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Question 1	a. Total spending on these services	b. An itemised cost breakdown of these services	c. The number of employees offered these services and their employment classification	d. The number of employees who have utilised these services and their employment classification	e. The names of all service providers engaged	f. The location that this training was provided
Media training for Director, Communications and Strategic Relations Dec 2013 Jan, Mar 2014	\$4,400	For professional services associated with design and delivery of media skills/interview techniques training workshop for ACARA's Director, Communications and Strategic Relations	One (Executive staff)	One (Executive staff)	Image Media Services Pty Ltd	Suite 104, Level 1, 4 Goulburn St, Sydney
Media training for ACARA Executive 30 Oct 2013	\$4,400	Conducting on-camera simulated interview exercises for replay/evaluation purposes.	Five (Executive staff)	Five (Executive staff)	Image Media Services Pty Ltd	Suite 104, Level 1, 4 Goulburn St, Sydney
Total	\$8,800					

2.						
Question 2	a. The name and nature of the service purchased	b. Whether the service is one-on-one or group based	c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)	d. The total number of hours involved for all employees (provide a breakdown for each employment classification)	e. The total amount spent on the service	f. A description of the fees charged (i.e. per hour, complete package)
Media training for Director, Communications and Strategic Relations Dec 2013 Jan, Mar 2014	For professional services associated with design and delivery of media skills/interview techniques training workshop for ACARA's Director, Communications and Strategic Relations	One-on-one	One (Executive staff)	14 hours	\$4,400	Complete package
Media training for ACARA Executive 30 Oct 2013	Conducting on-camera simulated interview exercises for replay/evaluation purposes.	Group based	Five (Executive staff)	7 hours for each Executive staff member	\$4,400	Complete package
Total					\$8,800	

3.				
Question 3	a. The location used	b. The number of employees who took part on each occasion	c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)	d. Any costs the department or agency's incurred to us
Media training for Director, Communications and Strategic Relations Dec 2013 Jan, Mar 2014	Suite 104, Level 1, 4 Goulburn St, Sydney	One	14 hours	\$0
Media training for ACARA Executive 30 Oct 2013	Suite 104, Level 1, 4 Goulburn St, Sydney	Five	7 hours for each Executive staff member	\$0