

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Budget Estimates Hearings May 2013**

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

**Telecommunications Universal Service Management Agency**

**Question Nos: 295, 296 & 297**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**295 Topic: Staffing**

**Senator BIRMINGHAM asked:**

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

**296 Topic: Staffing**

**Senator BIRMINGHAM asked:**

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

**297 Topic: Staffing**

**Senator BIRMINGHAM asked:**

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

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**295 Answer:**

1. TUSMA commenced operations on 1 July 2012, as at 31 May 2013, TUSMA's staffing was 15 including the CEO. Refer to the table.

Classification Levels	FTE May
CEO (Statutory Office Holder)	1.0
EL2	3.0
EL1	5.0
APS6	4.0
APS5	1.0
APS4	1.0
APS3	-
TOTAL	15

2-3 Two (1x APS 4 and 1 x EL2). The length of employment ranges from 6 weeks to 12 months.

**296 Answer:**

Nil.

**297 Answer:**

TUSMA is a very small agency and there are no plans to reduce staffing levels in the next 12 months.

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**Question Nos: 298 & 299**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**298 Topic: Public Service efficiencies**

**Senator BIRMINGHAM asked:**

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

In addition, please provide the following detail:

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

**299 Topic: Public Service efficiencies**

**Senator BIRMINGHAM asked:**

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

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**298 Answer:**

TUSMA is a small contract management agency with an average staffing level of 17 and budgeted departmental expense budget of \$5 million in 2013-14. Refer to page 156 of the Broadband, Communications and the Digital Economy Portfolio Budget Statements 2013-14.

1. TUSMA has entered into a Memorandum of Understanding with the Department of Communications for the provision of shared corporate services such as ICT, finance, human resources and legal services. This ongoing arrangement and an annual review of travel, consultants and contractors expenses will generate the required operational efficiencies.
2. TUSMA's current lease contains a small usable office area, including a server room, medical room and kitchenette of approximately 500 square metres. Whilst TUSMA has regard to the occupational density target, a reduction in density target from 16 square metres to 14 square metres is not expected to generate a material saving (if any) due to TUSMA small office area.

**299 Answer:**

TUSMA's relatively small operating and capital budget of \$5 million needs to be taken into consideration in relation to the responses below.

1. As a new agency TUSMA has no prior year comparatives to assess business flight expenses. However, TUSMA business flights expenses in 2012-13 were on budget, and where appropriate, video conferencing was used to reduce business flights. TUSMA estimates to reduce travel expenses by 10 per cent of total budgeted travel costs for each year over the forward estimates, without significant impact on its operations.
2. As mentioned above, TUSMA has no prior year comparatives to assess external consultants and contractors expenses. TUSMA expenses in this area were carefully considered and budgeted to meet its business requirements with actual expenditure being on budget.
3. Refer to Question on Notice 302.
4. Refer to Question on Notice 300.

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**Question No: 300**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Printing Costs**

**Senator BIRMINGHAM asked:**

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

**Answer:**

Nil.

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**Question No: 301**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Graduate Recruitment**

**Senator BIRMINGHAM asked:**

1. Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

Nil and not applicable.

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**Question No: 302**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Advertising**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. During the 2012–13 financial year, TUSMA placed non-campaign advertising for the purposes of public notices and recruitment. TUSMA paid a total cost of \$4270.88 GST inclusive in the 2012–13 financial year for this advertising. The advertising was conducted through Adcorp.
2. A total of \$40.83 GST inclusive was spent for the purpose of recruitment advertising. The advertising was conducted through Adcorp. A total of \$4230.05 GST inclusive was spent for the purpose of public notice advertising for the National Relay Service tender. The advertising was conducted through Adcorp.
3. No
4. No
5. Not applicable. TUSMA did not undertake any advertising campaigns during the financial year.
6. Not applicable. No other communication programs.
7. TUSMA is not undertaking or planning to undertake any Campaign and Non-Campaign advertising at present.

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**Question No: 303**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Hospitality and Entertainment**

**Senator BIRMINGHAM asked:**

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

**Answer:**

Since TUSMA's establishment from 1 July 2012 to 31 May 2013, TUSMA has spent \$838.04 (GST Inclusive) on hospitality and entertainment. Details are as follows:

Stakeholder	Date	Location	Meeting Costs (GST inclusive)
ACE/WWS	19 February 2013	Melbourne	\$100.00
ACE/WWS	21 and 22 May 2013	Melbourne	\$250.00
ACMA	31 May 2013	Melbourne	\$488.04
<b>TOTAL</b>			<b>\$838.04</b>

These costs are for catering only (inclusive of food and soft drinks).

TUSMA anticipates that there will be future costs on hospitality and entertainment as part of its stakeholder's engagements. The costs will vary dependent on the location and number of people in attendance and will be subject to the same value for money considerations.



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**Question No: 304**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Meeting Costs**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. Since TUSMA's establishment from 1 July 2012 to 31 May 2013, TUSMA has held 9 Board Meetings. Details are as follows for catering.

Meeting No.	Member Meeting Date	Location	Meeting Costs (GST inclusive)
1	2 July 2012*	Melbourne	\$2,210.00
2	3 August 2012	Melbourne	\$441.00
3	31 August 2012	Melbourne	\$132.00
4	28 September 2012	Melbourne	\$129.50
5	26 October 2012	Melbourne	\$150.00
6	30 November 2012	Sydney	\$188.40
7	8 February 2013	Melbourne	\$169.50
8	15 March 2013	Melbourne	\$169.50
9	2 May 2013	Melbourne	\$166.50
TOTAL			\$3,756.40

\*This was the first inaugural Board Meeting and forms part of a package for catering and venue hire.

2. TUSMA anticipates that there will be costs incurred for the TUSMA Board Meetings which are held monthly. The costs will vary as it is dependent on the location and number of people in attendance.

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**Question No: 305**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Program Launch Costs**

**Senator BIRMINGHAM asked:**

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

**Answer:**

Nil.

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**Question No: 306**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Freedom of Information**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. Yes.
- 2-3. TUSMA has not received any FOI requests to date.

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**Question No: 307**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Consultancies**

**Senator BIRMINGHAM asked:**

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

**Answer:**

1. Details of the agencies consultancies valued in excess of \$10,000 are available on the Austender website ([www.tender.gov.au](http://www.tender.gov.au)) as required.
2. In accordance with the Commonwealth Procurement Rules, the agency is required to publish an Annual Procurement Plan (APP) on Austender by 1 July each year outlining its forthcoming planned strategic and major procurements.

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**Question No: 308**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Media Monitoring**

**Senator BIRMINGHAM asked:**

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
  - a. Which agency or agencies provided these services?
  - b. What is the estimated budget to provide these services for the year 2012-13?
  - c. What has been spent providing these services this financial year to date?

**Answer:**

TUSMA has a Memorandum of Understanding (MOU) with the Department of Broadband, Communications and the Digital Economy for the provision of core Support Services. Media monitoring is extended to TUSMA under the MOU arrangements.

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**Question No: 309**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Social Media**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA was established on 1 July 2012 and it has a Memorandum of Understanding with the Department of Broadband, Communications and the Digital Economy (the Department) for the provision of shared corporate services. Access and usage protocols are consistent with the Department under this arrangement.

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**Question No: 310**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Internet**

**Senator BIRMINGHAM asked:**

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

**Answer:**

No.

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**Question No: 311**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Staff Amenities**

**Senator BIRMINGHAM asked:**

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

**Answer:**

From 1 July 2012 to 17 May 2013, TUSMA had a Memorandum of Understanding with the Australian Communications and Media Authority for the provision of property and related services inclusive of staff amenities.

From 20 May 2013, TUSMA has continued the arrangement of staff amenities (tea, coffee, sugar and milk).



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**Question Nos: 312 & 313**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**312 Topic: Coffee Machines Purchased**

**Senator BIRMINGHAM asked:**

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

**313 Topic: Coffee Machines Rented**

**Senator BIRMINGHAM asked:**

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

**312 and 313 Answers:**

Nil and not applicable.

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**Question No: 314**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Contractors**

**Senator BIRMINGHAM asked:**

For this financial year to date:

1. 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).
2. 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).
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
4. 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).
5. 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).
6. 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).
7. 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).
8. 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).
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

**Answer:**

TUSMA has not engaged any of these contractors during this financial year and has no plans for future engagement.

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**Question No: 315**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Grants**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA has no grants. In accordance with the Commonwealth Grant Guidelines, TUSMA will be required to disclose and report arrangements for grants rewarded on its website and annually in the Senate Orders.

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**Question No: 316**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Government Payments of Accounts**

**Senator BIRMINGHAM asked:**

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

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

**Answer:**

Yes.

1-3. Not applicable.

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**Question No: 317**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Stationery requirements**

**Senator BIRMINGHAM asked:**

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

**Answer:**

From 1 July 2012 to 31 May 2013, TUSMA expensed \$4,200.72 (GST inclusive) on stationery requirements.

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**Question No: 318**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Media Subscriptions**

**Senator BIRMINGHAM asked:**

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

**Answer:**

- 1-6. Nil and not applicable.
- 7-8. Australian Computer Society, Chartered Institute of Purchasing & Supply and APCO Australasia Limited. These magazine subscriptions were procured as they relate to the functions of the Agency.
9. \$1095.00 (GST Inclusive).

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**Question No: 319**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Travel Costs**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. Not applicable.
2. For the financial year to 1 May 2013 the total agency spend for domestic travel was \$68,592.80 (GST Inclusive). The agency does not record travel in way that would readily allow individual components of travel to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

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- 3-4. TUSMA anticipates that there will be future travel planned for the remainder of this financial/calendar year that relate to the agency deliverables.
5. Agency employees within the APS to EL classifications travel Economy class. The Chief Executive Officer in line with the *Remuneration Tribunal Determinations 2012/24: Remuneration and Allowances for Holders of Full-Time Public Office and 2004/03: Official Travel by Office Holders* flies Business and Economy class.
6. TUSMA has provided the following Qantas Club lounge memberships:

CEO	1
EL2	1
EL1	1
APS 6	2
Grand Total	5

Qantas lounge membership is payable to staff on a case by case basis. The costs vary depending on the membership term/joining fee under the corporate scheme.

7. No.
8. No.



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**Question No: 320**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Legal Costs**

**Senator BIRMINGHAM asked:**

1. 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.
2. 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.
3. 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.
4. 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.

**Answer:**

The Government does not generally disclose the content of legal advice received by the Government or its agencies. It is important for any government to be able to make fully formed decisions based on comprehensive and confidential legal advice. As such only total figures for legal service expenditure will be provided.

1. In relation to legal services provided within the agency, TUSMA has a Memorandum of Understanding (MOU) with the Department of Broadband, Communications and the Digital Economy for the provision of core Support Services. Details about the MOU are available on *Austender* ([www.tenders.gov.au](http://www.tenders.gov.au)). \$115,670.00 (GST exclusive) was expensed on internal legal service via the MOU with the Department from 1 July 2012 to 30 April 2013. Data on individual contracts of \$10,000 or more is available on *Austender* ([www.tenders.gov.au](http://www.tenders.gov.au)).
2. TUSMA's total expense on legal advice provided by the Australian Government Solicitor from 1 July 2012 to 30 April 2013 was \$71,500.00 (GST inclusive). Data on individual contracts of \$10,000 or more is available on *Austender* ([www.tenders.gov.au](http://www.tenders.gov.au)).
3. TUSMA total expenses on legal advice provided by private firms from 1 July 2012 to 31 January 2013 was \$186,009.45 (GST inclusive). Data on individual contracts of \$10,000 or more is available on *Austender* ([www.tenders.gov.au](http://www.tenders.gov.au)).
4. TUSMA has no legal services provided from other sources.

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**Question No: 321**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Education Expenses**

**Senator BIRMINGHAM asked:**

1. What is the department/agency's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Answer:**

1. TUSMA is a small contract management agency with an average staffing level of 16 and an annual departmental expense budget of \$4.820 million. Study applications from staff are assessed on a case by case basis taking into consideration TUSMA's budget constraints.
2. The Agency has one employee participating in tertiary studies at the Executive Level 1 classification; which was a continuation of study when the employee was working for the Department of Broadband, Communications and the Digital Economy through the Department's studies assistance program. The total expenditure to date is \$8569.70 (GST Inclusive) these costs are for units/course materials. The employee is completing an Arts Degree which will assist the employee with their strategic thinking and analytical and communication skills relevant to perform the executive level functions.

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**Question No: 322**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Executive Coaching and Leadership Training**

**Senator BIRMINGHAM asked:**

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

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged
5. For each service purchased from a provider listed under (4), please provide:
  - a. The name and nature of the service purchased
  - b. Whether the service is one-on-one or group based
  - c. The number of employees who received the service and their employment classification
  - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e. The total amount spent on the service
  - f. A description of the fees charged (i.e. per hour, complete package)
6. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used
  - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
  - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  - d. Any costs the department or agency's incurred to use the location.

**Answer:**

Nil.

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**Question No: 323**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Media Training**

**Senator BIRMINGHAM asked:**

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

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged
5. For each service purchased from a provider listed under (4), please provide:
  - a. The name and nature of the service purchased
  - b. Whether the service is one-on-one or group based
  - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e. The total amount spent on the service
  - f. A description of the fees charged (i.e. per hour, complete package)
6. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used
  - b. The number of employees who took part on each occasion
  - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  - d. Any costs the department or agency's incurred to use the location.

**Answer:**

TUSMA has not and does not expect to undertake media training.

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**Question No: 324**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Paid Parental Leave**

**Senator BIRMINGHAM asked:**

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

**Answer:**

- 1-2. Eligibility for the Government's Paid Parental Leave Scheme is determined by the Family Assistance Office and is subject to a number of criteria including a work and income test. No claims have been submitted to date.
3. TUSMA employees are currently covered by a *Public Service Act 1999* s24(1) Determination 2012/001 until it transitions to an Enterprise Agreement. The Determination provides for an additional six weeks of paid maternity leave in addition to the entitlements provided in the *Maternity Leave Act 1973*. An eligible spouse or de facto is also granted four weeks of full pay leave on the occasion of the birth or adoption of a child. This financial year, 2 staff have used paid 'paternity' leave.

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**Question No: 325**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Corporate Cars**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA has no requirements for corporate cars.

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**Question No: 326**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Taxi Costs**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. TUSMA has issued a contract notice with Cabcharge Australia Pty Ltd for Cabcharge Cards and E-ticket vouchers. Details of this contract are available on the Austender website ([www.tenders.gov.au](http://www.tenders.gov.au)).
2. The use of taxis is assessed on a needs basis and is subject to the same value for money considerations as are all other travel undertaken by agency employees.

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**Question No: 327**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Hire Cars**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. From 1 July 2012 to 31 May 2013, TUSMA has spent \$219.85 (GST Inclusive) on hire cars.
2. The use of hire cars will be assessed on a needs basis and is subject to the same value of money considerations as are all other travel undertaken by agency employees.



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**Question No: 328**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Credit Cards**

**Senator BIRMINGHAM asked:**

Provide a breakdown for each employment classification that has a corporate credit card. Please update details of the following?

1. What action is taken if the corporate credit card is misused?
2. How is corporate credit card use monitored?
3. What happens if misuse of a corporate credit card is discovered?
4. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
5. What action is taken to prevent corporate credit card misuse?

**Answer:**

Number of staff and classification in the agency holding a corporate credit card as at 30 May 2013 are as follows:

CEO	1
APS 4	1
APS EL1	3
APS EL2	3
Grand Total	8

Please update details of the following?

- 1&3. All misuse of corporate credit cards is treated as potential fraud and are referred to the CEO and CFO in the first instance. TUSMA has a Memorandum of Understanding (MOU) with the Department of Broadband, Communications and the Digital Economy for the provision of shared corporate services and corporate credit cards are issued under this arrangement.

An assessment is undertaken to determine if the misuse is fraud, in line with the Commonwealth Fraud Control Guidelines 2011. Recommendations for an appropriate course of action are made on a case by case basis. Notification of fraud is sent to the CFO for inclusion in TUSMA's tri-annual Compliance, Accountability and Assurance Sign-off (CAAS) and the CEO's annual Certificate of Compliance Report.

2. There is an agreed program of monthly, quarterly and yearly audits on credit card usage and these are performed by both internal and external auditors. Any findings are reported to the individual, their supervisor and the CFO for appropriate action. In addition all credit card transactions require supervisor approval in the Agency's expense management system.

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4. To date, there have been nil instances of credit card misuse in the Agency.
5. Prevention of corporate credit card misuse is managed through a combination of procedures and comprehensive system controls. These include:
  - All credit card holders are required to acknowledge that they have read and understood the Chief Executive's Instructions and Practical Guide that addresses credit card use within the Agency; and
  - Various transactional audits are completed and reported to the Agency CFO on a monthly basis.

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**Question No: 329**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Electricity Purchasing**

**Senator BIRMINGHAM asked:**

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

**Answer:**

From 1 July 2012 to 17 May 2013, TUSMA had a Memorandum of Understanding with the Australian Communications and Media Authority for the provision of property and related services inclusive of electricity.

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**Question No: 330**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Briefings for the Australian Greens and Independents**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA is a statutory agency with responsibility for managing contracts and grants and does not expect to be undertaking any briefings.

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**Question No: 331**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Shredders**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA purchased a GBC Fordigraph shredder at the cost of \$3,025 (GST Inclusive) and it is required to dispose of confidential material.

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**Question No: 332**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Protective service policy framework**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA has a Memorandum of Understanding (MOU) with the Department of Broadband, Communications and the Digital Economy for the provision of core Support Services.

Details about the MOU are available on the Austender website ([www.tenders.gov.au](http://www.tenders.gov.au)).

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**Question No: 333**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Office Locations**

**Senator BIRMINGHAM asked:**

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

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

**Answer:**

- a-d. TUSMA is located in the Melbourne CBD, within the Melbourne Central Tower on 360 Elizabeth Street.
- e. TUSMA commenced operations on 1 July 2012, as at 30 May 2013, TUSMA's staffing was 15 including the CEO, Refer to the table.

Classification Levels	FTE May 2013
CEO (Statutory Office Holder)	1.0
EL2	3.0
EL1	5.0
APS6	4.0
APS5	1.0
APS4	1.0
APS3	-
<b>TOTAL</b>	<b>15</b>

- f-h. From 1 July 2012 to 17 May 2013, TUSMA had a Memorandum of Understanding (MOU) with the Australian Communications and Media Authority for the provision of property and related services.

Details about the MOU are available on the Austender website ([www.tenders.gov.au](http://www.tenders.gov.au)).

- i. Details about the Agencies functions and work undertake is available on the TUSMA website ([www.tusma.gov.au](http://www.tusma.gov.au)).

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**Question No: 334**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Communications Staff**

**Senator BIRMINGHAM asked:**

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

**Answer:**

1. TUSMA has one ongoing communications officer at the APS 6 classification in Melbourne.
2. Not applicable.



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**Question No: 335**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Provision of Equipment**

**Senator BIRMINGHAM asked:**

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

**Answer:**

TUSMA has a Memorandum of Understanding (MOU) with the Department of Broadband, Communications and the Digital Economy for the provision of core Support Services. Within this agreement, Executive Level Staff are generally provided with a blackberry, laptop and wireless card for remote access to the agency's network.

Details about the MOU are available on the Austender website ([www.tenders.gov.au](http://www.tenders.gov.au)).