The project manager was at the SES level with assistance provided by one EL2 staff.
Status of report	Completed

**Question:** 162 (continued)

<b>Name of report</b>	<b>The title of the report is not finalised. The purpose of the project is to identify potential ways to improve agricultural productivity through enhanced collaboration and sharing of research outcomes.</b>
Date of commission	12 June 2014
Date report handed to government	The report has not been finalised.
Date of public release	A decision has not been made as to whether the department will release this report publicly.
Link to Terms of Reference	<a href="http://www.tenders.gov.au/?event=public.cn.view&amp;CNUUID=00294818-AD2D-9469-E265C31AE3FFF60A">www.tenders.gov.au/?event=public.cn.view&amp;CNUUID=00294818-AD2D-9469-E265C31AE3FFF60A</a>
Committee Members	There is no steering committee for this report. The terms of reference were approved by executives in the Trade and Market Access Division, ABARES and the Agricultural Productivity Division of the department following discussions with G20 Agricultural Chief Scientist stakeholders.
Cost of report	\$65 000 excl GST
Number/level of departmental staff involved with report	No departmental staff are directly working on the report as it has been contracted to an external provider (RIRDC).
Status of report	The draft report was received by the department on time by the milestone of 31 October 2014. The department is in the process of giving feedback to the report's authors to allow them to finalise the report. It is due for completion on 19 December 2014.

**Question:** 162 (continued)

<b>Name of report</b>	<b>Exporter Supply Chain Assurance System (ESCAS) report</b>
Date of commission	22 May 2014
Date report handed to government	Report provided to the Minister on 6 November 2014 for consideration.
Date of public release	TBA
Link to Terms of Reference	No terms of reference were prepared
Committee Members	A committee was not established
Cost of report	Not quantified. The report preparation was part of the routine business of the department.
Number/level of departmental staff involved with report	Five departmental staff (EL and APS level) worked on the report part-time along with other duties over a period of approximately 3.5 months. Other officers were asked for information and input on an ad-hoc basis.
Status of report	Awaiting Government consideration

**Question: 162 (continued)**

<b>Name of report</b>	<b>Regional farm debt: northern Queensland gulf, south west Queensland and north west New South Wales</b>
Date of commission	23 September 2014.
Date report handed to government	4 December 2014.
Date of public release	4 December 2014.
Link to Terms of Reference	Terms of reference were not established for this report. The report is an outcome of the Agricultural Finance Forum held in Canberra on 23 September 2014 where the Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES), the Australian Bankers' Association (ABA) and the National Farmers' Federation (NFF) were requested to collaborate to compile information on rural debt in the northern Queensland gulf, south west Queensland and north west New South Wales.
Committee Members	There were no formal governance arrangements for this project. The project was undertaken collaboratively by ABARES, the ABA and the NFF.
Cost of report	Not quantified. ABARES, the ABA and the NFF provided 'in-kind' support.
Number/level of departmental staff involved with report	The project is being managed as part of ABARES' business as usual activities. The project has involved oversight at SES Band 2 level and has involved: 1 EL2 officer (3 weeks), 1 APS 6 officer (2 weeks) and clearance at the SES Band 1 and 2 levels (2 days in total).
Status of report	Completed

**Question:** 162 (continued)

<b>Name of report</b>	<b>The provision of services by the Commonwealth Fisheries Association (CFA), the peak industry body for the Australian fishing industry, to conduct liaison activities with the fishing industry and provide expertise and advice to AFMA.</b>
Date of commission	4 November 2014
Date report handed to government	Two contract milestone reports are to be provided to AFMA outlining services provided during the term of the contract.
Date of public release	These reports will not be released publicly.
Terms of Reference	The terms of reference are part of the contract with the Commonwealth Fisheries Association, and are not publicly available.
Committee Members	Governance is by the Commonwealth Fisheries Association and AFMA.
Cost of report	\$30 000 GST exclusive.
Number/level of departmental staff involved with report	The project manager is at the EL1 level with assistance being provided by an APS staff member.
Status of report	CFA work on the provision of these services will be completed by 30 June 2015.

**Question:** 162 (continued)

<b>Name of report</b>	<b>The provision of consultancy services by the Commonwealth Fisheries Association, the peak industry body for the Australian fishing industry, to conduct a review of electronic monitoring with the fishing industry and provide advice and a report to AFMA.</b>
Date of commission	20 October 2014
Date report handed to government	Two contract milestone reports are to be provided to AFMA outlining services provided during the term of the contract.
Date of public release	These will not be released publicly.
Terms of Reference	The terms of reference are part of the contract with the CFA and are not publicly available.
Committee Members	Governance is by the Commonwealth Fisheries Association and AFMA.
Cost of report	\$50 000 GST inclusive.
Number/level of departmental staff involved with report	The project manager is at the EL2 level with assistance being provided by an EL1 staff member.
Status of report	CFA work on the provision of these services will be completed by 30 June 2015.



**Question: 162 (continued)**

<b>Name of report</b>	<b>Research Project – Provision of fish ageing and length services for the Southern and Eastern Scalefish and Shark Fishery.</b>
Date of commission	24 October 2014
Date report handed to government	Final report is expected to be delivered by June 2017.
Date of public release	This will be released publicly when it becomes available.
Link to Terms of Reference	<p>Objectives:</p> <ol style="list-style-type: none"> <li>1. To prepare and examine the otoliths (teleosts) and vertebrae (shark) samples provided by AFMA observer program in a manner that is consistent with the standardised methods and procedures used in the past.</li> <li>2. To provide age estimate data for the priority species across relevant sectors of the SESSF.</li> <li>3. To document the methods and procedures used (including quality control protocols), and to record the level of compliance with those methods in the milestone and final reports.</li> <li>4. To provide ageing information to AFMA via scheduled progress reports and annual reports.</li> <li>5. To attend SESSF RAG, relevant RAG and other meetings (as deemed appropriate by AFMA).</li> <li>6. To store and report on ageing data in a manner that is consistent with existing formats to ensure compatibility with historical records.</li> <li>7. To archive current and historical otolith and vertebrae samples in a manner that is consistent with existing formats to ensure access and re-examination at any point in time.</li> <li>8. To provide age composition data and analysts for stock assessment and research purposes.</li> </ol>
Committee Members	Governance is by AFMA’s resource assessment groups and AFMA.
Cost of report	\$644 585.27 GST exclusive.
Number/level of departmental staff involved with report	AFMA CEO, EL2 Fisheries, Senior Legal and Research staff members.
Status of report	The research project has just commenced.

**Question:** 162 (continued)

Name of report	Research Project – Determination of Swordfish growth and maturity relevant to the southwest Pacific stock
Date of commission	9 October 2014
Date report handed to government	Final report is expected to be delivered by January 2016.
Date of public release	The final report will be published when it becomes available.
Link to Terms of Reference	<p>Objectives:</p> <ol style="list-style-type: none"> <li>1. Evaluate the use of otoliths to estimate the annual age of SWO in the southwest Pacific.</li> <li>2. Re-examine ageing methodology of Young and Drake (2004) and confirm age estimates obtained for a representative sample of fin ray sections.</li> <li>3. Re-examine the ovary histology from Young &amp; Drake (2002) and use new methods to estimate the maturity status of females.</li> <li>4. Undertake a range of verification and/or indirect validation methods to determine the accuracy of age and maturity interpretations from fin spines, otoliths and ovaries.</li> <li>5. Examine the effect of the different growth curves and maturity ogives on population models and make recommendations for future assessment and harvest strategy evaluation activities.</li> <li>6. Collaborate with NOAA/PIFSC scientists (Hawaii) to resolve possible methodological differences in direct age and maturity estimation.</li> </ol>
Committee Members	Governance is by AFMA.
Cost of report	\$122 500.36 GST exclusive.
Number/level of departmental staff involved with report	AFMA EM Fisheries, EL2 Fisheries, Senior Legal and Research staff members.
Status of report	The project has just commenced.

**Question:** 162 (continued)

<b>Name of report</b>	<b>Food Price Determination in the Australian food industry</b>
Date of commission	10 September 2014
Date report handed to government	The final report is currently being prepared.
Date of public release	The final report is currently being prepared.
Link to Terms of Reference	The Terms of Reference are at Attachment A.
Committee Members	A committee was not established.
Cost of report	The project is expected to cost \$120 000.
Number/level of departmental staff involved with report	Up to two department staff have provided advice on the requirements of the project, one RIRDC staff member has administered the project and one RIRDC staff member has managed the project.
Status of report	The project is ongoing.

**Question:** 162 (continued)

<b>Name of report</b>	<b>Quantifying the effect of changing the APVMA cost recovery arrangements on the cost and availability of certain chemicals</b>
Date of commission	23 June 2014
Date report handed to government	Report not yet completed.
Date of public release	Report not yet completed.
Link to Terms of Reference	The terms of reference are part of the contract between the Australian Pesticides and Veterinary Medicines Authority and the Australian Bureau of Agricultural and Resource Economics and Sciences and are not publicly available.
Committee Members	Not applicable
Cost of report	\$87 450 GST inclusive
Number/level of departmental staff involved with report	The project is being managed as part of business as usual activities. The project manager is at the EL2 level.
Status of report	23 June 2014

## Food Price Determination in the Australian food industry

### Terms of Reference

#### Project Description

1. To build on the 2004 *Price Determination in the Australian Food Industry* report, detailing current agrifood supply chain dynamics, including profit allocation and price formation along the supply chain for a given list of food products, both minimally and significantly transformed.
  - a. Provide an analysis of movements over time in retail prices paid by consumers in comparison to those received at the farm level
    - : This analysis should consider, explore and detail supply and demand factors and the impact of these on price movements and prices received by farmers and value-chain intermediaries. The time period should be of sufficient scope to ensure that a reasonable and reliable assessment is established.
    - : Consideration should also be given to other factors that may influence price movements, such as innovation and structural change, etc.
    - : This analysis may include economic modelling and associated economic analysis and explanation of factors impacting price allocation and profits along the value-chain.
  - b. Identify the key costs and value-adding factors which are determining food prices over time
    - : This analysis should use qualitative and quantitative information and data in respect of key commodity and product lines in domestic and export markets, and in domestic markets in a selection of comparable countries to Australia. It should isolate key components affecting the final price and associated trends and drivers.
  - c. Review, broadly, the performance of and trends impacting food processing/manufacturing businesses and retailers in Australia and other countries over the past decade in the context of pricing along the value chain from farmgate to retail.
  - d. Provide an analysis of the profit margins and return on equity for participants—farmers, wholesalers, retailers—along key [selected/agreed] food supply chains in Australia.
    - : This analysis should consider how the bargaining power of participants affects their profit margins and return on equity relative to others in the supply chain, and the extent to which major supermarkets are price setters in these markets.
  - e. Examine options for improving price transparency along food value chains and impacts on their effective and efficient operation
    - : This analysis should consider Australian value chains and models in comparable countries that encourage dissemination and improve availability of pricing information. The analysis should also consider the counter-argument for commercial confidentiality.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 163

**Division/Agency:** Governance Branch

**Topic:** Media monitoring

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June 2014:

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services from Additional Estimates in February, 2014 to date?
  - c. 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 from Additional Estimates in February, 2014 to date?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services from Additional Estimates in February, 2014 to date?
  - c. Itemise these expenses

**Answer:**

1. iSentia Pty Ltd is contracted to provide media monitoring services to the Department of Agriculture. Daily clip reports are compiled by the department and provided to the department, the minister's office and the parliamentary secretary's office at no additional charge.
  - a. N/A
  - b. N/A
  - c. N/A

**Question:** 163 (continued)

**2. Department of Agriculture**

- a. iSentia Pty Ltd.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Media monitoring services</i>	\$141 657.63
<i>Transcripts, audio and video</i>	\$1804.02
<i>Social media monitoring**</i>	\$12 320.00
<b>Total</b>	<b>\$155 781.65</b>
<i>*All figures provided are inclusive of GST.</i>	
<i>**The Department of Agriculture ceased its social media monitoring activities on 30 June 2014.</i>	

**Australian Fisheries Management Authority (AFMA)**

- a. iSentia provides basic media monitoring services, while Social Mention provides social media monitoring services.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Basic media monitoring</i>	\$9441.48
<i>Social media monitoring</i>	\$224.75
<b>Total</b>	<b>\$9666.23</b>
<i>*All costs are <u>exclusive</u> of GST.</i>	

**Australian Pesticides and Veterinary Medicines Association (APVMA)**

- a. iSentia Pty Ltd.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

Question: 163 (continued)

<b>1 February – 31 October 2014*</b>	
<i>Media monitoring services</i>	\$27 286.02
<i>Transcripts, audio and video</i>	\$751.66
<b>Total</b>	<b>\$28 037.68</b>
<i>*All figures provided are inclusive of GST.</i>	

**Australian Grape and Wine Authority (AGWA)**

- a. Meltwater Australia.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Basic media monitoring</i>	\$13 750
<b>Total</b>	<b>\$13 750</b>
<i>*All costs are inclusive of GST.</i>	

**Rural Industries Research and Development Corporation (RIRDC)**

- a. iSentia Pty Ltd.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Basic media monitoring</i>	\$23 607
<b>Total</b>	<b>\$23 607</b>
<i>*All costs are inclusive of GST.</i>	



**Question:** 163 (continued)

**Cotton Research and Development Corporation (CRDC)**

- a. Nil.
- b. Nil.
- c. Nil.

**Grains Research and Development Corporation (GRDC)**

- a. iSentia
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Basic media monitoring</i>	\$41 212.34
<b>Total</b>	<b>\$41 212.34</b>
<i>*All costs are inclusive of GST.</i>	

**Fisheries Research and Development Corporation (FRDC)**

- a. iSentia Pty Ltd.
- b. See below table for total cost.
- c. See below table for a breakdown of costs.

<b>1 February – 31 October 2014*</b>	
<i>Basic media monitoring</i>	\$18 192.59
<b>Total</b>	<b>\$18 192.59</b>
<i>*All costs are exclusive of GST.</i>	

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 164

**Division/Agency:** Governance Branch

**Topic:** Stationery requirements

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  - a. Detail the items provided to the minister's office.
  - b. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationary requirements to date.

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.

**Answer:**

1. The department has made arrangements to provide stationery in line with ministerial entitlements to the Minister and Parliamentary Secretary's Offices. For the period 30 May to 30 October 2014 the department has spent \$ 6 043.40.
  - a. & b. see Attachment A.
2. The department's spend on stationery and office supplies under the Whole of Australian Government arrangement for the period 30 May to 30 October 2014 was \$462 212.00.

No customised stationery has been provided to the Minister or his staff.

Quantity	Description
214 reams	Canon 100% recycled copy paper A4, 80 GSM
12 reams	Canon colour copy paper, 80 GSM, cream
1	Ink Xstamper
1	Liquid hand wash dispenser
3	Office elements black plastic stapler full strip
5 pks	Letter files clear A4
1 pk	Tablet dish washing powerball
2 pks	Tea bag lipton
5 boxes	26/6 staples
1 pack	Highlighters
1 pack	Lithium Duracell battery
10 sets	A4 reinforced divider – 1-31 tab
10 sets	A4 reinforced divider – 1-10 tab
10	Flexibinders 2 O ring, A4 - black
2 tins	Instant coffee Nescafe
1 tin	International roast coffee
1 box	Green suspension files
1 box	Classic green suspension files
2 boxes	File letter polypropylene A4 yellow- L-shaped pocket
20 boxes	15mm foldback clips
1 box	Bushells tea bags
1 box	Manilla folder buff A4
2 packs	Post-it notes – yellow
5 packs	Post it notes
10 sets	Dividers 5 tab
5	Flexibinders 2 O ring A4- green
5	Flexibinders 2 O ring A4 black
5 packs	Letter files clear A4
2	Side operating correction tape with dispenser

**Attachment A**

<b>Quantity</b>	<b>Description</b>
1 pack	Highlighter – yellow
2 packs	Post-it –‘Initial Here’ flags
10 packs	Post-it – flags white
3 packs	Post-it – bright pink, twin pack
3 packs	Post-it – bright blue, twin pack
3 packs	Post-it – flags green
3 packs	Post-it – flags red
10 boxes	15mm foldback clips
10 boxes	19mm foldback clips
5 boxes	Rubber grip gel pen black
5 boxes	Paper mate gel retractable pen – blue
5 packs	Letter files clear A4
2 packs	Tablet dish washing powerball
1	Pine-O-Cleen multipurpose cleaner
5 packs	Post-it Ultra notes
2 packs	A4 letter files – red
1 pack	A4 letter files – green
3 boxes	26/6 staples
8	Plastic hangfile open box
70 sets	Divider reinforced 1-10 tab A4 black/white
15 sets	Divider reinforced 1-12 tab A4 black/white
1 pack	Business card pockets A4
4	Black plastic stapler full strip
2	8 digit mini desktop display calculator
5 packs	Letter files clear A4
2 packs	Letter files green A4
10 boxes	25mm foldback clips
50	Flexgrip ultra fine RT ballpoint pen – blue
1	400 card capacity business card files

**Attachment A**

<b>Quantity</b>	<b>Description</b>
20	Spiral A4 notebook, 240 pages
15	Spiral A5 notebook, 300 pages
15 packs	Letter files clear A4
1 roll	Chux superwipes
2	Anti static spray cleaning pump
5	Toner cartridges
200	Ministerial pads
10 000	Printed envelopes

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 165

**Division/Agency:** Governance Branch

**Topic:** Lobbyist Register meetings

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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
3. 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

**Answer:**

The Lobbying Code of Conduct does not require Government representatives to centrally document the information sought in relation to interactions with registered lobbyists. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

**Agriculture**

**Question:** 166

**Division/Agency:** Governance Branch

**Topic:** Media training

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  - a. Total spending on these services
  - b. An itemised cost breakdown of these services
  - c. The number of employees offered these services and their employment classification
  - d. The number of employees who have utilised these services and their employment classification
  - e. The names of all service providers engaged
  - f. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
  - a. The name and nature of the service purchased
  - b. Whether the service is one-on-one or group based
  - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e. The total amount spent on the service
  - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used

**Question:** 166 (continued)

- b. The number of employees who took part on each occasion
- c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- d. Any costs the department or agency's incurred to use the location

**Answer:**

The following agencies have not spent any money on media training since Budget Estimates in June 2014.

- Department of Agriculture
- Australian Pesticides and Veterinary Medicines Authority
- Australian Fisheries Management Authority
- Australian Grape and Wine Authority
- Cotton Research and Development Corporation
- Fisheries Research and Development Corporation
- Grains Research and Development Corporation
- Rural Industries Research and Development Corporation