

**SENATE ECONOMICS LEGISLATION COMMITTEE**  
**QUESTIONS ON NOTICE – BUDGET ESTIMATES - JUNE 2013**  
**RESOURCES, ENERGY AND TOURISM PORTFOLIO**

Q No.	Senator	Division/ Agency	Broad Topic	Question	Proof Hansard page & Hearing date or Written question	Date received by secretariat	Date tabled
BR1	Siewert	RET – Resources Division	Acreage Releases	<p><b>Senator SIEWERT:</b> You might need to take this on notice or, a double bang, take it on notice since this is my last question. What is the number of times in the last five years that acreage has been released and particular areas not taken up or been returned? Does that make sense?</p> <p><b>Ms Constable:</b> I understand where you are going. We will have to take that on notice.</p> <p><b>Senator SIEWERT:</b> Yes, if you could take it on notice. Then, if you know, what is the rate or percentage of the amount that has been released that has actually then led to physical exploration? In other words, how successful are they in terms of taking on acreage and then actually having it lead to physical exploration programs?</p> <p><b>Ms Constable:</b> I will take that on notice.</p>	Page 111 3.6.13	19/07/2013	
BR2	Bushby	RET – Resources Division	Coal Industry Jobs	<p><b>Senator BUSHBY:</b> Can you tell me how many coal industry jobs has actually disappeared in the past 12 months?</p> <p><b>Ms Constable:</b> I do not have that number at hand, but I would say that over the last few years about 9,000 jobs overall that have disappeared in the coal sector. I would have to get you the exact figures and timeframes. The figures are right but the exact timeframe I will have to take on notice.</p> <p><b>Senator BUSHBY:</b> How many are still employed in the coal industry?</p> <p><b>Ms Harman:</b> Sorry, Senator, could you please repeat your question?</p> <p><b>Senator BUSHBY:</b> We just heard that 9,000 jobs have been lost in the coal industry over the last few years. I am wondering how many are still employed directly in the industry.</p> <p><b>Ms Harman:</b> I may not have to hand all the job losses that have occurred. I could take you through the job losses.</p>	Page 113-115 3.6.13	19/07/2013	

			<p><b>Mr Comley:</b> Just the total employed and still employed in the coal industry.</p> <p><b>Ms Harman:</b> That may take me a moment.</p> <p><b>Senator BUSHBY:</b> That is okay. If you have other interesting things you could read out along the way I would probably be interested in that.</p> <p><b>Ms Harman:</b> I do not think I have that figure.</p> <p><b>Ms Constable:</b> We will have to take that on notice, Senator. Sorry. [Answered on Page 115]</p> <p><b>Senator BUSHBY:</b> Presumably it is more than the 9,000 already lost, though? Last I heard there were 50,000-odd or that sort of scale. Is the department aware of any disruptions or delays to the construction of the Gorgon project in Western Australia?</p> <p><b>Mr Comley:</b> We are certainly aware that there has been a revision to the cost estimates for the Gorgon project. The reason I am hesitating a little bit is to remember the sequence of when announcements are made. We would certainly not be aware of additional delays other than what has been announced by the joint venturers, which was the announcement that, I think, changed the cost and timing schedule and increased the total project cost from \$43 billion to \$52 billion. That is the most recently available information on the Gorgon project.</p> <p><b>Senator BUSHBY:</b> In respect of that announcement, what is the department's understanding of the causes and the dimensions of any impacts from those delays?</p> <p><b>Mr Comley:</b> We have had a number of conversations with the joint venture partners. Some of it relates to the nature of the site that they are working on, which poses some logistical problems in terms of moving material and scheduling the work. That has had some impact on the productivity of the site because it can affect the sequencing of the work and, therefore, whether materials are available at the right time. Other elements, I think, may be just related to when you do big one-off projects. You learn on the way as to what the best way to do it is. I think the site is the thing that is quite significant, as well as other productivity issues that have impacted on the overall timing.</p> <p><b>Senator BUSHBY:</b> Do other productivity issues include shortage of skilled labour?</p> <p><b>Mr Comley:</b> To be honest, that has not been much of an issue raised with me. I think there have been issues raised with me in terms of getting the teams themselves to increase their productivity and sequencing that with supplies available to the island. They have been the main issues raised with me.</p>			
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BR3	Urquhart	RET – Resources Division	457 Visa Workers in the Resources Sector	<p><b>Senator URQUHART:</b> I want to continue on the issue of 457 visas. You indicated that there had been labour market testing. Can you give some detail, because you talked about skilled and semiskilled jobs, on what exactly that encompasses?</p> <p><b>Ms Constable:</b> Can you clarify your question? In relation to the labour market testing itself?</p> <p><b>Senator URQUHART:</b> You talked about the fact that there had been labour market testing and that 457 visa workers were useful in the resource industry in skilled and semiskilled positions. That is what I understood you to say. I am just wondering what that labour market testing entailed. What sort of a process did that go through? Can you</p>	Page 115 3.6.13	19/07/2013	

				<p>elaborate on that?</p> <p><b>Ms Constable:</b> That is really a question for the Department of Immigration and Citizenship, because the labour market testing requirements are specifically enforced by them and they take responsibility for that labour market testing. They would look at the availability of workers and do sampling as part of the enforcement procedures in the department. So that really is a question for that department.</p> <p><b>Senator URQUHART:</b> But can you elaborate on what those roles actually are? You talked about skilled and semiskilled, so I am interested as to what sorts of classifications that involved or what it actually entailed.</p> <p><b>Ms Constable:</b> The skilled positions relate to positions such as engineers for projects. That is a good example of professional skills that would be required. Semiskilled relates to a whole range of trades, including welders, boilermakers—</p> <p><b>Senator CAMERON:</b> That is the first time I have heard a trade described as 'semiskilled', I must say. That is a new definition. Being a tradesman, I have never been described as semiskilled.</p> <p><b>Ms Constable:</b> The trade says they relate as the classifications are put forward. That is how they are specified: trades and semiskilled.</p> <p><b>Senator CAMERON:</b> Obviously not by tradesmen.</p> <p><b>CHAIR:</b> Wait a minute. Senator Urquhart has the call.</p> <p><b>Senator CAMERON:</b> Don't panic.</p> <p><b>CHAIR:</b> All right. Don't interrupt.</p> <p><b>Senator URQUHART:</b> You mentioned that 'semiskilled' is tradespeople. Can you outline again exactly what those trades are? How are they defined when the labour market testing is done? What are the definitions used when trades or semiskilled are called for?</p> <p><b>Ms Constable:</b> I will have to take that on notice and refer it to the Department of Immigration and Citizenship.</p> <p><b>Senator URQUHART:</b> It would be great if you could take that on notice and get back to me.</p>			
<b>BR4</b>	<b>Ludlam</b>	<b>RET – Energy Efficiency Division</b>	<b>CSIRO Report – Residential Rating Project</b>	<p><b>Senator LUDLAM:</b> I have three quick issues to raise in the brief time remaining. If it was not already canvassed before I got here, I understand that DRET commissioned CSIRO to prepare a report on residential energy efficiency, the residential ratings project. Has that been received by the department and when are you proposing to release it?</p>	<b>Page 117-118 3.6.13</b>	<b>19/07/2013</b>	

				<p><b>Mr Divall:</b> Senator, could I just ask the name of the report you are after?</p> <p><b>Senator LUDLAM:</b> The residential ratings project.</p> <p><b>Mr Divall:</b> We have an early draft of that, which I have not seen, where we have provided some feedback to CSIRO. It is in early draft and there will probably be a couple of other iterations of that. It is not available at this point in time.</p> <p><b>Senator LUDLAM:</b> Could you provide on notice when you expect it to be finalised, the process that you propose to follow in finalising it and who you are consulting with prior to finalisation of the draft and publication?</p> <p><b>Mr Divall:</b> I could provide you some response now or I could take it on notice. Effectively we are going to a consultation group in July.</p> <p><b>Senator LUDLAM:</b> A public group?</p> <p><b>Mr Divall:</b> It will be a group that has expertise in this area. I am happy to take on notice the remainder of your question.</p> <p><b>Senator LUDLAM:</b> Do you want to give us an example of the representation on that group? Is it all internal departmental people?</p> <p><b>Mr Divall:</b> No, it will not be internal, it will be external.</p>			
<b>BR5</b>	<b>Ludlam</b>	<b>RET – Resources Division</b>	<b>Radioactive Waste Facility – Breakdown of Funding over the Next Four Years</b>	<p><b>Senator LUDLAM:</b> Some external as well, thank you. Now I am going to jump halfway across the country to Muckaty. There was quite a significant amount in the budget, an additional \$35.7 million over four years, to secure a suitable volunteer site and for initial scoping and design work to establish a regional consultative committee and so on for the national radioactive waste dump. Has the department met with NLC executive members, full council members, TOs or any other NLC representatives regarding the nomination of a second site?</p> <p><b>Mr Sheldrick:</b> The department has not specifically met with, I think you said, the Northern Land Council.</p> <p><b>Senator LUDLAM:</b> I listed a range of stakeholders, but the key to the question is regarding a second site and who you have met with regarding a second nomination.</p> <p><b>Mr Sheldrick:</b> We have not met specifically about an additional nomination. We have had correspondence from the Northern Land Council about their proposal to nominate an additional site.</p> <p><b>Senator LUDLAM:</b> Okay. They contacted you, you did not contact them?</p> <p><b>Mr Sheldrick:</b> They contacted the minister.</p>	<b>Page 118-119 3.6.13</b>	<b>19/07/2013</b>	

			<p><b>Senator LUDLAM:</b> Could you provide for us the location of that second site, either a map or reasonably precise coordinates of the proposed location?</p> <p><b>Mr Sheldrick:</b> We do not have coordinates for the additional site. We understand it is on the station but we do not have any specific details with regard to coordinates.</p> <p><b>Senator LUDLAM:</b> So, the Northern Land Council has not provided the government with precise details of a second site?</p> <p><b>Mr Sheldrick:</b> That is correct.</p> <p><b>Senator LUDLAM:</b> But they have indicated that there may be one and that a nomination could be forthcoming?</p> <p><b>Mr Sheldrick:</b> That is correct.</p> <p><b>Senator LUDLAM:</b> Could you provide us, again on notice, some indication of how the sum of \$35.7 million over the forward estimates is to be broken down, whether it is all departmental costs or whether some of that includes payments to, for example, traditional owners, or the land council, or overseas trips such as the one that, I believe, just occurred in Spain?</p> <p><b>Ms Constable:</b> There are a range of initiatives, which sit both in administered and departmental, across the issues you have raised. We are certainly happy to provide you some estimates broadly. We cannot give you specifics because a number of consultancies will need to occur over the next few years. That is a matter of procurement.</p> <p><b>Senator LUDLAM:</b> Consultancies, because presumably if you after a second site, all the work that Parsons Brinckerhoff et al did is now invalid.</p> <p><b>Mr Sheldrick:</b> If an additional site is put forward there will need to be some site characterisation work undertaken.</p> <p><b>Senator LUDLAM:</b> Understood. So a rough breakdown would be good with particular regard to payments to traditional owners either through the Northern Land Council or directly for further nominations.</p> <p><b>Ms Constable:</b> We are not able to give you figures on that. We do not have a second site nomination at this particular stage.</p> <p><b>Senator LUDLAM:</b> So that would not be budgeted for yet?</p> <p><b>Ms Constable:</b> That is correct.</p>			
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<b>BR6</b>	<b>Cameron</b>	<b>RET – Resources Division</b>	<b>457 Visas – Classification of Trades &amp; Professions</b>	<p><b>Senator CAMERON:</b> Ms Constable, I have just looked at the Department of Immigration and Citizenship website. I can find nowhere where a section 456 visa is classified as semiskilled. It is all skilled. Could you take on notice and provide me with details of why a skilled tradesman would be classified by your department as semiskilled?</p> <p><b>Ms Constable:</b> It is possibly a terminology issue. I will certainly take that on notice and give you the correct classifications and all of the types of trades and professions that are listed. As I said, it was—</p> <p><b>Senator CAMERON:</b> At least you admit you have made a mistake instead of doing a 'yes, Senator'.</p> <p><b>Ms Constable:</b> I will certainly provide that information.</p>	<b>Page 119 3.6.13</b>	<b>19/07/2013</b>	
<b>BR7</b>	<b>Bushby</b>	<b>Geoscience Australia</b>	<b>Exploration in the Sorrell Basin</b>	<p><b>Senator BUSHBY:</b> Has there been any exploration in the Sorell Basin as a result of the acreage releases in past years?</p> <p><b>Dr Pigram:</b> Can I take that on notice and we will let you know what the activity is in that area?</p> <p><b>Senator BUSHBY:</b> Okay.</p> <p><b>Dr Pigram:</b> Our future work program is going to examine that area south of Tasmania. We call it the South Tasman Rise. It is in pretty difficult waters and it is quite deep, but, as part of understanding the full potential of the marine jurisdiction, that is one of the areas that we know probably least about, so we will examine that sometime in the next few years.</p> <p><b>Senator BUSHBY:</b> Thank you.</p>	<b>Page 121 3.6.13</b>	<b>19/07/2013</b>	
<b>BR8</b>	<b>Ronaldson</b>	<b>RET – Corporate Services</b>	<b>Transfer of a Second Deputy Secretary to the Portfolio</b>	<p><b>Senator RONALDSON:</b> Given there was a direct report to the secretary from the tourism division before, why was it viewed as necessary to put an extra deputy secretary on?</p> <p><b>Mr Comley:</b> In fact, the former secretary had been considering for some time whether there should be a second deputy secretary within the department. The advent of the machinery-of-government change, which brought in a little over another 200 staff into the department, really triggered the threshold where it was sensible to operate the department with two deputy secretaries rather than one deputy secretary.</p> <p><b>Senator RONALDSON:</b> But you had a transfer of one deputy. You have effectively taken the transfer of one depsec across to the resources area, haven't you? It was previously a deputy secretary. You say there has been nothing taken out, but you have had the energy put in. Why would you have not just taken that person across with the energy and left the direct report as it was?</p>	<b>Page 64 4.6.13</b>	<b>19/07/2013</b>	



				<p><b>Mr Comley:</b> My discussions with the former secretary, Drew Clarke, and my observations in the early period is that it was actually not probably a long-term, sustainable arrangement to have the direct report from the division through to the secretary. Once the department increased in size by another 200 people that exacerbated the issue of needing to have a second deputy secretary. In fact, as is common practice, divisions typically report through a deputy secretary.</p> <p><b>Senator RONALDSON:</b> How far had Drew Clarke's discussions gone in relation to the need for another depsec?</p> <p><b>Mr Comley:</b> My understanding is that Drew Clarke had had conversations with the Public Service Commissioner about what was the right number of deputy secretaries in the department.</p> <p><b>Senator RONALDSON:</b> When was that discussion?</p> <p><b>Mr Comley:</b> You would have to ask Mr Clarke.</p> <p><b>Senator RONALDSON:</b> You were speaking to him. Did he indicate to you when he had had those discussions? Was it after there was going to be the change or before?</p> <p><b>Mr Comley:</b> My understanding is that Mr Clarke had been considering whether there should be a second deputy within the department for some time. When I say some time, I suspect more than a year. This had been an ongoing issue about the right balance of senior resources are.</p> <p><b>Senator RONALDSON:</b> Had that been put to the minister?</p> <p><b>Mr Comley:</b> I would have to take that on notice. I do not have a recollection of whether Mr Clarke had spoken to the minister. Immediately that it was announced that I was moving into the portfolio I had a discussion with Mr Clarke around what the appropriate senior resourcing structure was. At that time he indicated that there had always been a question in his mind whether it was sustainable to have one deputy.</p>			
BR9	Ronaldson	RET – Corporate Services	Tourism Division Head Position – Number of Applicants	<p><b>Senator RONALDSON:</b> I am sure you can detail at great length Ms Lewis's tourism experience to be put into a role such as that. Can you do that for me?</p> <p><b>Mr Comley:</b> I can outline at length Ms Lewis's capacity to perform as a first assistant secretary.</p> <p><b>Senator RONALDSON:</b> No, you are going to outline for me, please, which was my question, what Ms Lewis's tourism experience is. I do not want to know about the other matters. She is the head of the tourism division. You are going to outline for me, please, what her tourism experience is.</p>	Page 66 4.6.13	19/07/2013	

			<p><b>Mr Comley:</b> With respect, Senator, when we look at the application of anyone to a position within the Public Service there is a range of duties that they have to discharge.</p> <p><b>Senator RONALDSON:</b> Is the answer no, Mr Comley, so that we do not waste a lot of time going round and round in circles? Are you telling me that Ms Lewis has no tourism experience? If it is, just tell me and I can get on with some other questions.</p> <p><b>Mr Comley:</b> I think, Senator, it would depend on how you would define tourism experience.</p> <p><b>Senator RONALDSON:</b> Has she hopped on a plane as well, as the minister sitting there thought she is automatically qualified for the job?</p> <p><b>Mr Comley:</b> For example, in Ms Lewis's background she has worked extensively in the immigration area. When we deal with stakeholders in tourism one of the issues that invariably comes up is the interaction between the tourism sector and the immigration area. In the tourism division one of the most important things is to manage the grants program. To manage a grants program it is actually quite useful to have managed grants programs elsewhere to be well across the guidance within the Public Service as to how that is done, to manage probity. Those are the sorts of experiences that Ms Lewis brings to the role and complements the members of the tourism division that have more direct tourism industry experience.</p> <p><b>Senator RONALDSON:</b> I put it to you that, in relation to direct tourism experience, Ms Lewis has none whatsoever. Can I ask you to go through the application process for this position?</p> <p><b>Mr Comley:</b> Ms Lewis was also transferred under a section 72 transfer under the machinery-of-government change.</p> <p><b>Senator RONALDSON:</b> Is this a direct transfer?</p> <p><b>Mr Comley:</b> Yes.</p> <p><b>Senator RONALDSON:</b> So, there was no process, no engagement process. Had you called for applications for the position?</p> <p><b>Mr Comley:</b> There had been an application process in train. At the time of the machinery-of-government change I looked at the application process, looked at the fact that Ms Lewis was available under a section 72 transfer, and judged that she was the best person for the job.</p> <p><b>Senator RONALDSON:</b> So there was a process in place, was there, to appoint this divisional head?</p> <p><b>Mr Comley:</b> There was a process.</p>			
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<b>BR10</b>	<b>Ronaldson</b>	<b>RET – Corporate Services</b>	<b>Tourism Division Head Position – Experience Requirements</b>	<p><b>Senator RONALDSON:</b> What were the selection criteria, out of interest?</p> <p><b>Mr Comley:</b> There were five selection criteria: there was shaped strategic thinking; there was achieves results; there was exemplifies personal drive and integrity; there was cultivate productive working relationships; and there was communicates with influence. In fact they were the standard SES selection criteria.</p> <p><b>Senator RONALDSON:</b> There was no requirement for any tourism experience at all in this initial application process, none at all?</p> <p><b>Mr Comley:</b> My recollection is that was the case. That is standard practice for an SES appointment.</p> <p><b>Senator RONALDSON:</b> Do you want to check that?</p> <p><b>Mr Comley:</b> I can check that.</p>	<b>Page 67 4.6.13</b>	<b>19/07/2013</b>	
<b>BR11</b>	<b>Ronaldson</b>	<b>RET – Corporate Services</b>	<b>Tourism Division Head Position – Date Advertised</b>	<p><b>Mr Comley:</b> When the machinery of government was announced, it was clear that some staff were going to be moving from Climate Change to DRET and some were moving to Industry and Innovation. I spoke to every SES, including Ms Lewis and asked, 'Which department would you prefer to work in if there was a choice?' And I said in the context of Ms Lewis, 'I have one vacancy at the band 2 level. That vacancy is in the Tourism Division. Would you be interested in that?'</p> <p><b>Senator RONALDSON:</b> When did the process start for the new Tourism Division head?</p> <p><b>Mr Comley:</b> I would have to take the precise details on notice. My recollection is that had been running for some time before the announcement of me becoming secretary. It might have been a month or two in advance of that.</p> <p><b>Senator RONALDSON:</b> How long before these apparent machinery of government changes was that?</p>	<b>Page 69 4.6.13</b>	<b>19/07/2013</b>	

				<p><b>Mr Comley:</b> Again, we could take on notice the precise time, but I think that the machinery of government changes only took place two weeks after I became secretary. I think the process had been in train for at least a month, possibly two months, before the machinery of government change was announced.</p>			
BR12	Waters	RET – Tourism	<p><b>Report on the Economic Impact of the Current Mining Boom on the Australian Tourism Industry</b></p>	<p><b>Senator WATERS:</b> I have some questions about the report on the economic impact of the current mining boom on the Australian tourism industry. I am sure that you are all very sad to leave staffing matters and move to policy matters. When was this report commissioned?</p> <p><b>Dr Jago:</b> The report was commissioned a couple of years ago—before my time. The advisory board, about a year and a half to two years ago decided to do a study on this.</p> <p><b>Senator WATERS:</b> Okay. When was it completed?</p> <p><b>Dr Jago:</b> It was completed late last year.</p> <p><b>Senator WATERS:</b> You said that the advisory board—</p> <p><b>Dr Jago:</b> The Tourism Research Advisory Board, which has oversight of the research agenda for the industry.</p> <p><b>Senator WATERS:</b> Are they able to commission things of their own volition or do they need a direction from someone?</p> <p><b>Dr Jago:</b> They do not commission research. The board was appointed to look after the research agenda. It is the board that Tourism Research Australia answers to.</p> <p><b>Senator WATERS:</b> It was completed late last year.</p> <p><b>Dr Jago:</b> Correct.</p> <p><b>Senator WATERS:</b> I discovered it only very recently. Can you confirm when it was placed on the department's website?</p> <p><b>Dr Jago:</b> It was placed on the website as soon it was released. I will have to take on notice when it was finished. <i>[Answered on Page 74]</i></p> <p><b>Senator WATERS:</b> That would be great. My understanding is that it was put up on the website in January.</p> <p><b>Dr Jago:</b> It was put up when it came out. It may have been very late last year so that it went on the website in either December or January—that could be correct. But it was put on the web almost immediately after completion.</p> <p><b>Senator WATERS:</b> Almost immediately. Could you take on notice what the delay was and particularly what the reasons for the delay.</p> <p><b>Dr Jago:</b> I will check, but I do not believe that there was any delay.</p>	Page 71-72 4.6.13	19/07/2013	

			<p><b>Senator WATERS:</b> Good. If you could confirm that for me, that would be good. How was the report publicised?</p> <p><b>Dr Jago:</b> I assume that a briefing went to the minister. There is normally a media release to go with it.</p> <p><b>Senator WATERS:</b> Okay. There was not one in this instance. Why is that?</p> <p><b>Dr Jago:</b> I cannot answer that.</p> <p><b>Senator WATERS:</b> Is there anyone here who can?</p> <p><b>Dr Jago:</b> Tourism Research Australia has begun issuing media releases with its reports, but that only commenced about four or five weeks ago. Prior to that, we did not issue releases. If someone else wished to issue a release, they could.</p> <p><b>Senator WATERS:</b> I see. So when you said 'normally' it is only normal as of the last month.</p> <p><b>Dr Jago:</b> Yes. As of now, all TRA reports have a media release. But that is a recent change.</p> <p><b>Senator WATERS:</b> Prior to that, reports done by subsidiary bodies were not promoted or noted by the department?</p> <p><b>Dr Jago:</b> They could be. It was released. Maybe the minister's office or another agency would put out a release.</p> <p><b>Senator WATERS:</b> Was there a draft? Is this something for which a draft media release would normally be prepared, either for the minister or the department to look at? You have just clarified that, actually. You said that in the last few weeks Tourism Research Australia—</p> <p><b>Dr Jago:</b> Yes. We now produce our own releases. They go to the minister's office for information. But we put them out separately.</p> <p><b>Senator WATERS:</b> Okay. Prior to this new process taking effect, would your body have provided a draft media release either to the department or to the minister?</p> <p><b>Dr Jago:</b> What would usually happen is that the media office would produce something, we would fact check it to make sure that the information in it was correct and then it would be released by the media office.</p> <p><b>Senator WATERS:</b> Okay. So why was that not what happened in this instance?</p> <p><b>Dr Jago:</b> I am not able to say.</p>			
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				<p><b>Senator WATERS:</b> Is there anyone from the media office who is able to give the reason why that normal process was not followed?</p> <p><b>Dr Jago:</b> We can take it on notice. I do not believe that there is anyone from the office here.</p> <p><b>Senator WATERS:</b> Okay. I am just intrigued to know why this one was buried, effectively.</p> <p><b>Dr Jago:</b> It was on the website, so I am not sure that it was buried.</p>			
<b>BR13</b>	<b>Waters</b>	<b>RET – Tourism Division</b>	<b>Release of the Supplementary Technical Report</b>	<p><b>Senator WATERS:</b> There is a reference in the report to a supplementary technical report that explains the modelling. I am quite interested in that. It is referred to several times and it says that the technical report will be released in early 2013. We are mid-2013 now. What is the progress of that supplementary technical report?</p> <p><b>Dr Jago:</b> Slow. We have a draft. We have an agent going through it at the moment. It is behind schedule because other priorities have taken over.</p> <p><b>Senator WATERS:</b> And you are anticipating releasing that anytime soon?</p> <p><b>Dr Jago:</b> Yes. I am happy to come back to you with a specific date after I check on it. But it probably will not be for a number of weeks.</p> <p><b>Senator WATERS:</b> By the time that you come back to me, I suspect that the date might have passed. Can you give me a bit of an indication on when you are expecting to release it?</p> <p><b>Dr Jago:</b> I would expect by the end of the financial year.</p>	<b>Page 73 4.6.13</b>	<b>19/07/2013</b>	
<b>BR14</b>	<b>Waters</b>	<b>RET – Tourism Australia</b>	<b>Strategy to Assist the Tourism Industry after the Mining Boom – QLD Effects</b>	<p><b>Senator WATERS:</b> Okay. Considering that commodity prices have come down off the boil somewhat, is the department preparing a strategy to help the tourism industry flourish after the mining boom ends?</p> <p><b>Mr McEvoy:</b> The industry has been going pretty well alongside the resources and energy sectors of Australia. We have six straight quarters of growth in domestic tourism. We have had three years of yield growth in international tourism. We also have an Australian outbound market that is strong. It is perhaps a bit of an untold sector how the tourism sector has actually been doing reasonably well, despite the dollar and despite, as you say, a really strong resources sector.</p> <p><b>Senator WATERS:</b> A shortage of beds.</p>	<b>Page 74 4.6.13</b>	<b>19/07/2013</b>	

				<p><b>Mr McEvoy:</b> The numbers are continuing to improve. We have had a particular good last couple of quarters internationally and domestically. My view is that in the future it will be one of those great sectors that continues to thrive in Australia.</p> <p><b>Senator WATERS:</b> Could you take on notice some details about the Queensland effects of that.</p>			
<b>BR15</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Tourism Related Initiatives and Management</b>	<p>Regarding Program 3 (Tourism Related Initiatives and Management) within the Department of Resources, Energy and Tourism:</p> <ol style="list-style-type: none"> <li>a. What is the number of full time, part time, casual and total staff currently employed in this program?</li> <li>b. What is the current number of salary bands available, including for the SES?</li> <li>c. What are the current salary ranges for each salary band?</li> <li>d. What is the total cost of staffing expenses for: <ol style="list-style-type: none"> <li>i. 2011-12; and</li> <li>ii. 2012-13?</li> </ol> </li> <li>e. In dollar terms, what proportion of the Program Support funding was, and is, allocated to the implementation of the National Long-Term Tourism Strategy for: <ol style="list-style-type: none"> <li>i. 2011-12;</li> <li>ii. 2012-13;</li> <li>iii. 2013-14;</li> <li>iv. 2014-15; and</li> <li>v. 2015-16?</li> </ol> </li> <li>f. In percentage terms, what proportion of the Program Support funding was, and is, allocated to the implementation of the National Long-Term Tourism Strategy for: <ol style="list-style-type: none"> <li>i. 2011-12;</li> <li>ii. 2012-13;</li> <li>iii. 2013-14;</li> <li>iv. 2014-15; and</li> <li>v. 2015-16?</li> </ol> </li> <li>g. How much of the Government’s \$6 million election commitment for the National Long-Term Tourism Strategy was, and will be, allocated in: <ol style="list-style-type: none"> <li>i. 2010-11;</li> <li>ii. 2011-12;</li> </ol> </li> </ol>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

				<ul style="list-style-type: none"> <li>iii. 2012-13;</li> <li>iv. 2013-14;</li> <li>v. 2014-15;</li> <li>vi. 2015-16; and</li> <li>vii. outside the forward estimates?</li> </ul> <p>h. How will the Government's \$6 million election commitment for the National Long-Term Tourism Strategy be allocated for each working group?</p> <p>i. For each of the following working groups in the National Long-Term Tourism Strategy, what is: i) the total funding available for each working group or stream (through the Tourism Ministers' Council); and ii) the Commonwealth's contribution, for:</p> <ul style="list-style-type: none"> <li>i. Destination Management Planning Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>ii. Digital Distribution Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>iii. Indigenous Tourism Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>iv. Industry Resilience Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>v. Investment and Regulatory Reform Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>vi. Labour and Skills Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>vii. Research and Development Advisory Board (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16);</li> <li>viii. Tourism Access Working Group (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16); and</li> <li>ix. Tourism Quality Council of Australia (for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16)?</li> </ul>			
<b>BR16</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>T-QUAL Grants Program</b>	<p>For the additional \$40 million allocated to the TQUAL Grants programme as part of the Government's election commitments:</p> <ul style="list-style-type: none"> <li>a. How will this \$40 million be allocated in each financial year? (<i>e.g. \$10m each year?</i>)</li> <li>b. Will it all be expended in the forward estimates?</li> <li>c. How many funding rounds will be conducted with this money?</li> </ul>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	



				<p>d. Has any of the \$40 million been allocated to meet specific elections commitments, or will the entire pool be distributed, on application, by the Department? (If allocated as election commitments, please seek a list of all commitments, including amount committed, project name, project description and electorate).</p> <p>e. What part of the \$40 million will be distributed as grants and what part will be allocated to administration and advertising expenses?</p> <p>f. What are:</p> <ol style="list-style-type: none"> <li>i. the number of TQUAL grants awarded;</li> <li>ii. the total value of TQUAL grants awarded;</li> <li>iii. the total administrative costs for TQUAL grants; and</li> <li>iv. The total advertising and marketing costs for TQUAL grants for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16?</li> </ol>			
<b>BR17</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>T-QUAL Accreditation</b>	<p>What is the number of businesses that have been accredited with T-QUAL Accreditation for:</p> <ol style="list-style-type: none"> <li>a. Queensland;</li> <li>b. New South Wales;</li> <li>c. Victoria;</li> <li>d. Australian Capital Territory;</li> <li>e. Tasmania;</li> <li>f. South Australia;</li> <li>g. Northern Territory; and</li> <li>h. Western Australia?</li> </ol>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR18</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Budget for the Tourism Quality Council of Australia</b>	<p>What was, and is, the total budget for the Tourism Quality Council of Australia for 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR19</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Facilitating the growth of domestic and international tourism</b>	<p>What has the Department of Resources, Energy and Tourism done to facilitate the growth of domestic and international tourism?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR20</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Regulatory barriers to tourism</b>	<p>What has the Department of Resources, Energy and Tourism done to address regulatory barriers to tourism? And what partners has the Department of Resources, Energy and Tourism worked with to address these barriers?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

<b>BR21</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Planning and management of border security, transport linkages and safety</b>	What has the Department of Resources, Energy and Tourism done to support adequate planning and management of border security, transport linkages and safety to enhance tourism security? And what government agencies has the Department of Resources, Energy and Tourism worked with to support this planning and management?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR22</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Infrastructure development to assist Tourism</b>	What has the Department of Resources, Energy and Tourism done to ensure that infrastructure development contributes to the competitiveness of the tourism sector? And, what other government agencies and stakeholders has the Department of Resources, Energy and Tourism worked with to ensure this contribution (list all that apply)?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR23</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Promotion of the development of innovative products, services or systems within the tourism industry</b>	What has the Department of Resources, Energy and Tourism done to support the promotion of the development of innovative products, services or systems within the tourism industry to improve the quality of Australia’s tourism products and services?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR24</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Indigenous tourism businesses</b>	How has the Department of Resources, Energy and Tourism worked collaboratively with stakeholders to support the development of sustainable Indigenous tourism businesses? And what stakeholders has the Department of Resources, Energy and Tourism worked with (list all that apply)?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR25</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Ensuring that the Government’s labour and skills policies contribute to a sustainable and productive tourism industry</b>	What has the Department of Resources, Energy and Tourism done to actively engage with government agencies to ensure that the Government’s labour and skills policies contribute to a sustainable and productive tourism industry? And what agencies has the Department of Resources, Energy and Tourism engaged with (list all that apply)?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR26</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Resilience of the tourism industry</b>	How has the Department worked with relevant partners to improve the resilience of the tourism industry and its capacity to adapt to changing circumstances? What partners has the Department of Resources, Energy and Tourism worked with to improve this resilience?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

<b>BR27</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Facilitating research and statistics for business investment and tourism policy development</b>	How has the Department of Resources, Energy and Tourism facilitated the provision of research and statistics to support business investment and to guide tourism policy development?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR28</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Tourism Policy Advice</b>	Regarding the Department’s commitment to deliver the provision of accurate, timely and effective policy advice to the Minister and Government on tourism related issues:	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
				<ul style="list-style-type: none"> <li>a. What is the number of speeches the Department has drafted for the Minister’s use?</li> <li>b. What is the number of speeches the Department has drafted for the use of other Government Members of Parliament or Staff?</li> <li>c. Can you please list all Government Members of Parliament who have had speeches drafted by the Department of Resources, Energy and Tourism?</li> <li>d. What is the number of media releases the Department has drafted for the Minister’s use?</li> <li>e. What is the number of media releases the Department has drafted for the use of other Government Members of Parliament or Staff?</li> <li>f. Can you please list all Government Members of Parliament who have had media releases drafted by the Department of Resources, Energy and Tourism?</li> <li>g. What was, and is so far, the total number of briefing notes that have been sent to the Minister’s office from the Tourism Division in: <ul style="list-style-type: none"> <li>i. 2008-09;</li> <li>ii. 2009-10;</li> <li>iii. 2010-11;</li> <li>iv. 2011-12; and</li> <li>v. 2012-13?</li> </ul> </li> </ul>			

<b>BR29</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Tourism Key Stakeholders</b>	<p>Regarding the Department’s commitment to deliver engagement with key stakeholders to ensure that tourism interests are taken into account in the broader context of Australian Government policy development:</p> <ol style="list-style-type: none"> <li>a. What is the number of organisations the Department defines as key stakeholders</li> <li>b. Can you please list the names of all organisations the Department defines as key stakeholders?</li> </ol>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR30</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Participation in multilateral and bilateral forums</b>	Can the Department please list all multilateral and bilateral forums it has participated in to influence beneficial outcomes for the Australian tourism industry?	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR31</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Staffing in Tourism Australia</b>	<p>Regarding Tourism Australia:</p> <ol style="list-style-type: none"> <li>a. What is the number of full time, part time, casual and total staff currently employed?</li> </ol>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
				<ol style="list-style-type: none"> <li>b. What is the current number of salary bands available, including for the SES?</li> <li>c. What are the current salary ranges for each salary band?</li> <li>d. What was, and is, the total cost of staffing expenses for 2010-11, 2011-12 and 2012-13?</li> <li>e. What was, and is, the number of corporate cost saving initiatives, including any ongoing savings initiatives, implemented by Tourism Australia in 2009-10, 2010-11, 2011-12 and 2012-13? <ol style="list-style-type: none"> <li>i. What was the value of each cost saving item in each year?</li> <li>ii. What was the total cost of all initiatives in each year?</li> <li>iii. For each cost saving measure, is the cost saving ongoing or temporary?</li> </ol> </li> <li>f. What was, and is, the number of employees that have left the organisation through: <ol style="list-style-type: none"> <li>i. resignation;</li> <li>ii. redundancy;</li> <li>iii. other separation method;</li> <li>iv. for each year of 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16?</li> </ol> </li> <li>g. What was, and is, the value of total recruitment costs for each year of 2010-11, 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16?</li> </ol>			

<b>BR32</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Premises leased by Tourism Australia</b>	<p>What is the number of premises leased for use by Tourism Australia?</p> <p>a. What is the per square metre, and total rental costs per annum, for each premise?</p> <p>b. What is the address of each premise leased for use by Tourism Australia?</p> <p>c. Where TA joins another agency or department in a premise, what, if any, contribution is made by TA to the operating expenses of that premise?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR33</b>	<b>Ronaldson</b>	<b>RET – Tourism Division</b>	<b>Lands and buildings owned by Tourism Australia</b>	<p>For each of the lands and buildings owned by Tourism Australia:</p> <p>a. What is the value?</p> <p>b. What is the date of the valuation?</p> <p>c. What is the address of the property?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR34</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Expenditure in Program 1.1 for Industry Development</b>	<p>Of the expenditure in Program 1.1 for Industry Development, what proportion of that would be spent either in Australia or in Australian dollars?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR35</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia’s procurement of, or expenditure on, research</b>	<p>Excluding Tourism Research Australia, of those research activities that remain within TA, such as consumer behaviour research and so on, what was, and is, the value of Tourism Australia’s procurement of, or expenditure on, research in:</p> <p>a. 2009-10;</p> <p>b. 2010-11;</p> <p>c. 2011-12; and</p> <p>d. 2012-13?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR36</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Expenditure in Program 1.2 for strengthening the travel distribution system</b>	<p>Of the expenditure in Program 1.2 for strengthening the travel distribution system, what proportion of that would be spent either in Australia or in Australian dollars?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

<b>BR37</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Trade events</b>	<p>Please provide a list of each trade event TA organised, coordinated, or participated in 2009-10, 2010-11, 2011-12 and, to date, in 2012-13?</p> <p>a. What was the name of each event?</p> <p>b. Where was each event held (name the city, state and country)?</p> <p>c. What was the financial cost to TA for each event, or what was the profit returned to TA for each event?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR38</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Aussie Specialist Program</b>	<p>As at 1 July 2012, what is the total number of travel agents in the ‘Aussie Specialist Program’?</p> <p>– What was the number at 1 July 2009?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR39</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – TA and business</b>	<p>What is the percentage of stakeholders indicating that TA helps their business? Please provide a five year history of this KPI as achieved by TA.</p> <p>a. How does TA define a stakeholder that is measured by this program?</p> <p>b. Can TA please list all organisations considered by it to be stakeholders?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR40</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Budget for Business Events Australia</b>	<p>What was, and is, the total budget for Business Events Australia and, of this total budget, what is the split between government and industry funding, for:</p> <p>a. 2010-11;</p> <p>b. 2011-12;</p> <p>c. 2012-13;</p> <p>d. 2013-14;</p> <p>e. 2014-15; and</p> <p>f. 2015-16?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR41</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Financial allocation to domestic marketing</b>	<p>Of the remaining funding available for leisure consumer marketing, what was, and is, the financial allocation to domestic marketing for:</p> <p>a. 2010-11;</p> <p>b. 2011-12;</p> <p>c. 2012-13;</p> <p>d. 2013-14;</p> <p>e. 2014-15; and</p> <p>b. 2015-16?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

<b>BR42</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Australia – Funding available for leisure consumer marketing</b>	<p>Of the remaining funding available for leisure consumer marketing, what was, and is, the financial allocation for international marketing for each international market (e.g. China, Japan, UK etc) and what is the currency in which marketing is procured for that market, for:</p> <ul style="list-style-type: none"> <li>a. 2010-11;</li> <li>b. 2011-12;</li> <li>c. 2012-13;</li> <li>d. 2013-14;</li> <li>e. 2014-15; and</li> <li>f. 2015-16?</li> </ul>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR43</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Cost of the fit-out of Tourism Australia’s new premises</b>	<p>What has been the cost of the fit-out of Tourism Australia’s new premises in Sydney?</p>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	
<b>BR44</b>	<b>Ronaldson</b>	<b>RET – Tourism Australia</b>	<b>Tourism Research Australia – TRA budget and staffing</b>	<p>Regarding Tourism Research Australia:</p> <ul style="list-style-type: none"> <li>a. What was, and is, the total operating budget for: <ul style="list-style-type: none"> <li>i. 2011-12;</li> <li>ii. 2012-13;</li> <li>iii. 2013-14;</li> <li>iv. 2014-15; and</li> <li>v. 2015-16?</li> </ul> </li> <li>b. Of that total budget, what was, and is, the Commonwealth contribution for: <ul style="list-style-type: none"> <li>i. 2011-12;</li> <li>ii. 2012-13;</li> <li>iii. 2013-14;</li> <li>iv. 2014-15; and</li> <li>v. 2015-16?</li> </ul> </li> <li>c. Of that total budget, what was, and is, the contribution of State Tourism Organisations for: <ul style="list-style-type: none"> <li>i. 2011-12;</li> <li>ii. 2012-13;</li> <li>iii. 2013-14;</li> <li>iv. 2014-15; and</li> <li>v. 2015-16?</li> </ul> </li> </ul>	<b>Written Question Received: 14.6.13</b>	<b>19/07/2013</b>	

				<p>d. Of that total budget, what was, and is, the other external revenue for:</p> <p>i. 2011-12;</p> <p>ii. 2012-13;</p> <p>iii. 2013-14;</p> <p>iv. 2014-15; and</p> <p>v. 2015-16?</p> <p>e. What are the numbers of full time, part time, casual and total staff currently employed?</p> <p>f. What are the current numbers of salary bands available, including for the SES?</p> <p>g. What are the current salary ranges for each salary band?</p> <p>h. What was, and is, the total cost of staffing expenses for:</p> <p>i. 2011-12; and</p> <p>ii. 2012-13?</p>			
<b>BR45</b>	<b>Bushby</b>	<b>RET</b>	<b>Corporate Questions</b>	<p>a. How many ongoing staff have been recruited this financial year to date? What classification are these staff?</p> <p>b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	<b>Written Question Received: 17.6.13</b>	<b>19/07/2013</b>	
			<b>1. Staffing – Recruitment</b>				
			<b>2. Staffing – Departures</b>				
<b>3. Staffing – Reductions</b>	<p>a. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>b. How many non-ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>c. How many contract staff left the department/agency in the year this financial year to date? What classification were these staff?</p> <p>a. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>b. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>c. 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.</p>						



				<p>d. If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e. Are there any plans for involuntary redundancies? If yes, provide details.</p>			
			<b>4. Public Service Operational Efficiencies</b>	<p>a. Please provide details of the amended operational efficiencies your agency will make as per the 2013-14 Budget Measure ‘Public Service efficiencies’ (see 2013-14 Budget Paper No. 2, page 108).</p> <p>b. In addition, please provide the following detail:</p> <p>c. 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?</p> <p>d. 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?</p>			
			<b>5. Public Service Efficiencies</b>	<p>a. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>b. 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?</p> <p>c. 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?</p> <p>d. Has the department/agency reduced its printing costs? If not, why not? Have printing costs increased, and if yes, why and by how much? Has the five per cent savings target been achieved – if yes, how, or if it will not be achieved, why not? What are the estimated savings for each year over the forward estimates?</p>			
			<b>6. Printing Costs</b>	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?			

			<p><b>7. Graduate Recruitment</b></p> <p>a. Provide an update on expenditure for 2014 graduate recruitment to date. Please itemise and detail costs.</p> <p>b. Has any travel been incurred for 2014 graduate recruitment? Please itemise and detail costs.</p>			
			<p><b>8. Advertising</b></p> <p>a. What was the total cost of all advertising for the financial year to date?</p> <p>b. Is the advertising campaign or non-campaign advertising? Provide details of each advertising campaign, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>d. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>e. 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.</p> <p>f. Provide details for any other communications programs, including details of each program, the total spend and the business that provided the communication services.</p> <p>g. What advertising (campaign and non-campaign) and other communications programs is the department/agency undertaking, or planning to undertake?</p>			
			<p><b>9. Hospitality &amp; Entertainment</b></p> <p>a. What is the department/agency's hospitality spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail the total hospitality spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>c. What hospitality spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p>			

				<p>d. For each minister and parliamentary secretary office, what hospitality spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>e. What is the department/agency's entertainment spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>f. For each minister and parliamentary secretary office, please detail the total entertainment spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>g. What entertainment spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>h. For each minister and parliamentary secretary office, what entertainment spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>i. 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?</p>			
			<b>10. Meeting Costs</b>	<p>a. What is the department/agency's meeting spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail total meeting spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p> <p>c. What meeting spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>d. For each minister and parliamentary secretary office, what meeting spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p>			

			<b>11. Program Launch Costs</b>	<ul style="list-style-type: none"> <li>a. What is the department/agency's program launch spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>b. For each minister and parliamentary secretary office, please detail the total program launch spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</li> <li>c. What program launch spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>d. For each minister and parliamentary secretary office, what program launch spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</li> </ul>			
			<b>12. Board Appointments</b>	<ul style="list-style-type: none"> <li>a. Provide an update of the boards within this portfolio, including board title, terms of appointment, tenure of appointment and members.</li> <li>b. What is the gender ratio on each board and across the portfolio?</li> <li>c. Please detail any board appointments for this financial year to date.</li> </ul>			
			<b>13. Freedom of Information</b>	<ul style="list-style-type: none"> <li>a. Has the department/agency received any updated advice on how to respond to FOI requests?</li> <li>b. What is the total cost to the department/agency to process FOI requests for this financial year to date?</li> <li>c. How many FOI requests has the department/agency received for this financial year to date?</li> <li>d. How many requests have been denied and how many have been granted?</li> <li>e. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</li> </ul>			
			<b>14. Community Cabinet Meetings</b>	<ul style="list-style-type: none"> <li>a. Provide an update of how many Community Cabinet meetings the Minister has attended this financial year to date? List dates and locations.</li> </ul>			

				<p>b. 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, accommodation and any other expenses. Which Community Cabinet meetings did the departmental officers attend? List dates and locations.</p> <p>c. What is the total cost to the department and the Minister's office for the Community Cabinet meetings for this financial year to date?</p>			
			<b>15. Reviews</b>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many reviews are being undertaken?</li> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these reviews?</li> <li>• What reviews are planned?</li> <li>• When will each of these reviews be concluded?</li> </ul>			
			<b>16. Consultancies</b>	<p>a. 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 (i.e. open tender, direct source etc.). Also include the total value for all consultancies.</p> <p>b. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not, why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>			
			<b>17. Media Monitoring</b>	<p>a. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> </ul>			

				<ul style="list-style-type: none"> <li>• What has been spent providing these services this financial year to date?</li> </ul> <p>b. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>			
			<b>18. Social Media</b>	<p>a. Have there been any changes to department/agency social media protocols relating to staff access and usage of YouTube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since the February 2013 Additional Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</p> <p>b. Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>• If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).</li> <li>• Has there been a change to the department/agency protocols due to staff usage?</li> <li>• If no, why not? Will the department/agency monitor usage in the future?</li> </ul> <p>c. 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)</p>			
			<b>19. Internet</b>	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?			
			<b>20. Staff Amenities</b>	What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity			

			<p><b>21. Coffee Machines</b></p>	<p>a. Has the department/agency purchased coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number purchased, and any ongoing costs, such as the purchase of coffee/coffee pods and when the machine was purchased.</p> <p>b. Why were the coffee machines purchased?</p> <p>c. Has there been a noticeable difference in staff productivity since the coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access to the machines?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date? Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>h. Does the department/agency rent coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number rented, and any ongoing costs such as purchase of coffee /coffee pods and when the machine was rented.</p> <p>i. Why are the coffee machines rented?</p> <p>j. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>k. Where does the funding for the coffee machines come from?</p> <p>l. Who has access to the machines?</p> <p>m. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date. Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>n. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
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			<p><b>22. Contractors</b></p>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>c. Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>i. Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> <li>j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</li> </ul>			
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			<p><b>23. Grants</b></p> <p>a. 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.</p> <p>b. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>			
			<p><b>24. Commissioned Reports</b></p> <p>How many reports have been commissioned by the Government in the 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.</p> <p>a. How much did each report cost/ is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>b. What is the current status of each report? When is the Government intending to respond to these reports?</p>			
			<p><b>25. Government Payments of Accounts</b></p> <p>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)?</p> <p>a. 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.</p> <p>b. 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?</p> <p>c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
			<p><b>26. Stationary Requirements</b></p> <p>a. How much was spent by each department and agency on government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>b. What are the department/agency's stationery costs for the financial year to date?</p>			

			<p><b>27. Media Subscriptions</b></p>	<p>a. What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>b. What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>c. What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul>			
			<p><b>28. Travel Costs</b></p>	<p>a. 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 includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b. For the financial year to date, please detail all travel for departmental officers. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e. 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?</p> <p>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 total costs of the lounge memberships.</p>			

				<p>g. 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.</p> <p>h. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>		
			<b>29. Legal Costs</b>	<p>a. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>b. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>c. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>d. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>		
			<b>30. Education Expenses</b>	<p>a. What are the department/agency's guidelines on study?</p> <p>b. 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.</p>		
			<b>31. Executive Coaching and Leadership Training</b>	<p>a. 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:</p> <p>i. Total spending on these services</p> <p>ii. The number of employees offered these services and their employment classification</p> <p>iii. 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)</p>		

				<ul style="list-style-type: none"> <li>iv. The names of all service providers engaged</li> </ul> <p>b. For each service purchased from a provider listed under (iv), please provide:</p> <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department/agency incurred to use the location</li> </ul>			
			<b>32. Media Training</b>	<p>a. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ul style="list-style-type: none"> <li>i. Total spending on these services</li> <li>ii. The number of employees offered these services and their employment classification</li> <li>iii. 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)</li> <li>iv. The names of all service providers engaged</li> </ul>			

				<ul style="list-style-type: none"> <li>b. For each service purchased from a provider listed under (iv), please provide: <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> </li> <li>c. Where a service was provided at any location other than the department or agency's own premises, please provide: <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department or agency's incurred to use the location</li> </ul> </li> </ul>			
			<b>33. Paid Parental Leave</b>	<ul style="list-style-type: none"> <li>a. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</li> <li>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 and their classification are in receipt of these payments.</li> <li>c. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</li> </ul>			

			<p><b>34. Training for Portfolio Minister and Parliamentary Secretaries</b></p> <p>a. 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.</p> <p>b. 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.</p> <p>c. For this financial year to date, how much has been spent on training 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.</p>			
			<p><b>35. Corporate Cars</b></p> <p>a. How many cars are owned by each department/agency?</p> <p>b. Where are the cars located?</p> <p>c. What are the cars used for?</p> <p>d. What is the cost of each car for this financial year to date?</p> <p>e. How far has each car travelled this financial year to date?</p>			
			<p><b>36. Taxi Costs</b></p> <p>a. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>b. What are the reasons for taxi costs?</p>			
			<p><b>37. Hire Cars</b></p> <p>a. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>b. What are the reasons for hire car costs?</p>			
			<p><b>38. Credit Cards</b></p> <p>a. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>b. Please update details of the following?</p> <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> </ul>			

				<ul style="list-style-type: none"> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul>			
			<b>39. Provision of Equipment</b>	<p>a. 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 what are the costs?</p> <p>b. 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?</p> <p>c. Is electronic equipment (such as iPads, laptops, wireless cards, vasco tokens, Blackberries, mobile phones (list type if relevant), thumb drives) provided to department/agency staff? If yes, provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d. 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 whom it is provided.</p>			
			<b>40. Electricity Purchasing</b>	<p>a. What are the details of the department/agency electricity purchasing agreement?</p> <p>b. What are the department/agency electricity costs for this financial year to date?</p>			
			<b>41. Briefings for the Australian Greens and Independents</b>	<p>a. Have any briefings and/or provision of information been provided to the Australian Greens? If yes, please include:</p> <ol style="list-style-type: none"> <li>How are briefings requests commissioned?</li> <li>What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>Provide details of what information has been provided and a copy of the information.</li> <li>Have any briefing requests been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ol>			

			<p>b. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> <li>vi. Which Independents have requested briefings and/or information?</li> </ul>			
			<p><b>42. Shredders</b></p> <p>Has the department/agency 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.</p>			
			<p><b>43. Protective Security Policy Framework</b></p> <p>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.</p>			
			<p><b>44. Office Locations</b></p> <p>Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ul style="list-style-type: none"> <li>a. Department/Agency;</li> <li>b. Location;</li> <li>c. Leased or Owned;</li> <li>d. Size;</li> <li>e. Number of staff at each location and classification;</li> <li>f. If rented, the amount and breakdown of rent per square metre;</li> <li>g. If owned, the value of the building;</li> <li>h. Depreciation of buildings that are owned;</li> <li>i. Type of functions and work undertaken.</li> </ul>			



			<p><b>45. Communications Staff</b></p> <p>a. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>By department or agency:</p> <p>i. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>iii. How many contractors, their classification, type of work they undertake and their location</p> <p>iv. How many are graphic designers?</p> <p>v. How many are media managers?</p> <p>vi. How many organise events?</p> <p>b. 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?</p>			
			<p><b>46. Alternative Policy Costings</b></p> <p>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.</p>			
			<p><b>47. Pre-election Appointment</b></p> <p>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.</p>			
<b>BR46</b>	<b>Bushby</b>	<b>Geoscience Australia</b>	<p><b>Corporate Questions</b></p> <p><b>1. Staffing – Recruitment</b></p> <p>a. How many ongoing staff have been recruited this financial year to date? What classification are these staff?</p> <p>b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	<b>Written Question Received: 17.6.13</b>	<b>19/07/2013</b>	
		<p><b>2. Staffing – Departures</b></p> <p>a. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>b. How many non-ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>c. How many contract staff left the department/agency in the year this financial year to date? What classification were these staff?</p>				

			<p><b>3. Staffing – Reductions</b></p>	<p>a. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>b. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>c. 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.</p> <p>d. If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e. Are there any plans for involuntary redundancies? If yes, provide details.</p>			
			<p><b>4. Public Service Operational Efficiencies</b></p>	<p>a. Please provide details of the amended operational efficiencies your agency will make as per the 2013-14 Budget Measure ‘Public Service efficiencies’ (see 2013-14 Budget Paper No. 2, page 108).</p> <p>b. In addition, please provide the following detail:</p> <p>c. 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?</p> <p>d. 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?</p>			
			<p><b>5. Public Service Efficiencies</b></p>	<p>a. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>b. 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?</p> <p>c. 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?</p>			

				<p>d. Has the department/agency reduced its printing costs? If not, why not? Have printing costs increased, and if yes, why and by how much? Has the five per cent savings target been achieved – if yes, how, or if it will not be achieved, why not? What are the estimated savings for each year over the forward estimates?</p>			
			<b>6. Printing Costs</b>	<p>How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?</p>			
			<b>7. Graduate Recruitment</b>	<p>a. Provide an update on expenditure for 2014 graduate recruitment to date. Please itemise and detail costs.</p> <p>b. Has any travel been incurred for 2014 graduate recruitment? Please itemise and detail costs.</p>			
			<b>8. Advertising</b>	<p>a. What was the total cost of all advertising for the financial year to date?</p> <p>b. Is the advertising campaign or non-campaign advertising? Provide details of each advertising campaign, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>d. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>e. 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.</p> <p>f. Provide details for any other communications programs, including details of each program, the total spend and the business that provided the communication services.</p> <p>g. What advertising (campaign and non-campaign) and other communications programs is the department/agency undertaking, or planning to undertake?</p>			
			<b>9. Hospitality &amp; Entertainment</b>	<p>a. What is the department/agency's hospitality spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p>			

				<ul style="list-style-type: none"> <li>b. For each minister and parliamentary secretary office, please detail the total hospitality spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>c. What hospitality spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>d. For each minister and parliamentary secretary office, what hospitality spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>e. What is the department/agency's entertainment spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>f. For each minister and parliamentary secretary office, please detail the total entertainment spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>g. What entertainment spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>h. For each minister and parliamentary secretary office, what entertainment spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>i. 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?</li> </ul>			
			<b>10. Meeting Costs</b>	<ul style="list-style-type: none"> <li>a. What is the department/agency's meeting spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> <li>b. For each minister and parliamentary secretary office, please detail total meeting spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</li> <li>c. What meeting spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</li> </ul>			

				<p>d. For each minister and parliamentary secretary office, what meeting spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p>			
			<b>11. Program Launch Costs</b>	<p>a. What is the department/agency's program launch spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail the total program launch spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p> <p>c. What program launch spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>d. For each minister and parliamentary secretary office, what program launch spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p>			
			<b>12. Board Appointments</b>	<p>a. Provide an update of the boards within this portfolio, including board title, terms of appointment, tenure of appointment and members.</p> <p>b. What is the gender ratio on each board and across the portfolio?</p> <p>c. Please detail any board appointments for this financial year to date.</p>			
			<b>13. Freedom of Information</b>	<p>a. Has the department/agency received any updated advice on how to respond to FOI requests?</p> <p>b. What is the total cost to the department/agency to process FOI requests for this financial year to date?</p> <p>c. How many FOI requests has the department/agency received for this financial year to date?</p> <p>d. How many requests have been denied and how many have been granted?</p> <p>e. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</p>			

			<p><b>14. Community Cabinet Meetings</b></p>	<p>a. Provide an update of how many Community Cabinet meetings the Minister has attended this financial year to date? List dates and locations.</p> <p>b. 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, accommodation and any other expenses. Which Community Cabinet meetings did the departmental officers attend? List dates and locations.</p> <p>c. What is the total cost to the department and the Minister's office for the Community Cabinet meetings for this financial year to date?</p>			
			<p><b>15. Reviews</b></p>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many reviews are being undertaken?</li> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these reviews?</li> <li>• What reviews are planned?</li> <li>• When will each of these reviews be concluded?</li> </ul>			
			<p><b>16. Consultancies</b></p>	<p>a. 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 (i.e. open tender, direct source etc.). Also include the total value for all consultancies.</p> <p>b. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not, why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>			

			<p><b>17. Media Monitoring</b></p>	<p>a. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul> <p>b. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>			
			<p><b>18. Social Media</b></p>	<p>a. Have there been any changes to department/agency social media protocols relating to staff access and usage of YouTube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since the February 2013 Additional Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</p> <p>b. Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>• If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).</li> <li>• Has there been a change to the department/agency protocols due to staff usage?</li> <li>• If no, why not? Will the department/agency monitor usage in the future?</li> </ul> <p>c. 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)</p>			
			<p><b>19. Internet</b></p>	<p>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?</p>			

			<p><b>20. Staff Amenities</b></p> <p>What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity</p>			
			<p><b>21. Coffee Machines</b></p> <p>a. Has the department/agency purchased coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number purchased, and any ongoing costs, such as the purchase of coffee/coffee pods and when the machine was purchased.</p> <p>b. Why were the coffee machines purchased?</p> <p>c. Has there been a noticeable difference in staff productivity since the coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access to the machines?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date? Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>h. Does the department/agency rent coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number rented, and any ongoing costs such as purchase of coffee /coffee pods and when the machine was rented.</p> <p>i. Why are the coffee machines rented?</p> <p>j. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>k. Where does the funding for the coffee machines come from?</p> <p>l. Who has access to the machines?</p> <p>m. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date. Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>n. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			



			<p><b>22. Contractors</b></p>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>c. Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>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).</li> <li>i. Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> <li>j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</li> </ul>			
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			<p><b>23. Grants</b></p> <p>a. 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.</p> <p>b. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>			
			<p><b>24. Commissioned Reports</b></p> <p>How many reports have been commissioned by the Government in the 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.</p> <p>a. How much did each report cost/ is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>b. What is the current status of each report? When is the Government intending to respond to these reports?</p>			
			<p><b>25. Government Payments of Accounts</b></p> <p>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)?</p> <p>a. 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.</p> <p>b. 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?</p> <p>c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
			<p><b>26. Stationery Requirements</b></p> <p>a. How much was spent by each department and agency on government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>b. What are the department/agency's stationery costs for the financial year to date?</p>			

			<p><b>27. Media Subscriptions</b></p>	<p>a. What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>b. What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>c. What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul>			
			<p><b>28. Travel Costs</b></p>	<p>a. 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 includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b. For the financial year to date, please detail all travel for departmental officers. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e. 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?</p> <p>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 total costs of the lounge memberships.</p>			

				<p>g. 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.</p> <p>h. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>		
			<b>29. Legal Costs</b>	<p>a. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>b. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>c. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>d. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>		
			<b>30. Education Expenses</b>	<p>a. What are the department/agency's guidelines on study?</p> <p>b. 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.</p>		
			<b>31. Executive Coaching and Leadership Training</b>	<p>a. 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:</p> <p>i. Total spending on these services</p> <p>ii. The number of employees offered these services and their employment classification</p> <p>iii. 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)</p>		

				<ul style="list-style-type: none"> <li>iv. The names of all service providers engaged</li> </ul> <p>b. For each service purchased from a provider listed under (iv), please provide:</p> <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department/agency incurred to use the location</li> </ul>			
			<b>32. Media Training</b>	<p>a. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ul style="list-style-type: none"> <li>i. Total spending on these services</li> <li>ii. The number of employees offered these services and their employment classification</li> <li>iii. 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)</li> <li>iv. The names of all service providers engaged</li> </ul> <p>b. For each service purchased from a provider listed under (iv), please provide:</p> <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> </ul>			

				<ul style="list-style-type: none"> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department or agency's incurred to use the location</li> </ul>		
			<b>33. Paid Parental Leave</b>	<ul style="list-style-type: none"> <li>a. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</li> <li>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 and their classification are in receipt of these payments.</li> <li>c. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</li> </ul>		
			<b>34. Training for Portfolio Minister and Parliamentary Secretaries</b>	<ul style="list-style-type: none"> <li>a. 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.</li> <li>b. 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.</li> </ul>		

				<p>c. For this financial year to date, how much has been spent on training 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.</p>		
			<b>35. Corporate Cars</b>	<p>a. How many cars are owned by each department/agency?  b. Where are the cars located?  c. What are the cars used for?  d. What is the cost of each car for this financial year to date?  e. How far has each car travelled this financial year to date?</p>		
			<b>36. Taxi Costs</b>	<p>a. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.  b. What are the reasons for taxi costs?</p>		
			<b>37. Hire Cars</b>	<p>a. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.  b. What are the reasons for hire car costs?</p>		
			<b>38. Credit Cards</b>	<p>a. Provide a breakdown for each employment classification that has a corporate credit card.  b. Please update details of the following?</p> <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul>		
			<b>39. Provision of Equipment</b>	<p>a. 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 what are the costs?</p>		

				<ul style="list-style-type: none"> <li>b. 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?</li> <li>c. Is electronic equipment (such as iPads, laptops, wireless cards, vasco tokens, Blackberries, mobile phones (list type if relevant), thumb drives) provided to department/agency staff? If yes, provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</li> <li>d. 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 whom it is provided.</li> </ul>			
			<b>40. Electricity Purchasing</b>	<ul style="list-style-type: none"> <li>a. What are the details of the department/agency electricity purchasing agreement?</li> <li>b. What are the department/agency electricity costs for this financial year to date?</li> </ul>			
			<b>41. Briefings for the Australian Greens and Independents</b>	<ul style="list-style-type: none"> <li>a. Have any briefings and/or provision of information been provided to the Australian Greens? If yes, please include: <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefing requests been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ul> </li> <li>b. Have any briefings and/or provision of information been provided to Independents? If yes, please include: <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> </ul> </li> </ul>			



				<ul style="list-style-type: none"> <li>iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> <li>vi. Which Independents have requested briefings and/or information?</li> </ul>			
			<b>42. Shredders</b>	Has the department/agency 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.			
			<b>43. Protective Security Policy Framework</b>	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.			
			<b>44. Office Locations</b>	<p>Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ul style="list-style-type: none"> <li>a. Department/Agency;</li> <li>b. Location;</li> <li>c. Leased or Owned;</li> <li>d. Size;</li> <li>e. Number of staff at each location and classification;</li> <li>f. If rented, the amount and breakdown of rent per square metre;</li> <li>g. If owned, the value of the building;</li> <li>h. Depreciation of buildings that are owned;</li> <li>i. Type of functions and work undertaken.</li> </ul>			
			<b>45. Communications Staff</b>	<ul style="list-style-type: none"> <li>a. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: By department or agency: <ul style="list-style-type: none"> <li>i. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>iii. How many contractors, their classification, type of work they undertake and their location</li> <li>iv. How many are graphic designers?</li> <li>v. How many are media managers?</li> <li>vi. How many organise events?</li> </ul> </li> </ul>			

				<p>b. 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?</p>			
			<b>46. Alternative Policy Costings</b>	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.			
			<b>47. Pre-election Appointment</b>	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.			
<b>BR47</b>	<b>Bushby</b>	<b>Tourism Australia</b>	<p><b>Corporate Questions</b></p> <p><b>1. Staffing – Recruitment</b></p>	<p>a. How many ongoing staff have been recruited this financial year to date? What classification are these staff?</p> <p>b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	<b>Written Question Received: 17.6.13</b>	<b>19/07/2013</b>	
		<b>2. Staffing – Departures</b>	<p>a. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>b. How many non-ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>c. How many contract staff left the department/agency in the year this financial year to date? What classification were these staff?</p>				
		<b>3. Staffing – Reductions</b>	<p>a. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>b. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>c. 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.</p> <p>d. If there are plans for staff reductions, please give the reason why these are happening.</p>				

				e. A re there any plans for involuntary redundancies? If yes, provide details.			
			<b>4. Public Service Operational Efficiencies</b>	<p>a. Please provide details of the amended operational efficiencies your agency will make as per the 2013-14 Budget Measure ‘Public Service efficiencies’ (see 2013-14 Budget Paper No. 2, page 108).</p> <p>b. In addition, please provide the following detail:</p> <p>c. 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?</p> <p>d. 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?</p>			
			<b>5. Public Service Efficiencies</b>	<p>a. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>b. 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?</p> <p>c. 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?</p> <p>d. Has the department/agency reduced its printing costs? If not, why not? Have printing costs increased, and if yes, why and by how much? Has the five per cent savings target been achieved – if yes, how, or if it will not be achieved, why not? What are the estimated savings for each year over the forward estimates?</p>			
			<b>6. Printing Costs</b>	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?			
			<b>7. Graduate Recruitment</b>	<p>a. Provide an update on expenditure for 2014 graduate recruitment to date. Please itemise and detail costs.</p> <p>b. Has any travel been incurred for 2014 graduate recruitment? Please itemise and detail costs.</p>			

			<p><b>8. Advertising</b></p>	<p>a. What was the total cost of all advertising for the financial year to date?</p> <p>b. Is the advertising campaign or non-campaign advertising? Provide details of each advertising campaign, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>d. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>e. 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.</p> <p>f. Provide details for any other communications programs, including details of each program, the total spend and the business that provided the communication services.</p> <p>g. What advertising (campaign and non-campaign) and other communications programs is the department/agency undertaking, or planning to undertake?</p>			
			<p><b>9. Hospitality &amp; Entertainment</b></p>	<p>a. What is the department/agency's hospitality spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail the total hospitality spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>c. What hospitality spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>d. For each minister and parliamentary secretary office, what hospitality spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>e. What is the department/agency's entertainment spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p>			

				<p>f. For each minister and parliamentary secretary office, please detail the total entertainment spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>g. What entertainment spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>h. For each minister and parliamentary secretary office, what entertainment spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>i. 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?</p>			
			<b>10. Meeting Costs</b>	<p>a. What is the department/agency's meeting spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail total meeting spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p> <p>c. What meeting spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>d. For each minister and parliamentary secretary office, what meeting spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p>			
			<b>11. Program Launch Costs</b>	<p>a. What is the department/agency's program launch spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b. For each minister and parliamentary secretary office, please detail the total program launch spend for this financial year to date. Detail the date, location, purpose and cost of each event, including any catering and drinks costs.</p> <p>c. What program launch spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.</p>			

				d. For each minister and parliamentary secretary office, what program launch spend is currently being planned for? Detail the date, location, purpose and cost of each event, including any catering and drinks costs.			
			<b>12. Board Appointments</b>	<p>a. Provide an update of the boards within this portfolio, including board title, terms of appointment, tenure of appointment and members.</p> <p>b. What is the gender ratio on each board and across the portfolio?</p> <p>c. Please detail any board appointments for this financial year to date.</p>			
			<b>13. Freedom of Information</b>	<p>a. Has the department/agency received any updated advice on how to respond to FOI requests?</p> <p>b. What is the total cost to the department/agency to process FOI requests for this financial year to date?</p> <p>c. How many FOI requests has the department/agency received for this financial year to date?</p> <p>d. How many requests have been denied and how many have been granted?</p> <p>e. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</p>			
			<b>14. Community Cabinet Meetings</b>	<p>a. Provide an update of how many Community Cabinet meetings the Minister has attended this financial year to date? List dates and locations.</p> <p>b. 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, accommodation and any other expenses. Which Community Cabinet meetings did the departmental officers attend? List dates and locations.</p> <p>c. What is the total cost to the department and the Minister's office for the Community Cabinet meetings for this financial year to date?</p>			
			<b>15. Reviews</b>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many reviews are being undertaken?</li> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> </ul>			

				<ul style="list-style-type: none"> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these reviews?</li> <li>• What reviews are planned?</li> <li>• When will each of these reviews be concluded?</li> </ul>			
			<b>16. Consultancies</b>	<p>a. 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 (i.e. open tender, direct source etc.). Also include the total value for all consultancies.</p> <p>b. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not, why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>			
			<b>17. Media Monitoring</b>	<p>a. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul> <p>b. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc. provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2013-14?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>			

			<p><b>18. Social Media</b></p>	<p>a. Have there been any changes to department/agency social media protocols relating to staff access and usage of YouTube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since the February 2013 Additional Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</p> <p>b. Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>• If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).</li> <li>• Has there been a change to the department/agency protocols due to staff usage?</li> <li>• If no, why not? Will the department/agency monitor usage in the future?</li> </ul> <p>c. 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)</p>			
			<p><b>19. Internet</b></p>	<p>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?</p>			
			<p><b>20. Staff Amenities</b></p>	<p>What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity</p>			
			<p><b>21. Coffee Machines</b></p>	<p>a. Has the department/agency purchased coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number purchased, and any ongoing costs, such as the purchase of coffee/coffee pods and when the machine was purchased.</p> <p>b. Why were the coffee machines purchased?</p> <p>c. Has there been a noticeable difference in staff productivity since the coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access to the machines?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date? Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p>			



				<ul style="list-style-type: none"> <li>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</li> <li>h. Does the department/agency rent coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number rented, and any ongoing costs such as purchase of coffee /coffee pods and when the machine was rented.</li> <li>i. Why are the coffee machines rented?</li> <li>j. 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?</li> <li>k. Where does the funding for the coffee machines come from?</li> <li>l. Who has access to the machines?</li> <li>m. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date. Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</li> <li>n. What are the ongoing costs of the coffee machine, such as the cost of coffee?</li> </ul>			
			<b>22. Contractors</b>	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>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).</li> <li>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).</li> <li>c. Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</li> <li>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).</li> <li>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).</li> </ul>			

			<p>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).</p> <p>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).</p> <p>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).</p> <p>i. Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</p> <p>j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</p>		
		<b>23. Grants</b>	<p>a. 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.</p> <p>b. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>		
		<b>24. Commissioned Reports</b>	<p>How many reports have been commissioned by the Government in the 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.</p> <p>a. How much did each report cost/ is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>b. What is the current status of each report? When is the Government intending to respond to these reports?</p>		
		<b>25. Government Payments of Accounts</b>	<p>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)?</p>		

				<p>a. 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.</p> <p>b. 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?</p> <p>c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
			<b>26. Stationary Requirements</b>	<p>a. How much was spent by each department and agency on government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>b. What are the department/agency's stationery costs for the financial year to date?</p>			
			<b>27. Media Subscriptions</b>	<p>a. What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>b. What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>c. What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul>			
			<b>28. Travel Costs</b>	<p>a. 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 includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p>			

				<p>b. For the financial year to date, please detail all travel for departmental officers. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e. 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?</p> <p>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 total costs of the lounge memberships.</p> <p>g. 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.</p> <p>h. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
			<b>29. Legal Costs</b>	<p>a. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>b. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>c. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>d. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>			
			<b>30. Education Expenses</b>	<p>a. What are the department/agency's guidelines on study?</p>			

				<p>b. 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.</p>			
			<p><b>31. Executive Coaching and Leadership Training</b></p>	<p>a. 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:</p> <ul style="list-style-type: none"> <li>i. Total spending on these services</li> <li>ii. The number of employees offered these services and their employment classification</li> <li>iii. 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)</li> <li>iv. The names of all service providers engaged.</li> </ul> <p>b. For each service purchased from a provider listed under (iv), please provide:</p> <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> </ul>			

				<ul style="list-style-type: none"> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department/agency incurred to use the location</li> </ul>			
			<b>32. Media Training</b>	<ul style="list-style-type: none"> <li>a. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date: <ul style="list-style-type: none"> <li>i. Total spending on these services</li> <li>ii. The number of employees offered these services and their employment classification</li> <li>iii. 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)</li> <li>iv. The names of all service providers engaged</li> </ul> </li> <li>b. For each service purchased from a provider listed under (iv), please provide: <ul style="list-style-type: none"> <li>i. The name and nature of the service purchased</li> <li>ii. Whether the service was one-on-one or group based</li> <li>iii. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>v. The total amount spent on the service</li> <li>vi. A description of the fees charged (i.e. per hour, complete package)</li> </ul> </li> <li>c. Where a service was provided at any location other than the department or agency's own premises, please provide: <ul style="list-style-type: none"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department or agency's incurred to use the location</li> </ul> </li> </ul>			

			<p><b>33. Paid Parental Leave</b></p> <p>a. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>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 and their classification are in receipt of these payments.</p> <p>c. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>			
			<p><b>34. Training for Portfolio Minister and Parliamentary Secretaries</b></p> <p>a. 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.</p> <p>b. 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.</p> <p>c. For this financial year to date, how much has been spent on training 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.</p>			
			<p><b>35. Corporate Cars</b></p> <p>a. How many cars are owned by each department/agency?</p> <p>b. Where are the cars located?</p> <p>c. What are the cars used for?</p> <p>d. What is the cost of each car for this financial year to date?</p> <p>e. How far has each car travelled this financial year to date?</p>			
			<p><b>36. Taxi Costs</b></p> <p>a. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>b. What are the reasons for taxi costs?</p>			

			<p><b>37. Hire Cars</b></p> <p>a. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>b. What are the reasons for hire car costs?</p>			
			<p><b>38. Credit Cards</b></p> <p>a. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>b. Please update details of the following?</p> <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul>			
			<p><b>39. Provision of Equipment</b></p> <p>a. 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 what are the costs?</p> <p>b. 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?</p> <p>c. Is electronic equipment (such as iPads, laptops, wireless cards, vasco tokens, Blackberries, mobile phones (list type if relevant), thumb drives) provided to department/agency staff? If yes, provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d. 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 whom it is provided.</p>			
			<p><b>40. Electricity Purchasing</b></p> <p>a. What are the details of the department/agency electricity purchasing agreement?</p> <p>b. What are the department/agency electricity costs for this financial year to date?</p>			



			<p><b>41. Briefings for the Australian Greens and Independents</b></p>	<p>a. Have any briefings and/or provision of information been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefing requests been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ul> <p>b. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> <li>vi. Which Independents have requested briefings and/or information?</li> </ul>			
			<p><b>42. Shredders</b></p>	<p>Has the department/agency 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.</p>			
			<p><b>43. Protective Security Policy Framework</b></p>	<p>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.</p>			

			<p><b>44. Office Locations</b></p>	<p>Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ol style="list-style-type: none"> <li>a. Department/Agency;</li> <li>b. Location;</li> <li>c. Leased or Owned;</li> <li>d. Size;</li> <li>e. Number of staff at each location and classification;</li> <li>f. If rented, the amount and breakdown of rent per square metre;</li> <li>g. If owned, the value of the building;</li> <li>h. Depreciation of buildings that are owned;</li> <li>i. Type of functions and work undertaken.</li> </ol>			
			<p><b>45. Communications staff</b></p>	<ol style="list-style-type: none"> <li>a. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ul style="list-style-type: none"> <li>By department or agency: <ol style="list-style-type: none"> <li>i. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>iii. How many contractors, their classification, type of work they undertake and their location</li> <li>iv. How many are graphic designers?</li> <li>v. How many are media managers?</li> <li>vi. How many organise events?</li> </ol> </li> </ul> </li> <li>b. 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?</li> </ol>			
			<p><b>46. Alternative Policy Costings</b></p>	<p>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.</p>			
			<p><b>47. Pre-election Appointment</b></p>	<p>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.</p>			

BR48	Bushby	Corporate Services	Breakdown of Savings over the Forward Estimates	<p>The 2013-14 Budget Paper No. 2 says that savings of \$14.6 million over four years will be achieved from the rationalisation of corporate functions resulting from the transfer of the functions of the former Department of Climate Change and Energy Efficiency to the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education and the Department of Resources, Energy and Tourism. Please provide a year by year break down of savings over the forward estimates and details of the how the savings were achieved.</p>	Written Question Received: 21.6.13	19/07/2013	
BR49	Bushby	Geoscience Australia	Australian Energy Resource Assessment 2012	<p><b>Senator BUSHBY:</b> Dr Pigram, thank you for assisting us this evening. I note that you have recently released your report, the <i>Australian gas resource assessment 2012</i>. Could you please provide a brief outline of your findings in that report in terms of the increasing role of gas in the Australian and global energy mix?</p> <p><b>Dr Pigram:</b> A couple of years ago, the minister requested that we develop <i>Australian energy resource assessment</i> document, which is the one I think you are referring to, and the recently updated chapter on gas resources in Australia. In that document, the numbers, from memory, are that Australia has something like 186 TCF of conventional or offshore gas, and around 30 TCF—and I will give you these numbers accurately, <b>if I can take it on notice—for coal seam gas</b>. This are P1 and P2 resources—that is, proven resources. In the unconventional space, to use that phrase in relation to shale gas, there is a speculative number of around 396 TCF, but I have to point out that that particular number is in fact based on an analog assessment of only four basins. It is not a robust methodology. We are working on developing a better methodology to get a better number. To give all of that some context, Australia's annual consumption of gas is one TCF a year. So there is a lot of both conventional and unconventional gas in this country potentially.</p>	Page 120 3.6.13	19/07/2013	