

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Additional Estimates Hearings February 2012
Broadband, Communications and the Digital Economy Portfolio
Department of Broadband, Communications and the Digital Economy

Question No: 206

Program No. Corporate & Business

Hansard Ref: Page 94 (14/02/2012)

Topic: Charter Letter for Minister Conroy

Senator Fifield asked:

Senator FIFIELD: I wonder if you have yet received your charter letter from the Prime Minister for your role as the Minister for Broadband, Communications and the Digital Economy.

Senator Conroy: I will double-check and get back to you.

Senator FIFIELD: I do not believe that you would not know if you had not received your charter letter.

Senator Conroy: I will follow up and get back to you.

Answer:

Yes

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Question No: 207

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

- a. How many ongoing staff were recruited this financial year to date? What classification are these staff?
- b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
- c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

- a. A total of 89 ongoing staff were recruited this financial year to date (1 July 2011 to 31 January 2012). The classifications of these staff are as follows:

Classification	Number of staff
Graduates	9
APS 1	7
APS 4	3
APS 5	14
APS 6	19
EL 1	30
EL 2	6
SES B1	1
Total	89

- b. A total of 7 non-ongoing positions have been created this financial year to date. The classifications of these staff are as follows:

Classification	Number of staff
APS 4	2
APS 6	1
EL 1	2
EL 2	2
Total	7

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- c. A total of 73 employees have been employed on non-ongoing contracts this financial year to date (1 July 2011 to 31 January 2012). The average length of their non-ongoing employment period is 8.33 months.

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Question No: 208

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

- a. How many ongoing staff left in the year 2010-11? What classification were these staff?
- b. How many non ongoing staff left in the year 2010-11? What classification were these staff?

Answer:

- a. A total of 132 ongoing staff left in the year 2010-11. The classification of these staff were:

Classification	Number of staff
APS 1	1
APS 3	6
APS 4	11
APS 5	19
APS 6	40
EL 1	29
EL 2	23
SES B1	3
Total	132

- b. A total of 80 non-ongoing staff left in the year 2010-2011. The classification of these staff were:

Classification	Number of staff
APS 2	1
APS 3	11
APS 4	19
APS 5	10
APS 6	15
EL 1	10
EL 2	10
SES B1	1
SES B2	1
SES B3	2
Total	80

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Question No: 209

Program No. Corporate and Business

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

Are there any plans for staff reduction? If so, please advise details ie. reduction target, how this will be achieved, services/programs to be cut etc.

If there are plans for staff reductions, please give the reason why these are happening.

Answer:

Yes. The department will be reducing staffing in certain Divisions, particularly where activities will cease, as well as around 20 positions (including some currently vacant positions) in the corporate, legal and financial service areas.

These changes largely reflect the expected reduction in appropriation funding in 2012-13, which is now estimated to be \$109.3 million, compared to \$127.5 million in 2011-12. Together with the increase in the efficiency dividend, this funding change comes about as a number of reviews are completed; the Australian Broadband Guarantee program is fully wound-up; one-off funding for some activities related to the development of the National Broadband Network ends; and the digital switchover program expands into metropolitan areas. To address these changes, the department is:

- developing a new structure based around collapsing some SES jobs together, thereby reducing the size of the SES;
- offering some targeted voluntary redundancies in certain Divisions, where activities will cease;
- reviewing a number of expense areas, such as travel, consultants and contractors, to identify savings; and
- reviewing the provision of corporate, legal and financial services of the department, to identify efficiencies in delivering these services to the department.

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Question No: 210

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

Please list the SES positions you have in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

Answer:

As at 14 February 2012, there were 38 ongoing and one non going SES staff in the department, broken down by level as follows:

Classification	No of staff
SES B1	28
SES B2	8
SES B3	3
Total	39

Information on the department's SES positions for previous years can be found in the department's Annual Reports as follows:

2007-2008 Appendix 8, Staffing Statistics, Figure 4.7 (page 137)
2008-2009 Appendix 5, Staffing Statistics, Table 4.4 (page 123)
2009-2010 Appendix 5, Staffing Statistics, Figure 4.5 (page 103)
2010-2011 Appendix 5, Staffing Statistics, Figure 4.5 (page 107)

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Question No: 211

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

How many graduates have been engaged this year? Where have they been placed in the department/agency? Were these empty positions or are they new positions?

List what training will be provided, the name of the provider and the cost.

Answer:

The department has engaged eight university graduates in 2012. Graduates are placed in dedicated graduate positions.

Graduates will complete a Diploma in Government through the company Learning Options at a total cost of \$14,400 (GST exclusive); participate in the Graduate Event Series run by the Australian Public Service Commission at a total cost of \$2,902 (GST exclusive) and; attend the Senate Seminars series run by the Department of Senate at a total cost of \$5,745 (GST exclusive). Graduates may also participate in training available to all departmental staff.

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Question No: 212

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Government Advertising

Senator Fisher asked:

- a. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
- b. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
- c. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
- d. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
- e. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
- f. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

- a. Total advertising expenses were (excl GST):

2007/08	\$7.5m
2008/09	\$7.2m
2009/10	\$25.5m
2010/11	\$26.3m

- b. In 2007-08 advertising was undertaken for a range of programs as well as the advertising of public notices and recruitment opportunities. To provide more detailed answers would involve an unreasonable diversion of department resources as this period covers a former department.

Campaign: The purpose of the digital switchover communication campaign is to inform Australians of switchover, when their region is switching, how to make the switch and where they can go for further information. The advertising agency, BMF, developed creative materials (press, radio and television ads) for digital switchover, which were placed by Universal McCann. Administered item campaign advertising expenses were (excl GST):

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2008/09	\$6.3m
2009/10	\$16.9m
2010/11	\$20.1m

The National Broadband Network information and awareness advertising campaign was launched in June 2010 and ceased in July 2010 under the caretaker conventions. Administered item campaign advertising expenses were (excl GST):

2009/10	\$6.4m
2010/11	\$5.4m

Non-campaign advertising: Graduate recruitment, general recruitment, Satellite Phone Subside Scheme, and various other discussion papers calling for submissions conducted non-campaign advertising in 2009-10 and 2010-11. These were designed by the department and placed by Adcorp. Non-campaign advertising expenses, including all associated departmental expenses, were (excl GST):

2008/09	\$0.9m
2009/10	\$2.1m
2010/11	\$0.8m

- c. The Department of Finance and Deregulation (Communication Advisory Branch) provided advice with respect to the Digital Switchover information campaign and National Broadband Network awareness raising campaign.
- d. The Digital Switchover and National Broadband Network campaigns both complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies.

Both campaigns were reviewed by the Independent Communication Committee (ICC) at each iteration of campaign activity.

- e. Refer to (b) above.
- f. The department will continue to focus on promoting digital switchover and the benefits of the NBN.

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Question No: 213

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Board Appointments

Senator Fisher asked:

- a. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
- b. What is the gender ratio on each board and across the portfolio?
- c. Please detail any board appointments for this financial year to date.

Answer:

- a. A list of all boards is outlined at (b) below. For other details, refer to previous tabled responses to Senate Order 13. Appointment details in relation to the Managing Director positions of ABC, Australia Post and SBS are listed below.

Board title	Name	Start Date	End Date
Australian Broadcasting Corporation	Mr Mark Scott	05/07/2011	04/07/2016
Australia Post	Mr Ahmed Fahour	1/02/2010	Determined by the Board
Special Broadcasting Service	Mr Michael Ebeid	13/06/2011	12/06/2015

- b. The following table reflects the gender ratio (as at 31 January 2012) of portfolio boards/bodies, excluding the non-Government appointments (Managing Director positions of ABC, Australia Post and SBS).

Board/Body	Gender Ratio
Australian Broadcasting Corporation	4 Female: 1 Male
Australian Communications and Media Authority	1 Female: 6 Male
Australia Post	2 Female: 5 Male
Convergence Review Committee (Short-term)	1 Female: 2 Male
Independent Media Inquiry Panel (Short-term)	2 Male
NBN Co	2 Female: 7 Male
Regional Telecommunication Independent Review Committee	2 Female: 4 Male
Special Broadcasting Service	4 Female: 3 Male

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- c. For appointments made during the financial year 2011-12 please refer to the department's response to Senate Order 13 which has been tabled in Parliament and is available on the Department of Broadband, Communications and the Digital Economy website http://www.dbcde.gov.au/about_us/information_publication_scheme_ips/senate_order_on_board_appointments .

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Question No: 214

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Freedom of Information

Senator Fisher asked:

- a. Has the Department/agency received any advice on how to respond to FOI requests?
- b. What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?
- c. What is the total cost to the department to process FOI requests for this financial year to date?
- d. How many FOI requests did the Department receive for the financial year 2009-10 and 2010-11? For each financial year, how many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
- e. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
- f. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

Answer:

- a. The department follows the Guidelines and advice issued by the Office of the Australian Information Commissioner (OAIC) when processing Freedom of Information (FOI) requests. The department also notes guidance issued by the Department of the Prime Minister and Cabinet to all departments on 28 July 2011.
- b. This information is publicly available in the *Freedom of Information Act 1982 Annual Report 2009-2010*, and the *Freedom of Information Act 1982 Annual Report 2010-11*. Web addresses are provided below.
- c. As management of the FOI function is part of the department's day-to-day business, costs are not identified separately. All agencies are required to supply the OAIC with particular information about resources allocated to FOI as part of their annual statistical reporting requirements. From the information supplied, the OAIC calculates and reports full year costs for each agency. Information for the 2011-12 financial year will be reported by the OAIC in the *Freedom of Information Act 1982 Annual Report 2011-12*. External legal costs associated with FOI processing are reported on AusTender.

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- d. This information is publicly available in the *Freedom of Information Act 1982 Annual Report 2009-2010*, and the *Freedom of Information Act 1982 Annual Report 2010-11*. Web addresses are provided below.
- e. For the financial year to date, as at 14 February 2012, the department has received thirty (30) FOI applications. Of the thirty requests received, five are ongoing, access was granted in full on three requests; access in part on eight requests, access refused to five requests and nine requests were withdrawn by applicants. The department did not meet the processing times outlined in the FOI Act on one occasion. The processing of this request has been completed.
- f. Nil; conclusive certificates were abolished on 7 October 2009.

FOI Act Annual Reports:

- 2009-10 http://www.dpmc.gov.au/foi/docs/annual_report_0910/FOI_annual_report_0910.pdf
- 2010-11 http://www.oaic.gov.au/publications/reports/FOIAR_10-11/index.html

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Question No: 215

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Community Cabinets

Senator Fisher asked:

- a. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
- b. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
- c. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses.
- d. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

a-d. This financial year to 31 January 2012, there was no attendance at the Community Cabinet meetings by the Minister or Ministerial staff.

An officer of the department attended the Community Cabinet meeting in Werribee, Victoria on 9 November 2011 and the total cost of airfares and accommodation, GST exclusive, was \$1,193.87. Other expenses totalled \$172.07 (GST exclusive).

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Question No: 216

Program No. Corporate and Business

Hansard Ref: In Writing

Topic: Reviews

Senator Fisher asked:

For this financial year to date:

- a. How many Reviews are being undertaken?
- b. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded
- c. Which of these reviews has been provided to Government?
- d. When will the Government be responding to the respective reviews that have been completed?
- e. What is the estimated cost of each of these Reviews?
- f. What reviews are planned?
- g. When will each of these reviews be concluded?

Answer:

For the financial year 2011/12 (to February 2012) the following table provides details: Current and Planned Reviews section responds to parts (a) - (b) - (f) - (g) and Completed section responds to parts (b) - (c) - (d) - (e)

CURRENT/PLANNED/COMPLETED REVIEWS 2011/12

CURRENT REVIEWS <i>(statutory/non-statutory)</i>	TIMING AND EXPECTED REPORTING DATES
<u>Statutory Review</u> 2011-12 Regional Telecommunications Review	Part 9B of the <i>Telecommunications (Consumer Protection and Service Standards) Act 1999</i> provides for an independent review of regional telecommunications to be conducted by the Regional Telecommunications Independent Review Committee. The Committee provided its report to the Government on 5 March 2012.
<u>Statutory Review</u> Review of Schedule 7 to the <i>Broadcasting Services Act 1992</i> (BSA)	The review of Schedule 7 commenced on 12 December 2010 as part of the department's Convergence Review. The Convergence Review is expected to report to Government by 31 March 2012.
<u>Non - Statutory</u> Review of the Telecommunications Industry Ombudsman Scheme	The Government is currently considering the report.
<u>Non - Statutory</u> Convergence Review (includes Schedule 7 of the <i>Broadcasting Services Act</i>, see above)	The review is expected to report to Government by 31 March 2012.
<u>Non Statutory</u> Independent Media Inquiry	The Inquiry reported to Government on 28 February 2012. The Government will consider the Inquiry's report together with the report of the Convergence Review.

CURRENT/PLANNED/COMPLETED REVIEWS 2011/12

CURRENT REVIEWS <i>(statutory/non-statutory)</i>	TIMING AND EXPECTED REPORTING DATES
<p style="text-align: center;"><u>Non - Statutory</u></p> <p>Review of Access to Telecommunication Services by People with Disability, Older Australians and People Experiencing Illness</p>	The review is expected to report to Government by mid 2012.
<p style="text-align: center;"><u>Non - Statutory</u></p> <p>2011 Review of the Interactive Gambling Act 2001</p>	The review is aiming to report to Government around the middle of 2012.
<p style="text-align: center;"><u>Non - Statutory</u></p> <p>Midterm review of the operations of the Australian Communications Consumer Action Network (ACCAN)</p>	The review report is currently being finalised by the Department.
<p style="text-align: center;"><u>Non - Statutory</u></p> <p>Review of Telstra Retail Price Controls</p>	The review is expected to report to Government in March 2012.
<p style="text-align: center;"><u>Non - Statutory</u></p> <p>Review of the Integrated Public Number Database (IPND)</p>	The review is expected to report to Government around the middle of 2012.
<p style="text-align: center;"><u>Non-Statutory</u></p> <p>Low Value Parcel Processing Taskforce</p>	The Taskforce is expected to provide a final report to Government in July 2012.

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PLANNED REVIEWS <i>(statutory/non-statutory)</i>	TIMING AND EXPECTED REPORTING DATES	
<u>Statutory Review</u> Review relating to the uses of broadcasting services bands spectrum	Section 35A of the <i>Broadcasting Services Act 1992</i> requires the Minister to cause to be conducted a review before 1 January 2013 of whether broadcasting services bands spectrum should be used for a particular area or areas to provide television broadcasting or other services. The Convergence Review may negate the need to undertake this review, depending on the scope of its final report (due March 2012).	
<u>Statutory Review</u> Multichannel Review	Clause 60D of Schedule 4 to the <i>Broadcasting Services Act 1992</i> requires the Minister to cause to be conducted a review of the content and captioning rules applicable to multi-channelled television services provided by commercial television broadcasters and national broadcasters by 31 December 2012. The Convergence Review may negate the need to undertake this review, depending on the scope of its final report (due March 2012).	
<u>Non-Statutory</u> Media Access Review #2	On 3 December 2010 it was announced that a further review of captioning and audio description on electronic media would occur in 2013 to consider the effectiveness of action agreed in 2010 in light of transformational communications initiatives, such as the introduction of the National Broadband Network and the switch to digital television.	

COMPLETED REVIEWS <i>(statutory/non-statutory)</i>	ESTIMATED COSTINGS AND REPORTING DATES	
<u>Statutory Review</u> Review of regional digital radio technologies	WHAT IS THE ESTIMATED COST OF THIS REVIEW	The review was part of the normal business of the department.
	TIMING AND EXPECTED REPORTING DATE	<i>When will the Government be responding to the respective reviews that have been completed:</i> The Minister tabled the review report in both Houses of Parliament on 12 October 2011. The Government is considering its response.

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Question No: 217, 218

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Media Monitoring

217 Senator Fisher asked:

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?

218 Senator Fisher asked:

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11

217 Answer:

The Department has one media monitoring contract for these services which includes the Minister's office and these costs cannot be split. The total cost of media monitoring services to the Department is as per Question on Notice 218.

218 Answer:

2007-08: \$452,924ⁱ (ex GST)

2008-09: \$185,829 (ex GST)

2009-10: \$218,875 (ex GST)

2010-11: \$236,682 (ex GST)

ⁱ This figure includes five months worth of expenses relating to the former Department of Communications, Information Technology and the Arts.

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Question No: 219, 220

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Media Monitoring

219 Senator Fisher asked:

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?

- a. Which agency or agencies provided these services?
- b. What is the estimated budget to provide this same services for the year 2011-12?
- c. What has been spent providing these services this financial year to date?

220 Senator Fisher asked:

What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?

- a. Which agency or agencies provided these services?
- b. What is the estimated budget to provide this same services for the year 2011-12?
- c. What has been spent providing these services this financial year to date?

219 Answer:

The Department has one media monitoring contract for these services, which includes the Minister's office and these costs cannot be split. The total cost of media monitoring services to the Department for this financial year is as per Question on Notice 220.

220 Answer:

- a. Media Monitors
- b. The estimated expense of providing these services for the department and Minister's Office in 2011-12 is \$292,000 (GST exclusive)
- c. The total amount expended in 2011-12 to 31 January 2012 was \$164,706.11 (GST exclusive)

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Question No: 221

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Social Media

Senator Fisher asked:

Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.

Answer:

There have been no changes to the department's social media and web 2.0 protocols since the publication of the Australian Public Service Commission's Circular 2012/1. The department is currently in the process of updating its Social Media Guidelines to include this revised information.

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Question No: 222

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Commissioned Reports

Senator Fisher asked:

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
 - a. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
 - b. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

1. This information has been tabled in previous estimates hearings. (Question on Notice 133 February 2010; Question on Notice 136 October 2010; Question on Notice 425-426 October 2011)

2. Reports in this context are defined as publicly available, commissioned by the Government, with established Terms of Reference which may or may not call for evaluations to be made in the same manner as a 'review'.

From 1 July 2011 to 14 February 2012 there have been no reports commissioned by the Government in the Broadband Communications and the Digital Economy portfolio. Reports associated with Government Reviews are reported in the answer to Question on Notice 216.

Senate Standing Committee on Environment and Communications Legislation

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Department of Broadband, Communications and the Digital Economy

Question No: 223

Program No: Corporate & Business

Hansard Ref: In Writing

Topic: Government Stationery Requirements

Senator Fisher asked:

How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?

Answer:

The Minister's stationery requirements for the 2011-12 financial year are:

- Envelopes (size DL)
- Business cards

Stationery	Cost per unit (GST exclusive)
Envelopes DL	\$0.10
Business cards	\$0.77

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Question No: 224

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Media Subscriptions

Senator Fisher asked:

1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
 - a. If yes, please provide the reason why, the cost and what channels.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
2. Does your department or agencies within your portfolio subscribe to newspapers?
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
3. Does your department or agencies within your portfolio subscribe to magazines?
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?

Answer:

1.
 - a. Subscription to Foxtel enhances overall media monitoring in the department. Channels include:
 - Sky News
 - APAC
 - Sky Business
 - b. The estimated expense for 2011-12 is \$ 4,200 (GST exclusive).
 - c. The expenses to 31 January 2012 were \$1,668.17 (GST exclusive).
2.
 - a. Monthly newspaper subscriptions enhance overall media monitoring, and ensures staff are informed of major policy issues and stakeholder views. The department subscribes to the following newspapers:
 - The Age
 - The Australian
 - The Canberra Times
 - The Daily Telegraph
 - Australian Financial Review
 - Sydney Morning Herald
 - The Herald Sun
 - b. The estimated expense for 2011-2012 is \$14,500 (GST exclusive).
 - c. The expenses to 31 January 2012 were \$8,282.91 (GST exclusive)

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3.
 - a. The department's library subscribes to magazines and relevant journals, such as BRW, Communications Day and Telecommunications Journal of Australia, to ensure staff are informed and have access to information and relevant research to develop policy.
 - b. The estimated expense for 2011-12 is \$32,224 (GST exclusive).
 - c. The expenses to 31 January 2012 were \$22,876.09 (GST exclusive).

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Question No: 225

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Travel Costs

Senator Fisher asked:

- a. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- b. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- c. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- d. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- e. Are employees taking the most direct route when travelling? If not, please explain why.
- f. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the cost per employee.
- g. When SES employees travel, do any support or administrative staff (such as their Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

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Answer:

- a. - c. Costs of official travel by Ministers, Parliamentary Secretaries and accompanying ministerial staff are paid for by the Department of Finance and Deregulation (Finance). The Ceremonial and Hospitality Branch (CERHOS) of the Department of the Prime Minister and Cabinet is responsible for gifts.

For the financial year to 31 January 2012, no departmental officers travelled overseas with the Minister.

Departmental officers at times travel interstate to attend a meeting with the Minister or to provide support at an event the Minister has travelled to. However, the department's financial travel records do not differentiate from such trips and would not be able to identify with any accuracy when departmental officers have accompanied the Minister on a domestic visit.

- d. For the financial year to 31 January 2012 the total departmental spend for domestic travel was \$1.293m and \$0.206m for international travel. The department does not record travel data in a way that would readily allow individual components of travel to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
- e. All air travel within the department is undertaken in accordance with the principle of utilising the lowest practical fare. Additionally, prior to any travel occurring, delegates are required to ensure that the proposed travel arrangements meet the requirements of Regulation 9 of the Financial Management and Accountability Act 1997.
- f. Yes. For the financial year to 31 January 2012, the department paid for fourteen employees' lounge memberships (2 SES and 12 non-SES officers), in line with the department's CEIs and supporting documentation. These include lounge memberships with Qantas and Virgin. The department does not record data in a way that would allow answering cost per employee. The total cost is \$5,952.00 GST exclusive.
- g. While there may be instances where Executive Assistants or other administrative staff members travel at the same time as an SES officer, this travel is assessed on a needs basis and is subject to the same value for money considerations as all other travel undertaken by departmental staff.

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Question No: 226, 227

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Education Expenses

226 Senator Fisher asked:

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

227 Senator Fisher asked:

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), 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
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part

Any costs the department or agency's incurred to use the location

Answer:

The department conducted a range of in-house training programs for the period 1 July 2011- 31 January 2012 broadly covering, leadership, legal awareness and technical and personal skills development. A total of 459 staff attended these internal programs; some staff attended more than one session. Staff also attended conferences, seminars and professional skills training provided by external organisations.

The department has 32 employees participating in tertiary studies through the department's studies assistance program. The department's study leave policy provides for up to 5 hours study leave per week, up to a maximum of 75 hours per semester. In addition staff are entitled to up to 3 hours

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per week for travel time if required. The actual time taken by each officer varies and is agreed at the commencement of each semester with their delegate.

The total expenditure for the period 1 July 2011 – 31 January 2012 relating to staff training (both internal and external) and associated costs, seminars, conferences, study assistance was \$515,295 (GST exclusive).

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Question No: 228

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Media Training

Senator Fisher asked:

In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), 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
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location

Answer:

The department has not purchased media training services during 2010-11 and year-to-date in 2011-12.

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Question No: 229

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Paid Parental Leave

Senator Fisher asked:

- a. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- b. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

Answer:

- a. Eligibility for the Government's Paid Parental Leave Scheme is determined by the Family Assistance Office and is subject to a number of criteria including a work and income test.
- b. The department registered to participate in the scheme and was prepared to receive and make payments from 1 January 2011. This financial year, two claims have been received and the respective payments have been made.

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Question No: 230

Program No: Corporate & Business

Hansard Ref: In Writing

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Senator Fisher asked:

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

Answer:

1. Nil
2. Nil
3. Nil

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Question No: 231

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Corporate Cars

Senator Fisher asked:

- a. How many cars are owned by each department and agency in your portfolio?
- b. Where is the car/s located?
- c. What is the car/s used for?
- d. What is the cost of each car for this financial year to date?
- e. How far did each car travel this financial year to date?

Answer:

- a. Nil
- b. N/A
- c. N/A
- d. N/A
- e. N/A

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Question No: 232

Program No. Corporate & Business

Hansard Ref: In Writing

Topic: Provision of Equipment

Senator Fisher asked:

- a. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
- b. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

Answer:

- a. Yes. The Minister and his staff are provided with electronic equipment to assist in carrying out their duties. The equipment provided generally includes a desktop computer, either a mobile phone or personal digital assistant (pda for phone and email) and a device for remote access to the department's network. In addition, the suites at Parliament House, and Treasury House in Melbourne, are set up with desk telephones, networked printers and video conferencing facilities.
- b. Departmental staff are provided with access to a workstation, desk phones, networked printers or multi-function devices and video conferencing facilities. SES Officers, and other approved staff, may also be issued with either a mobile handset or pda, and a device for remote access to the department's network.

For the Minister, his staff and Departmental staff the equipment costs fall into the range of:

- a. Workstation: \$1,000 - \$1,300
- b. Desk telephone: \$200 - \$300
- c. Network printer: \$1,100 - \$1,800 *
- d. Multi-function device (Printer, copier, scanner and fax): \$8,000 - \$9,500 *
- e. Mobile handset (either a phone or pda) : \$500 - \$1,000
- f. Portable device (either laptop or ipad): \$800 - \$2,000

* Network printers, multi-function devices and video conferencing facilities are generally accessed by staff in a number of sections.