

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Budget Estimates Hearings May 2013**  
**Broadband, Communications and the Digital Economy Portfolio**  
**Department of Broadband, Communications and the Digital Economy**

**Question No: 220**

**Program No: Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Government Advertising**

**Senator BIRMINGHAM asked:**

I want to start by following up on some of the issues or questions flowing from the minister's opening statement today. Obviously some might be dealt with here and others might be dealt with later tonight. I am lacking a rather key individual for that purpose at present. In his absence, I will start elsewhere and come back to them. The funding for advertising of the NBN will conclude this financial year. Is that correct?

**Mr Robinson:** That is correct.

**Senator BIRMINGHAM:** And how much will have been spent in total?

**Mr Robinson:** Our total budget for the year was \$24.9 million. This is for the metropolitan advertising campaign. We will be below that by a relatively small margin. At the end of April, we had spent \$23.2 million, with some payments yet to be made.

**Senator BIRMINGHAM:** And how will the final spending breakdown relate in terms of ad-buy versus creative et cetera?

**Mr Robinson:** I would have to take that on notice.

**Answer:**

With respect to the answer provided 30 May 2013, the expense of \$23.2 million was actually to 29 May 2013. With regard to the total budget, expenses to 30 June 2013 were:

- Media advertising: \$15.5 million;
- Creative and production: \$5.4 million;
- Other, including web design, call centre, research, departmental support, etc: \$4.0 million.

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**Question No: 336**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Hospitality and Entertainment**

**Senator Birmingham asked:**

1. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.

**Answer:**

1. Details of the former Minister's office hospitality expenses from 1 July 2012 to 30 April 2013 are provided in the table below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Total (GST Excl)</b>
05/02/2013	Canberra	Dinner with portfolio executives	\$185.82

2. The Department's financial management system does not allow for a distinction between spending on 'hospitality' and 'entertainment'. Any entertainment expenses will be included within the total hospitality spend.
3. At this stage the Department does not expect to pay for any expenses relating to hospitality for the Minister for the remainder of the 2012-13 financial year.
4. At this stage the Department does not expect to pay for any expenses relating to entertainment for the Minister for the remainder of the 2012-13 financial year.

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**Question No: 337**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Meeting Costs**

**Senator Birmingham asked:**

1. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

1. Nil as at 30 April 2013.
2. At this stage the Department does not expect to pay for any expenses relating to meeting costs for the Minister for the remainder of the 2012-13 financial year.

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**Question No: 338**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Program Launch Costs**

**Senator Birmingham asked:**

1. For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

The Department does not capture program launch expenditure in a way that really enables any costs to be directly attributed between the Minister, Department, grant recipients etc. Accordingly the Department is not in a position to provide the information requested.

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**Question No: 339**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Stationery requirements**

**Senator Birmingham 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 Department's expenses relating to government (Ministers/Parliamentary Secretaries) stationery requirements from 1 July 2012 to 30 April 2013 were \$1,039.00 (GST excl).

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**Question No: 340**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Training for Portfolio Minister and Parliamentary Secretaries**

**Senator Birmingham 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: 341**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Provision of Equipment**

**Senator Birmingham asked:**

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. 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.

**Answer:**

1. The Minister and his staff are provided either a mobile phone or personal digital assistant (PDA for phone and email). The type of device provided is determined by the functionality required. The cost for a mobile handset (either phone or PDA) is \$500 - \$1000.
2. Communication expenses reported from the Department's financial management system includes expenses on items such as: PDAs, portable devices, wireless cards, broadband, fax machines, land lines, mobile phones, etc. To attempt to provide disaggregated data would involve an unreasonable diversion of Departmental resources.

Communication expenses for the Minister's Office from 1 July 2012 to 30 April 2013 were \$28,441.57 (GST excl).

3. Yes. The Minister and his staff are provided with electronic equipment to assist in carrying out their duties. The equipment provided includes items such as: 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 Wi-Fi, networked printers and video conferencing facilities.

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**Question No: 342, 362**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Media Monitoring**

**Senator Birmingham asked:**

What is 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 these services for the year 2012-13?
- c. What has been spent providing these services this financial year to date?

**Topic: Media Monitoring**

**Senator Birmingham 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 these services for the year 2012-13?
- c. What has been spent providing these services this financial year to date?

**Answer: 342**

The Department has one media monitoring contract for these services, which includes the Minister's office, and these costs cannot be split.

- a, b. See the answer to Questions on Notice 458 and 478 from the October 2012 Supplementary Budget Estimates.
- c. \$216,814.29 (GST excl) has been spent providing these services for 1 July 2012 to 30 April 2013.

**Answer: 362**

Please refer to QoN 342 Budget Estimates Hearings May 2013.

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**Question No: 343**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Board Appointments**

**Senator Birmingham asked:**

1. Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

**Answer:**

1-3.

A list of all current boards is outlined at (2) below. For other details, refer to previous tabled responses to Senate Order 13. Also available on the Department's website at:

[Senate Order on Board Appointments \(Senate Order13\)](#).

2. The following table reflects the gender ratio (45.8% Female: 54.2% Male) as at end April 2013, of portfolio boards/bodies, excluding the non-Government appointments (Managing Director positions ABC, Australia Post, SBS and the Staff elected position on the ABC board).

<b>Board/Body</b>	<b>Gender Ratio</b>
Australian Broadcasting Corporation	4 Female: 3 Male
Australian Communications and Media Authority	1 Female: 5 Male
Australia Post	3 Female: 4 Male
NBN Co	4 Female: 4 Male
Regional Telecommunication Independent Review Committee	2 Female: 4 Male
Special Broadcasting Service	5 Female: 3 Male
Telecommunications Universal Service Management Agency	3 Female: 3 Male

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**Broadband, Communications and the Digital Economy Portfolio**

**Question No: 344**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Community Cabinet**

**Senator Birmingham asked:**

1. Provide an update of how many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. 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. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

**Answer:**

Refer to the response to October 2012 Supplementary Estimates Questions on Notice 455 and February 2013 Additional Estimates Questions on Notice 409 for details to 31 January 2013.

From 1 February to 30 April 2013, three Community Cabinet meetings were held. The former Minister attended all three meetings held on 20 February 2013 at Aberfoyle Park, South Australia, 27 March 2013 at Thornlie, Western Australia and 17 April 2013 at Ringwood, Victoria.

A Departmental officer attended the Aberfoyle Park and Thornlie Community Cabinet meetings. The total cost of airfares and accommodation was \$3,705.63 (GST excl). Other expenses totalled \$196.78 (GST excl).

Information on travel costs relating to the former Minister and Ministerial staff is not held by the Department. Ministerial staff and their arrangements are managed by the Department of Finance and Deregulation.

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**Broadband, Communications and the Digital Economy Portfolio**

**Question No: 345**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Reviews**

**Senator Birmingham 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) Has the Government responded to all reviews within the timeframe? If not, why not?
- f) What is the estimated cost of each of these Reviews?
- g) What reviews are planned?
- h) When will each of these reviews be concluded?

**Answer:**

As at 31 July 2013, the attached table provides details on Government Reviews undertaken by the BCDE portfolio. Current and Planned Reviews section responds to parts (a) - (b) - (g) - (h).

The Completed section identifies those reviews completed since the February 2013 Additional Estimates Question on Notice 410. This section responds to parts (b) - (c) - (d) - (e) - (f).

## Government Portfolio Reviews – Current, Planned and Completed (as at 31 July 2013)

<b>CURRENT REVIEWS</b> <i>(statutory/non-statutory)</i>	<b>TIMING AND EXPECTED REPORTING DATES</b>
<p align="center"><u>Non - Statutory</u></p> <p><b>Review of the Integrated Public Number Database (IPND)</b></p>	<p>It is anticipated that the final review report will be provided to the Minister, seeking approval for a final round of consultation, in late 2013.</p>
<p align="center"><u>Statutory Review</u></p> <p><b>Review of policies and procedures relating to the identification of listed points of interconnection (section 151DC of the Competition and Consumer Act 2010)</b></p>	<p>The ACCC has provided the final review report to the Minister. The Minister must table the report in both houses of Parliament within 15 sitting days.</p>
<p align="center"><u>Statutory Review</u></p> <p><b>Regional Commercial Radio Local Content Triennial Review</b></p>	<p>The report of the review is expected to be completed in 2013. The Minister is required to table a report of the review in Parliament within 15 sitting days after completion of the report.</p>
<p align="center"><u>Non-Statutory Review</u></p> <p><b>Review of section 43A of the <i>Broadcasting Services Act 1992</i> (local content on certain regional commercial television broadcasters)</b></p>	<p>This review is expected to be completed by the ACMA no later than December 2013. The ACMA will have 15 days after the completion of the review to provide the report to the Minister.</p>

<b>PLANNED REVIEWS</b> <i>(statutory/non-statutory)</i>	<b>TIMING AND EXPECTED REPORTING DATES</b>
<p align="center"><u>Statutory Review</u></p> <p><b>Independent review of the operation of Division 16 of Part XIB of the <i>Competition and Consumer Act 2010</i></b></p>	<p>A reviewer has been appointed and public consultation is expected to commence in the first quarter of 2013-14. The final report is expected in October 2013. The Minister must table the report in both houses of Parliament within 15 sitting days of receiving the report.</p>
<p align="center"><u>Statutory Review</u></p> <p><b>Review of Part XIC of the <i>Competition and Consumer Act 2010</i> and associated legislation.</b></p>	<p>Section 152EOA of the <i>Competition and Consumer Act 2010</i> requires the Minister to cause to be conducted a review of the operation of Part XIC of the CCA and other related provisions, and specified provisions of the <i>National Broadband Network Companies Act 2011</i>. The review is to be conducted before 30 June 2014.</p>
<p align="center"><u>Statutory Review</u></p> <p><b>Review of the development and regulation of digital radio and restricted data casting services</b></p>	<p>The Minister must under Section 215B of the <i>Broadcasting Services Act 1992</i> cause to be conducted a review before 1 January 2014. The review report must be tabled in each House of Parliament within 15 sitting days of that House after the completion of the report.</p>
<p align="center"><u>Statutory Review</u></p> <p><b>Review of the use of spectrum for the transmission of digital radio services and restricted datacasting services</b></p>	<p>The Minister must under Section 313B of the <i>Radiocommunications Act 1992</i> cause to be conducted a review before 1 January 2014. The review report must be tabled in each House of Parliament within 15 sitting days of that House after the completion of the report.</p>
<p align="center"><u>Non-Statutory Review</u></p> <p><b>Review of Australian content levels on commercial television</b></p>	<p>On 20 March 2013, the former Minister tabled in Parliament a commitment to undertake a formal review of the impact of the <i>Broadcasting Legislation Amendment (Convergence Review and Other Measures) Act 2013</i> on sub-quotas and Australian content on commercial television main and multichannels in one year. The former Minister's undertaking did not specify a reporting date, or whether a report would be tabled in Parliament</p>
<p align="center"><u>Non-Statutory Review</u></p> <p><b>Media Access Review #2</b></p>	<p>The former Minister announced on 3 December 2010 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. The precise timeframe for this review is not yet determined.</p>
<p align="center"><u>Non-statutory</u></p> <p><b>Removal of pre-selection in relation to the standard telephone service</b></p>	<p>In June 2012 pre-selection was relaxed on the basis it would be fully reviewed within three years. The review needs to be conducted and completed before June 2015. The matter may be considered in the context of the review under section 152EOA of the <i>Competition and Consumer Act 2010</i>.</p>

<b>COMPLETED REVIEWS</b> <i>(statutory/non-statutory)</i>	<b>ESTIMATED COSTINGS AND REPORTING DATES</b>	
<u>Non-Statutory Review</u>  <b>2011 Review of the Interactive Gambling Act 2001</b>	<b>WHAT IS THE ESTIMATED COST OF THIS REVIEW</b>	\$428 009 (GST incl)
	<b>TIMING AND EXPECTED REPORTING DATE</b>	<p><i>When will the Government be responding to the respective reviews that have been completed:</i></p> <p>The final report was released by the Government on 12 March 2013. The Government announced it would:</p> <ul style="list-style-type: none"> <li>• not be pursuing the recommended changes relating to the trial of online tournament poker or ‘in-play’ sports wagering;</li> <li>• seek the commitment of the States and Territories to develop and implement a national standard for harm minimisation and consumer protection that covers all licensed online gambling activities; and</li> <li>• seek the views of State and Territory Governments on the other recommendations made in the Report</li> </ul> <p>The review’s recommendations will be discussed further with States and Territories before the Government finalises its response.</p>
	<b>HAS THE GOVERNMENT RESPONDED TO THIS REVIEW WITHIN THE TIMEFRAME?</b>	Yes
<u>Non-Statutory Review</u>  <b>Review of the Internet Service Providers Voluntary Code of Practice (icode Review)</b>	<b>WHAT IS THE ESTIMATED COST OF THIS REVIEW</b>	\$76,318 (GST incl)
	<b>TIMING AND EXPECTED REPORTING DATE</b>	<p><i>When will the Government be responding to the respective reviews that have been completed:</i></p> <p>In April 2013 the Department provided the review report to the former Minister. In the same month the former Minister approved the report and wrote to the Internet Industry Association seeking its consideration of the recommendations.</p> <p>The report was published on the Department’s website in May 2013.</p>
	<b>HAS THE GOVERNMENT RESPONDED TO THIS REVIEW WITHIN THE TIMEFRAME?</b>	Yes

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**Broadband, Communications and the Digital Economy Portfolio**

**Question No: 346**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Commissioned Reports**

**Senator Birmingham asked:**

How many Reports have been commissioned by the Government in your department/agency 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.

1. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
2. What is the current status of each report? When is the Government intending to respond to these reports?

**Answer:**

For this financial year to 30 April 2013, a single report was commissioned by the then Minister for Broadband, Communications and the Digital Economy, Senator the Hon Stephen Conroy on 28 November 2012 to identify what lessons can be learnt from the Warrnambool Telstra exchange fire that left more than 60,000 residents without fixed line telecommunications services.

The Department established a small inquiry team to undertake the inquiry comprising one Executive Level 2 officer, one Executive Level 1 officer, one APS level 6 and one APS level 5 officer. In addition to staff expenses of \$151,144.51 (GST excl), the inquiry had supplier expenses of \$137,412.62 (GST excl).

The **terms of reference** for the inquiry were:

1. Receive information from Telstra on the fire in the Warrnambool exchange, including the cause, the extent of the damage, and what services were affected.
2. Receive a report on the fire prevention and mitigation strategies in place and consult on the effectiveness of these strategies.
3. Report on the process of restoring services affected by this fire, including interim services that were provided.
4. Hold a public forum on the impact of this event on the community.
5. Report on the effectiveness of disaster recovery and service continuity planning for telecommunications infrastructure; and whether businesses that might be affected by such events also have appropriate continuity plans.

The report of the Warrnambool exchange fire inquiry was released publicly on 30 May 2013 and is available on the Department's website.

The Department is now engaging with stakeholders including government, industry and business to ensure that disaster mitigation and service recovery plans are as effective as possible if similar events were to occur in the future.

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**Question No: 347**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Pre-election appointments**

**Senator Birmingham asked:**

1. Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.

**Answer:**

As at 30 April 2013, there are no portfolio appointments commencing after 14 September 2013.

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**Question No: 348**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Alternative Policy Costings**

**Senator Birmingham asked:**

Has the Department undertaken any alternative policy costings or advice? If yes, provide details of what these costings or advice were, including provision of costings or advice documents and assumptions used, and who made the request and when.

**Answer:**

To 30 April 2013, the Department has not undertaken any alternative costings or advice.

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**Question No: 349**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Staffing**

**Senator Birmingham:**

- a. How many ongoing staff have been 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 38 ongoing staff have been recruited this financial year to 30 April 2013. The classifications of these staff are as follows:

<b>Classification</b>	<b>Number of staff</b>
Graduates	8
APS 3	2
APS 4	3
APS 6	9
EL 1	6
EL 2	7
SES B1	2
SES B2	1
<b>Total</b>	<b>38</b>

- b. A total of 9 non-ongoing positions exist, with 2 created this financial year (EL1 and APS5). The remaining 7 were created in financial year 2011-2012. The classifications of these staff are as follows:

<b>Classification</b>	<b>Number of staff</b>
APS 4	1
APS 5	2
EL 1	4
EL 2	2
<b>Total</b>	<b>9</b>

- c. A total of 72 employees have been employed on non-ongoing contracts this financial year to 30 April 2013. The average length of their non-ongoing employment period is 7.12 months.

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**Question No: 350**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Staffing**

**Senator Birmingham:**

- a. How many ongoing staff have left the department/agency this financial year to date? What classification were these staff?
- b. How many non-ongoing staff left the department/agency this financial year to date? What classification were these staff?
- c. How many contract staff left the department/agency in the year this financial year to date? What classification were these staff?

**Answer:**

- a. A total of 91 ongoing staff have left the Department this financial year to 30 April 2013. The classifications of these staff are as follows:

<b>Classification</b>	<b>Number of staff</b>
Graduates	1
APS 2	3
APS 3	2
APS 4	7
APS 5	8
APS 6	14
EL 1	31
EL 2	17
SES B1	5
SES B2	2
SES B3	1
<b>Total</b>	<b>91</b>

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- b. A total of 49 non-ongoing staff have left the Department this financial year to 30 April 2013. The classifications of these staff are as follows:

<b>Classification</b>	<b>Number of staff</b>
APS 1	3
APS 3	4
APS 4	11
APS 5	10
APS 6	11
EL 1	5
EL 2	4
SES B3	1
<b>Total</b>	<b>49</b>

- c. The Department only employs staff under the Public Service Act 1999.

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**Question No: 351**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Staffing**

**Senator Birmingham asked:**

1. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.

..

**Answer:**

1. A total of 27 voluntary redundancies have occurred in the period 1 July 2012 to 30 April 2013. Refer to response to Supplementary Budget Estimates Hearing, October 2012 Question on Notice 466, parts j and k.
2. There were no involuntary redundancies in this period.
3. Yes. The Department's expects that staffing will need to fall by around 100 from current levels by the end of 2013-14 (see 4 below). Consequently, the Department has taken a number of steps to address this situation, including:
  - on 24 April 2013, staff within the Department were invited to consider whether they would like to express interest in an offer of voluntary redundancy;
  - an agility register has been implemented to assist with redeploying staff from the winding down/terminating programs within the Department; and
  - external recruitment is by exception only, when the required skills and experience are not available in the Department.
4. With the termination of a range of programs across 2013-2014, staffing numbers will reduce in line with funding. Programs terminating in the 15 months from end April 2013, include:
  - the Digital Television Switchover program;
  - elements of the Regional Telecommunications Review Response; and
  - the Digital Regions Initiative.
5. The Department does not have any plans for involuntary redundancies.

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**Question No: 352**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Public Service Efficiencies**

**Senator Senator Birmingham asked:**

Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108). In addition, please provide the following detail:

1. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?
2. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?

**Answer:**

1. See answer to QoN 467 from the Supplementary Budget estimates Hearing October 2012.
2. The savings relating to the occupational density target for all new leases, buildings and major fit-outs are estimated to be \$47,136 per annum for the Department.

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**Question No: 353**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Public Service Efficiencies**

**Senator Senator Birmingham asked:**

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
4. Has the department/agency reduced its printing costs? If not, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

**Answer:**

1. See answer to Senate Estimate QoN 467 from the Supplementary Budget Estimates Hearing October 2012.
2. See answer to Senate Estimate QoN 467 from the Supplementary Budget Estimates Hearing October 2012.
3. Since 1 July 2012, the Department has advertised all positions online only, with the exception of the SES Band 2, General Counsel position. Print advertising was required in order to attract appropriate candidates for the specialist role. With a move to online recruitment advertising only from 1 July 2012, the Department anticipates savings achieved of approximately \$43,000 in advertising costs in 2012-13 and continuing into the forward estimates.
4. See answer to Senate Estimate QoN 467 from the Supplementary Budget Estimates Hearing October 2012.

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**Question No: 354**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Printing Costs**

**Senator Birmingham asked:**

How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also printed online?

**Answer:**

The details sought about the printing of documents are not captured within a central database. As such, the Department is not in a position to provide the information requested.

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**Question No: 355**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Graduate Recruitment**

**Senator Birmingham asked:**

Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.

Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

As at 30 April 2013, \$7,932.01 has been expensed on 2014 Graduate Recruitment. This includes printed promotional material and participation in career fairs.

In addition to the above costs, a further \$2,597.84 was expensed for travel associated with the promotional campaign.

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**Question No: 356**

**Program No: Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Government Advertising**

**Senator Birmingham asked:**

1. What was the total cost of all advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Please provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Please provide details of each advertising item.
5. Did the advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Please provide the details for each advertising item.
6. Please provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the department/agency undertaking and/or planning to undertake?

**Answer:**

1. Total advertising expenses this financial year to 30 April 2013 were \$27,595,921.60 (GST excl).
2. **Campaign:** Advertising campaigns related to the Digital Switchover program, Retune program and the National Broadband Network (metropolitan campaign) have been run in the current financial year.

The purpose of the Digital Switchover communication campaign is to inform Australians of switchover to digital TV, 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, digital and television advertisements) for the campaign in 2012-13, which were placed by Universal McCann. Administered item campaign advertising expenses for 2012-13 to 30 April 2013 were \$7,659,750.66 (GST excl).

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The purpose of the Retune campaign is to inform Australians that as the final step in the switch to digital-only TV some channels will be changing frequencies and that in order to continue watching all free-to-air channels people will need to retune their digital TV and digital equipment such as digital records. Different areas have different retune days. The retune takes place from April 2013 to December 2014. The advertising agency, BMF, developed creative materials (press, digital and television advertisements) for the campaign in 2012-13, which were placed by Universal McCann. Administered item campaign advertising expenses for 2012-13 to 30 April 2013 were \$1,433,805.47 (GST excl).

A National Broadband Network advertising campaign for metropolitan Australia commenced in 2012-13. The advertising agency, George Patterson Y&R, developed creative materials (press, radio, digital and television advertisements) for the campaign, which were placed by Universal McCann. Administered item campaign advertising expenses for 2012-13 to 30 April 2013 were \$18,308,976.21 (GST excl).

**Non-campaign advertising:** Non-campaign advertising includes graduate recruitment, general recruitment and various discussion papers calling for submissions. Non-campaign advertising expenses for 2012-13 to 30 April 2013 were \$193,389.26 (GST excl).

3. The Department of Finance and Deregulation (Communication Advisory Branch) provided advice with respect to the Digital Switchover communication campaign, the National Broadband Network campaign and the Retune campaign.
4. The Digital Switchover, National Broadband Network and Retune campaigns are being reviewed by the Independent Communications Committee (ICC) at each iteration of campaign activity.
5. The Digital Switchover, Retune and National Broadband Network campaigns all complied with the *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies* (the Guidelines).
6. Refer to (2) above.
7. The Department will continue to focus on promoting digital switchover and the need to retune televisions as regions are 'switched off' and services are 'restacked'.

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**Question No: 357**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Hospitality and Entertainment**

**Senator Birmingham asked:**

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
2. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

**Answer:**

1-2. Details of the Department's hospitality expenditure from 1 July 2012 to 30 April 2013 is provided in the table below. The Department's financial management system does not allow for a distinction between spending on 'hospitality' and 'entertainment'. Any entertainment expenses will be included within the total hospitality expense.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Total (GST Excl)</b>
29/8/12	Canberra	Dinner for Digital Enterprise and Digital Hubs service providers with 77 attendees. Including 6 DBCDE Staff, 2 Presenters and 69 Digital Economy participants of the Digital Enterprise and Digital Hubs Programs	\$3,782.27
27/9/12	Canberra	Gift for Diplomatic Delegation	\$63.59
23/11/12	Canberra	Discussion on Australian Telecommunication Policy and present an award to the Minister. 2 DBCDE staff and 4 industry representatives	\$280.00
29/11/12	Canberra	Gift for Diplomatic Delegation	\$54.05
17/12/12	Warrnambool	Telstra Exchange Fire – Public Forum. Catered for 200 including 7 DBCDE Staff.	\$3,200.00
5/2/13	Canberra	Lunch with ITU Director.	\$280.01
25/2/13	Sydney	Meeting with Hong Kong Government Delegation on switchover issues	\$119.69

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3. The Department does not currently have any hospitality planned that has been agreed and announced by government.
4. The Department does not currently have any entertainment planned that has been agreed and announced by government.
5. The Department has no specific plans to reduce its spending on these items.

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**Question No: 358**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Meeting Costs**

**Senator Birmingham asked:**

1. What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

**Answer:**

The Details sought about the meeting expenses are not captured within a central database. As such, the Department is not in a position to readily provide the information requested. The Department does not keep separate information between Hospitality and Entertainment and meeting expenses.

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**Question No: 359**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Program Launch Costs**

**Senator Senator Birmingham asked:**

1. What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

**Answer:**

The details sought about the Department's program launch spend for this financial year to date are not captured within a central database. As such, the Department is not in a position to provide the information requested.

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**Question No: 360**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Freedom of Information**

**Senator Birmingham asked:**

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. How many FOI request has the Department received for this financial year to date? How many requests have been denied and how many have been granted?
4. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
5. Do any of these requests remain outstanding? If so, how many and why?

**Answer:**

1. 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; policy guidance provided by the Deputy Secretary, Civil Justice and Legal Services Group of the Attorney-General's Department, Mr David Fredericks, on 12 April 2013 in relation to FOI requests seeking access to incoming Secretary or incoming Minister briefs; and a letter of 7 June 2013 from the Secretary of the Attorney-General's Department, Mr Roger Wilkins AO, to the Secretary of the Department in relation to cyber incidents or possible data breaches.
2. 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 2012-13 financial year will be reported by the OAIC. External legal costs associated with FOI processing are reported on AusTender.
3. For this financial year to end April 2013, the Department has received forty (40) FOI requests. Of the forty requests received, seven are ongoing, access was granted in full on two request; access in part on fourteen requests, two requests were transferred to another agency; nine requests were withdrawn by applicants and six requests were refused.
4. For this financial year to end April 2013, the Department has exceeded the processing times outlined in the FOI Act on four occasions. Delays arose due to the complex nature of the requests resulting in extra decision-making time, obtaining legal advice and high workload of officers involved.
5. No.

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**Question No: 361**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Consultancies**

**Senator Birmingham asked:**

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.

2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

**Answer:**

1. Details of the Department's consultancies valued in excess of \$10,000 are available on the AusTender website ([www.tenders.gov.au](http://www.tenders.gov.au)).

While AusTender contains details of contracts valued at \$10,000 or more, it is considered to be an unreasonable diversion of resources for the Department to provide details of consultancies valued at less than \$10,000.

2. Please see response for question 1. In accordance with the Commonwealth Procurement Rules, the Department's Annual Procurement Plan is published on the AusTender website and consists of a short strategic procurement outlook supported by details of planned strategic and major procurements.

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**Question No: 363**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Social Media**

**Senator Birmingham asked:**

1. Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.
2. Does the department/agency monitor usage of social media?
  - a. If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).
  - b. Has there been a change to the department/agency protocols due to staff useage?
  - c. If no, why not? Will the department/agency monitor useage in the future?
3. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours).

**Answer:**

Please refer to the Department's response to Question 480 of the Supplementary Budget Estimates Hearings of October 2012.

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**Question No: 364**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Internet**

**Senator Birmingham asked:**

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

**Answer:**

In 2012-13 to 30 April, there has been one unplanned event that affected internet availability. The cause of this event was high traffic volumes experienced by the service provider. This event affected all staff and the Minister's Office.

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**Question No: 365**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Staff Amenities**

**Senator Birmingham asked:**

What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.

**Answer:**

Refer to answer to QoN 428, Additional Estimates Hearing February 2013.

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**Question No: 366**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Coffee machines - Purchased**

**Senator Birmingham asked:**

1. Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

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**Question No: 367**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Coffee Machines - Rented**

**Senator Birmingham asked:**

1. Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why are coffee machines rented?
3. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
4. Where does the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

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**Question No: 368**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Contractors**

**Senator Birmingham asked:**

1. For this financial year to date:

- a) Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b) Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c) Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

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**Answer:**

- a) The Department has not engaged Hawker Britton during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- b) The Department has not engaged Shannon's Way during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- c) The Department has not engaged John Utting & UMR Research Group during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- d) The Department has not engaged McCann-Erickson during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- e) The Department has not engaged Cutting Edge during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- f) The Department has not engaged Ikon Communications during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- g) The Department has not engaged CMAX Communications during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- h) Boston Consulting Group is a vendor on the Department's Governance Services Panel and as at 30 April 2013 the Department was considering seeking quotes from Boston Consulting Group and other vendors on that Panel.
- i) The Department has not engaged McKinsey & Company during the period from 1 July 2012 to 30 April 2013 and has no plans for future engagement.
- j) Details of the Department's contracts valued in excess of \$10,000 are available on the AusTender website ([www.tenders.gov.au](http://www.tenders.gov.au)).

While AusTender contains details of contracts valued at \$10,000 or more, it is considered to be an unreasonable diversion of resources for the Department to provide details of contracts valued at less than \$10,000.

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**Question No: 369**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Grants**

**Senator Birmingham asked:**

1. Could the department/agency provide an update list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

**Answer:**

1. Since 1 January 2009, all grants, discretionary and non-discretionary, made by the Department have been published on the Departmental website at [www.communications.gov.au](http://www.communications.gov.au)
2. During the period 1 July 2012 to 30 April 2013, one grant was not published on the Department/Agency's website within the required timeframe. This grant has since been published and can be found on the Departmental website at [www.communications.gov.au](http://www.communications.gov.au).

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**Question No: 370**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Government Payments of Accounts**

**Senator Birmingham asked:**

For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?

1. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.
2. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
3. Where interest is being paid, what rate of interest is being paid and how is this rate determined.

**Answer:**

1. For the period 1 July 2012 to 30 April 2013, 3,499 payments were made of which 3,185, or 91%, were made within 30 days of receipt of a correctly rendered invoice. The average number of days for all payments was 18 days.
2. In line with Finance Circular No 2012/02, interest is payable to small businesses on request from the small business for payments made after 30 days and on, or prior to 60 days, from receipt of the correctly rendered invoice, or via a self-generated payment for penalty interest where payments are made after 60 days from receipt of the correctly rendered invoice. No invoices have been received and no interest has been paid.
3. Not applicable.

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**Question No: 371**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Stationery Requirements**

**Senator Birmingham asked:**

What are the department/agency's stationery costs for the financial year to date?

**Answer:**

The Department's stationery costs are recorded in an account that includes consumables, such as toner cartridges, kitchen supplies and the like. To attempt to provide data would involve an unreasonable diversion of Departmental resources.

The Department's expenses for stationery and other consumables for the period 1 July 2012 to 30 April 2013 was \$115,628.09.

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**Question No: 372**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Media Subscriptions**

**Senator Birmingham asked:**

1. What pay TV subscriptions does your department/agency have?
2. Please provide a list of what channels and the reason for each channel.
3. What is the cost for this financial year to date?
4. What newspaper subscriptions does your department/agency have?
5. Please provide a list of newspaper subscriptions and the reason for each.
6. What is the cost for this financial year to date?
7. What magazine subscriptions does your department/agency have?
8. Please provide a list of magazine subscriptions and the reason for each.
9. What is the cost for this financial year to date?

**Answer:**

1. The Department subscribes to one pay TV service – Foxtel.
2. The channels subscribed to are: APAC, Sky News, Sky Business and CNN. The Department subscribes to these channels in order to keep apprised of national and international news, interview, and commentary on issues relevant to the Department's achievement of its core functions.
3. Total expenses on these subscriptions for this financial year to date (30 April 2013) was \$6,063.55 (GST excl).
4. The Department subscribes to eight newspapers.
5. These are: The Sydney Morning Herald, The Financial Times, The Canberra Times, The Australian, The Australian Financial Review, The Herald Sun, The Age and The Daily Telegraph. The Department subscribes to these newspapers in order to keep apprised of issues raised in the print media that are relevant to the Department's achievement of its core functions.
6. Total expenses for newspaper subscriptions for this financial year to date (30 April 2013) was \$42,321.37 (GST excl).
7. The Department subscribes to six magazines.
8. These are: Media Week, Broadcasting, Facility Management, The Economist, Choice and Executive Assistant magazines. The Department subscribes to these magazines in order to keep apprised of developments across all facets of the industry that are relevant to the Department's achievement of its core functions.
9. Total expenses for magazine subscriptions for this financial year to date (30 April 2013) was \$1,442.61 (GST excl).

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**Question No: 373**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Travel Costs**

**Senator Birmingham asked:**

1. For the financial year to date, please detail all travel for departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
6. 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 total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an 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.
8. Does the Department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

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**Answer:**

Refer to the responses to February Additional Estimates Hearings Questions 411 and 436 for details to 31 January 2013.

1. Aside from Community Cabinet (refer to the response to QoN 344), the Department does not record travel data in a way that would readily allow individual domestic trips to be identified. With regard to international travel, for the period 1 February 2013 to 30 April 2013, departmental officials did not accompany the Minister. Departmental officials were in Beijing at the same time as the Minister, however, they were attending separate meetings.
2. For the period 1 February 2013 to 30 April 2013 the total expense for departmental officers was \$0.283 million (GST excl) for domestic travel and \$0.096 million (GST excl) 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.
3. The Department does not record travel related planning data in a way that would readily allow the identification of travel plans for the rest of this financial year. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
4. The Department does not record travel related planning data in a way that would readily allow the identification of travel plans for the rest of this financial year. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
5. All travel undertaken by the Department is in accordance with the requirements of Finance Circular No. 2012/04 for domestic travel. Compliance is monitored through the analysis of data provided by the Department's travel management company.
6. Yes. For the period 1 February 2013 to 30 April 2013, the Department paid for three employees' lounge memberships (3 non-SES officers), in line with the Department's CEIs and supporting documentation. These include lounge memberships with Qantas and Virgin. The total expense was \$1,327 (GST excl).
7. 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.
8. The Department does not elect to offset emissions for employees work related travel.

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**Question No: 375, 376**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Question 375**

**Topic: Education expenses**

**Senator Senator Birmingham asked:**

1. What is the department/agency's guidelines on study?
2. 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, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Question 376**

**Topic: Executive Coaching and Leadership Training**

**Senator Senator Birmingham 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 (provide a breakdown for each employment classification)
4. The names of all service providers engaged
5. For each service purchased from a provider listed under (4), please provide:
  - a. The name and nature of the service purchased
  - b. Whether the service is one-on-one or group based
  - c. The number of employees who received the service and their employment classification
  - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e. The total amount spent on the service
  - f. A description of the fees charged (i.e. per hour, complete package)
6. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used
  - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)

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- 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 Department's guidelines on study have not changed since the Additional Estimates Hearings February 2013.

The Department does not disaggregate between educational expenses, coaching services or training and, therefore, the costs cannot be readily split. The total training and education expenses for the period 1 July 2012 - 30 April 2013 relating to staff training (both internal and external) and associated costs, seminars, conferences, coaching, study assistance was \$962,109.28 (GST excl).

The Department conducted a range of in-house training programs over the period 1 July 2012 - 30 April 2013 covering: leadership, management, coaching, legal awareness, APS values and code of conduct, Indigenous cultural awareness and technical and personal skills development. A total of 576 staff attended these internal programs; some staff attended more than one session. Staff also attended conferences, seminars leadership programs and professional skills training provided by external organisations. The department has 54 employees participating in tertiary studies through the Department's studies assistance program.

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**Question No: 377**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Media Training**

**Senator Birmingham 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 (provide a breakdown for each employment classification)
4. The names of all service providers engaged
5. For each service purchased from a provider listed under (4), please provide:
  - 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)
6. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used
  - b. The number of employees who took part on each occasion
  - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  - d. Any costs the department or agency's incurred to use the location

**Answer:**

No media training has been undertaken.

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**Question No: 378**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Paid Parental Leave**

**Senator Birmingham asked:**

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. 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 and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.

**Answer:**

1. 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.
2. The Department registered to participate in the scheme and was prepared to receive and make payments from 1 January 2011. For the 2012/13 financial year to 30 April 2013, 15 claims have been received and the respective payments have been made. Classifications for these employees are as follows:

<b>Classification</b>	<b>Number of employees</b>
APS5	1
APS6	3
EL1	8
EL2	3
Total	15

3. The Department's Enterprise Agreement provides for an additional six weeks of paid maternity leave in addition to the entitlements provided in the *Maternity Leave (Commonwealth Employees) Act 1973*. An eligible spouse or de facto is also granted four weeks of full pay leave on the occasion of the birth or adoption of a child. For the 2012/13 financial year to 30 April 2013, 32 staff have used paid maternity leave and 11 staff have used paid 'paternity' leave.

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**Question No: 379**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Corporate Cars**

**Senator Birmingham asked:**

1. How cars are owned by each department/agency?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

**Answer:**

1. Nil
2. N/A
3. N/A
4. N/A
5. N/A

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**Question No: 380**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Taxi Costs**

**Senator Birmingham asked:**

1. How much did each department/agency spend on taxis this financial year to date? Please provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

**Answer:**

1. For the period 1 July 2012 to 30 April 2013, total departmental expense on taxis was \$195,919 (GST excl). The Department does not record taxi expense data in a way that would readily allow individual business groups to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. The use of taxis 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: 381**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Hire Cars**

**Senator Birmingham asked:**

1. How much did each department/agency spend on hire cars this financial year to date? Please provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?

**Answer:**

1. For the period 1 July 2012 to 30 April 2013, total departmental expense on hire (rental) cars was \$18,074 (GST excl). The Department does not record hire car expense data in a way that would readily allow individual business groups to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. The use of hire/rental cars (eg Thrifty) 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: 382**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Credit Cards**

**Senator Birmingham asked:**

1. Please provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
  - a. What action is taken if the corporate credit card is misused?
  - b. How is corporate credit card use monitored?
  - c. What happens if misuse of a corporate credit card is discovered?
  - d. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
  - e. What action is taken to prevent corporate credit card misuse?

**Answer:**

1. As at 30 April, there were 230 active cardholders in the Department. An official is eligible for a corporate credit card where the official:
  - is an SES officer;
  - purchases property or services on behalf of the Department;
  - travels on official business on behalf of the Department; or
  - is an officer who books travel on behalf of travellers.
2.
  - a. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - b. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - c. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - d. Since the Additional Estimates Hearings in February 2013, there has been one instance where an officer has accidentally used a corporate credit card for personal payment. The officer have been counselled and reminded of their obligations. All monies have been fully recovered.
  - e. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.

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**Question No: 383**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Electricity Purchasing**

**Senator Birmingham asked:**

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity costs for this financial year to date?

**Answer:**

1. The Department purchases electricity as part of the Whole of Government (WoG) Electricity Contract managed by the Department of Defence, Directorate of Energy and Safety, Defence Support Operations.
2. The Department's expenses for electricity for the period 1 July 2012 to 30 April 2013 were \$241,213.61 (GST excl).

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Information provided to the Greens and Independents**

**Senator Birmingham asked:**

1. Have any briefings been provided to the Australian Greens? If yes, please include:
  - a. How are briefings requests commissioned?
  - b. What briefings have been undertaken? Provide details and a copy for each briefing.
  - c. Provide details of what information has been provided and a copy of the information.
  - d. Have any briefing requests been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed.
  - e. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Please provide a breakdown for each employment classification.
  
2. Have any briefings been provided to the Independents? If yes, please include:
  - a. How are briefings requests commissioned?
  - b. What briefings have been undertaken? Provide details and a copy of each briefing.
  - c. Provide details of what information has been provided and a copy of the information.
  - d. Have any briefing requests been unable to proceed? If yes, provide details of what the briefings were and why it could not proceed.
  - e. How long is spend preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Please provide a breakdown for each employment classification.
  - f. Which Independents have requested briefings and/or information?

**Answer:**

For the period 1 February to end May 2013:

1. (a) – (e) & 2. (a) – (e)

Please refer to the tabled response to Senate Estimates Question on Notice 448 asked in February 2013 as this remains current.

2. (f)

The Department's central parliamentary correspondence system indicates that Mr Oakeshott, Mr Slipper and Mr Wilkie have sent correspondence to the former Minister or asked a Parliamentary Question on Notice during the period 1 February to 31 May 2013.

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**Question No: 385**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Shredders**

**Senator Birmingham asked:**

Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

**Answer:**

No shredders have been purchased since the Additional Estimates Hearings, February 2013.

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**Question No: 386**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Protective Security Policy Framework**

**Senator Birmingham asked:**

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

**Answer:**

Refer to QoN 450 February 2013 Additional Estimates Hearing.

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**Question No: 387**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Office Locations**

**Senator Birmingham asked:**

Please provide a list of all office locations for all departments and agencies within the portfolio by:

- a. Department/Agency;
- b. Location;
- c. Leased or Owned;
- d. Size;
- e. Number of Staff at each location and classification;
- f. If rented, the amount and breakdown of rent per square metre;
- g. If owned, the value of the building;
- h. Depreciation of buildings that are owned;
- i. Type of functions and work undertaken.

**Answer:**

As at 30 April 2013, there had been no change to office locations from that provided in QoN 507 at the Supplementary Budget Estimates Hearings, October 2012.

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**Question No: 388**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Communications Staff**

**Senator Birmingham asked:**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
  - a. How many ongoing staff, the classification, the type of work they undertake and their location.
  - b. How many non-ongoing staff, their classification, type of work they undertake and their location
  - c. How many contractors, their classification, type of work they undertake and their location
  - d. How many are graphic designers?
  - e. How many are media managers?
  - f. How many organise events?
2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

1. As at 30 April 2013, there were 18 FTE staff in the Department engaged in public relations, communications and media. All staff were based in Canberra except for one ongoing EL1 Public Affairs Officer who is based in Sydney and one non-ongoing APS6 Public Affairs Officer who is based in Perth.
  - a. 11 ongoing FTE staff: 4 EL2 Public Affairs Managers, 4 EL1 Public Affairs, 3 Communication Advisers (APS 6).
  - b. 6 non-ongoing FTE staff: 3 EL1 Public Affairs, 3 Communication Advisers (APS 6).
  - c. One contractor at the APS 5 level supporting graphic design work.
  - d. 2 FTE staff were graphic designers.
  - e. 1 FTE was a media manager.
  - f. 7 staff in the Media Team (2 ongoing FTE and 5 non-ongoing FTE) assisted in coordinating events with other areas of the Department as at 30 April 2013.
2. The Department does not have an independent media studio.

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**Question No: 389**

**Program No. Corporate & Business**

**Hansard Ref: In Writing**

**Topic: Provision of Equipment**

**Senator Birmingham asked:**

Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of that is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

**Answer:**

Yes. SES officers, and other approved staff, are generally provided with a mobile phone or smartphone, and a device for remote access to the Department's network. The purchase price for equipment for Department staff falls into the range of:

- i. Mobile handset (either phone or PDA): \$500 - \$1,000 (GST incl)
- ii. Portable device (either laptop or iPad): \$800 - \$2,000 (GST incl)
- iii. Wireless card: \$220 (GST incl)

Communication expenses reported from the Department's financial management system includes expenses on items such as: smartphones, portable devices, wireless cards, broadband, fax machines, land lines, mobile phones etc. To attempt to provide disaggregated data would involve an unreasonable diversion of Departmental resources.