

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Supplementary Budget Estimates Hearings October 2011
Broadband, Communications and the Digital Economy Portfolio
Australian Communications and Media Authority

Question No: 272

Program No: ACMA

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

- a. How many permanent staff recruited this FYTD?
- b. What classification are these staff?
- c. How many temporary positions exist or have been created this FYTD?
- d. This FYTD, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

- a. There were 6 permanent (ongoing) staff recruited in the financial year to 25th October 2011.
- b. The classifications of these staff are:

Classification	No. of staff
APS3	0
APS4	1
APS5	0
APS6	3
EL1	2
EL2	0

- c. 6 temporary (non-ongoing) positions were created in the financial year to 25th October 2011 with 33 temporary (non-ongoing) positions existing at 25th October 2011.
- d. The ACMA employed 6 employees on contract in the financial year to 25th October. The average length of their non-ongoing contracts is 9.9 months.

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Question No: 273

Program No: ACMA

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

- a. How many permanent staff recruited for the year 2010-11?
- b. What classification are these staff?
- c. How many temporary positions exist or were created for the year 2010-11?
- d. For the year 2010-11, how many employees were employed on contract and what is the average length of their employment period?

Answer:

- a. There were 54 permanent (ongoing) staff recruited in the financial year 2010-11.
- b. The classifications of these staff are:

Classification	No. of staff
APS3	1
APS4	5
APS5	6
APS6	21
EL1	17
EL2	4

- c. 43 temporary (non-ongoing) positions were created in the financial year 2010-11 with 29 temporary (non-ongoing) positions existing at 30 June 2011.
- d. The ACMA employed 43 employees on contract in the financial year 2010-11. The average length of their non-ongoing contracts was 10.1 months.

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Question No: 274

Program No. ACMA

Hansard Ref: In Writing

Topic: Staffing

Senator Fisher asked:

- a. Are there any plans for staff reduction?
- b. If so, please advise details i.e. reduction target.
- c. How will this be achieved services/programs to be cut etc?
- d. If there are any plans for staff reductions, please give the reason why these are happening.

Answer:

- a. Yes.
- b. The reduction target will be in alignment with reduced NPP funding. The level of staffing target will be determined, based on a range of factors, for example, skill levels required for particular activities, changes to organisational priorities, and government requirements.
- c. Reductions in staffing would be undertaken during 2011 – 12 to meet future budgetary targets and reductions in NPP funding. The reductions will be achieved through overall budgetary management of a range of activities not limited to, recruitment, transfers, retirements, attrition, technological improvements, business process improvements, structural changes, improved procurement and contract management in addition to knowledge and skill advances.
- d. Reduction in NPP funding, and a reduced funding base.

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Question No: 275

Program No. ACMA

Hansard Ref: In Writing

Topic: Efficiency Dividend

Senator Fisher asked:

- a. How has the efficiency dividend been implemented?
- b. Please list where and what spending has been reduced to meet the efficiency dividend.

Answer:

- a. The impact and implementation of the efficiency dividend, together with all other budget measures, are taken into consideration in developing the annual budget for the agency in aggregate.
- b. The ACMA addresses meeting the efficiency dividend on an aggregate basis at the appropriation level. Each year the allocation of budget to activities is made on the basis of government policies, specifically funded proposals and strategic priorities.

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Question No: 276

Program No. ACMA

Hansard Ref: In Writing

Topic: Government Advertising

Senator Fisher asked:

- a. What advertising – Campaign and Non-Campaign – has the Agency undertaken in 2011-12? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
- b. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
- c. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010)? Provide the details for each advertising item.
- d. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
- e. What advertising – Campaign and Non-Campaign – and other communications programs is the Agency undertaking, or are planning to undertake?

Answer:

- a. Nil
- b. Not applicable
- c. Not applicable
- d. Not applicable
- e. Not applicable

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Question No: 277-278

Program No. ACMA

Hansard Ref: In Writing

Topic: Hospitality and Entertainment

Senator Fisher asked:

- a. What was the Agency's hospitality and entertainment spend for the year 2010-11?
- b. Detail date, location, purpose and cost of all events.

Answer:

- a. The ACMA spent \$40,476, \$36,108 as illustrated below, and \$4,368 as minor hospitality and entertainment expenditure in 2010-11.
- b. The major expenditure is summarised in the table below.

Date	Location	Purpose	Cost
2 Jul 10	Canberra Office	ACMA Organisational Function	7,550
2 Jul 10	Sydney Office	ACMA Organisational Function	4,591
2 Jul 10	Melbourne Office	ACMA Organisational Function	4,150
5 Aug 10	Sydney Office	Authority stakeholders luncheon	1,339
19 Aug 10	Sydney Office	Authority stakeholders luncheon	1,242
26 Oct 10	Customs House, Perth	Industry function: Reconnecting the Customer	922
28 Oct 10	Melb Town Hall	Industry function: Reconnecting the Customer	2,137
29 Nov 10	Melbourne Office	ACMA Organisational Function	2,589
1 Dec 10	Canberra Office	ACMA Organisational Function	2,060
15 Dec 10	Sydney Office	Authority and stakeholders luncheon	1,095
15 Dec 10	Sydney Office	ACMA Organisational Function	1,012
16 Dec 10	Sydney Office	Authority and stakeholders luncheon	1,242
20 Jan 11	Sydney Office	Board luncheon	2,554
1 Mar 11	Sydney Office	Authority stakeholders luncheon	966
12 May 11	Canberra Office	Authority stakeholders luncheon	948
22 Jun 11	Canberra Office	ACMA Organisational Function for retiring Authority member	1,711
		Total	\$36,108

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Question No: 279-280

Program No. ACMA

Hansard Ref: In Writing

Topic: Hospitality and Entertainment

Senator Fisher asked:

- a. What hospitality and entertainment spend is the Agency's planning on spending?
- b. Detail date, location, purpose and cost of all events.

Answer:

- a. For 2011-12 the ACMA has incurred \$12,095 in hospitality to date. The major items are detailed in part (b). There are no further major hospitality events planned for the rest of the year.
- b. Details of major hospitality spending to date:

Date	Location	Purpose	Cost
6 July 11	Sydney Office	Authority and stakeholders lunch	\$1,740
7 July 11	Sydney Office	Authority and stakeholders lunch	\$1,300
20 July 11	Melbourne Office	Farewell function for retiring Authority member	\$1,771
21 July 11	Sydney Office	Authority and stakeholders lunch	\$1,751
5 Sept 11	Sydney Office	Authority and stakeholders lunch	\$1,558

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Question No: 281

Program No. ACMA

Hansard Ref: In Writing

Topic: Freedom of Information

Senator Fisher asked:

- a. Has the Agency received any advice on how to respond to FOI requests?
- b. How many FOI requests has the Agency received for the year 2010-11? How many have been granted or denied?
- c. How many conclusive certificates have been issued in relation to FOI requests for the year 2010-11?
- d. How many FOI requests has the Agency received for this FYTD? How many have been granted or denied?
- e. How many conclusive certificates have been issued in relation to FOI requests for this FYTD?

Answer:

- a. In making any decision under the *Freedom of Information Act 1982* (the FOI Act) the Australian Communications and Media Authority (ACMA) has regard to the advice and guidance provided by the Australian Information Commissioner (see subsection 93A(2) of the FOI Act). If the circumstances of the matter require it, the ACMA may also take legal advice about individual requests from internal or external legal advisers.
- b. Between 1 July 2010 and 30 June 2011 the ACMA received 21 valid FOI requests. Of the 21 valid requests received:
 - 14 resulted in access being granted in full or in part
 - 2 resulted in access being refused
 - 2 were withdrawn
 - 3 are on-going.
- c. None.
- d. Between 1 July 2011 and 10 November 2011 the ACMA received 10 valid FOI requests. Of the 10 valid requests received:
 - 2 resulted in access being granted in full or in part
 - 3 were withdrawn
 - 5 are on-going.
- e. None.

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Question No: 282

Program No. ACMA

Hansard Ref: In Writing

Topic: Media Monitoring

Senator Fisher asked:

- a. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Agency for the year 2010-11?
- b. Which agency or agencies provided these services?
- c. What is the estimated budget to provide these same services for the year 2011-12?
- d. What has been spent providing these services FYTD?

Answer:

- a. \$78,104.79
- b. Media Monitors and Meltwater News
- c. \$45,000
- d. \$23,635.13 to 31 October 2011

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Question No: 283

Program No: ACMA

Hansard Ref: In Writing

Topic: Social Media

Senator Fisher asked:

Has there been any changes to 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 2011? Please explain.

Answer:

No.

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Question No: 284

Program No. ACMA

Hansard Ref: In Writing

Topic: Contractors

Senator Fisher asked:

1. Has the agency within the portfolio ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
2. Has the agency within the portfolio ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
3. Has the agency within the portfolio ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.
4. Has the agency within the portfolio ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
5. Has the agency within the portfolio ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
6. Has the agency within the portfolio ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
7. Has the agency within the portfolio ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
8. Has the agency within the portfolio ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
9. Has the agency within the portfolio ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer:

1. No.
2. No.
3. No.
4. No.
5. No.

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6. No.

7. No.

8. No.

9. No.

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Question No: 285

Program No. ACMA

Hansard Ref: In Writing

Topic: Government Payment of Accounts

Senator Fisher asked:

- a. For the year 2010-11, did the agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)? If not, why not, and 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.)
- b. For accounts not paid within 30 days, was interest being paid on overdue amounts and if so how much has been paid by the portfolio agency for the current financial year and the previous financial year?
- c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

a. Payments made within 30 days =	1688	(89%)
Payments made outside 30 days =	213	(11%)
Total payments to contractors/consultants	1901	

Payments made over 30 days were due to suppliers failing to initially provide correctly rendered Tax Invoices in the first instance, and also not complying with reissuing fresh invoices using the revised date.

- b. No interest was paid.
- c. Not applicable

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Question No: 286

Program No. ACMA

Hansard Ref: In Writing

Topic: Government Payment of Accounts

Senator Fisher asked:

- a. For the FYTD, has the agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)? If not, why not, and 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.)
- 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 agency for the current financial year and the previous financial year?
- c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

- a. Payments made within 30 days = 392
Payments over 30 days = 0
- b. Not applicable.
- c. Not applicable.

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Question No: 287

Program No. ACMA

Hansard Ref: In Writing

Topic: Government stationery requirements

Senator Fisher asked:

- a. How much was spent by the agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (ie. Paper envelopes, with compliments slips) in 2010-11?
- b. What is the estimated cost for 2011-12?

Answer:

- a. Nil
- b. Not applicable

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Question No: 288

Program No. ACMA

Hansard Ref: In Writing

Topic: Media Subscriptions

Senator Fisher asked:

- a. Does your agency subscribe to pay TV (for example Foxtel)?
- b. If yes, please provide the reason why, the cost and what channels.
- c. What was the cost for 2010-11?
- d. What is the estimated cost for 2011-12?

Answer:

- a. Yes, Foxtel.
- b. The reason the ACMA subscribes to Foxtel is to oversee and monitor various content and technical issues whilst also responding to complaints under the Broadcast Services Act, for example, the anti-siphoning rules. The cost in 2010-11 was \$32,073.94 providing access to the Business package which includes BBC World, Bloomberg Television, CNBC, CNN, Fox News Channel, Fox Sports 1 and 2 and 3, A-PAC, Sky News Australia, Sky News for Business and the Weather Channel.
- c. The subscription cost in 2010-11 was \$32,073.94.
- d. The estimated expenditure for Foxtel in 2011-12 is \$20,000.

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Question No: 289

Program No. ACMA

Hansard Ref: In Writing

Topic: Media Subscriptions

Senator Fisher asked:

- a. Does the agency subscribe to newspapers?
- b. If yes, please provide the reason why, the cost and what newspapers.
- c. What was the cost for 2010-11?
- d. What is the estimated cost for 2011-12?

Answer:

- a. Yes.
- b. The ACMA as a regulator keeps abreast of, and monitors media issues in the industry as they emerge. The ACMA subscribes to the Australian, The Age, Financial Review, Canberra Times and the Daily Telegraph.
- c. The subscription cost that can be identified within the ACMA ledgers in 2010-11 was \$16,025.
- d. The estimated subscription cost based on budgeted figures for newspapers in 2011-12 is \$16,500.

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Question No: 290

Program No. ACMA

Hansard Ref: In Writing

Topic: Media Subscriptions

Senator Fisher asked:

- a. Does the agency subscribe to magazines?
- b. If yes, please provide the reason why, the cost and what magazines.
- c. What was the cost for 2010-11?
- d. What is the estimated cost for 2011-12?

Answer:

- a. Yes.
- b. Harvard Business Review, The Economist and a range of relevant industry publications.
- c. The cost for 2010-11 was \$4,908.30.
- d. The estimated cost for 2011-2012 is \$5,000.

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Question No: 291

Program No. ACMA

Hansard Ref: In Writing

Topic: Travel Costs

Senator Fisher asked:

For the year 2010-11, please detail all travel (itemised separately) undertaken by employees of each agency within each portfolio. Include details of what the travel was for, what the cost was spent on travel (including travel type – ie. Business airfare), accommodation, security, food, beverages (alcohol listed separately) gifts, entertainment, and all other expenses.

Answer:

ACMA travel costs for 2010-11.

Domestic Fares		1,351,591.89
Business Class	220,707.53	
Economy Class	1,130,884.36	
Domestic Travel Allowance		1,102,834.03
Cabcharge		436,543.25
Domestic Travel Remote		110.67
Car Hire Costs		34,176.69
Overseas Fares		291,755.36
Overseas Travel Allowance		153,511.31
Passport & Visa Applications		6,323.10
Total		3,376,846.30

The above information reflects the agency's travel expenditure as available in its financial system and travel provider reports. To attempt to provide the detailed travel information requested would involve unreasonable diversion of agency resources.

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Question No: 292

Program No. ACMA

Hansard Ref: In Writing

Topic: Travel Costs

Senator Fisher asked:

For the year FYTD, please detail all travel (itemised separately) undertaken by employees of each agency within each portfolio. Include details of what the travel was for, what the cost was spent on travel (including travel type – ie business airfare) accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

Answer:

The ACMA's travel costs YTD to the 31st of October 2011 are as follows:

Domestic Fares		412,367
Business Class	41,467	
Economy Class	370,900	
Domestic Travel Allowance		319,010
Cabcharge		114,202
Car Hire Costs		13,640
Overseas Fares		92,615
Overseas Travel Allowance		39,333
Passport & Visa Applications		1,419
Total		992,586

The above information reflects the agency's travel expenditure as available in its financial system and travel provider reports. To attempt to provide the detailed travel information requested would involve unreasonable diversion of agency resources.

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Question No: 293

Program No. ACMA

Hansard Ref: In Writing

Topic: Legal Costs

Senator Fisher asked:

- a. What sum did each portfolio agency spend on legal services for the year 2010-11 within the agency? Please provide a list of each service and costs.
- b. What sum did each portfolio agency spend on legal services for the year 2010-11 from the Australian Government Solicitor? Please provide a list of each service and costs.
- c. What sum did each portfolio agency spend on legal services for the year 2010-11 from private firms? Please provide a list of each service and costs.
- d. What sum did each portfolio agency spend on legal services for the year 2010-11 from other sources? Please provide a list of each service and costs.

Answer:

- a. The agency expenditure on legal services for the financial year ended 30/06/11 was \$4,206,315. The legal services provided included litigation, legal advice, legislative drafting and other miscellaneous forms of legal assistance.
- b. The agency expenditure on legal services for the financial year ended 30/06/11 with the Australian Government Solicitor (AGS) was \$185,877. This was expenditure on professional fees for a range of litigation matters and other miscellaneous legal advice and assistance.
- c. The agency expenditure on legal services for the financial year ended 30/06/11 with private firms was \$27,315 for legal advice and assistance.
- d. The agency expenditure for the financial year ended 30/06/11 on legal services from other sources was \$152,444 consisting of briefs to Counsel and instructions to the Office of Legislative Drafting and Publishing (OLDP).

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Question No: 294

Program No. ACMA

Hansard Ref: In Writing

Topic: Legal Costs

Senator Fisher asked:

- a. What sum did each portfolio agency spend on legal services FYTD within the agency? Please provide a list of each service and costs.
- b. What sum did each portfolio agency spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
- c. What sum did each portfolio agency spend on legal services FYTD from private firms? Please provide a list of each service and costs.
- d. What sum did each portfolio agency spend on legal services FYTD from other sources? Please provide a list of each service and costs.

Answer:

- a. The agency expenditure on legal services for the financial year to 11/11/2011 was \$1,336,293. The legal services provided included litigation, legal advice, and other miscellaneous forms of legal assistance.
- b. The agency expenditure on legal services for the financial year to 11/11/11 with the Australian Government Solicitor (AGS) was \$34,913, for a range of litigation matters and other miscellaneous legal advice and assistance.
- c. The agency expenditure on legal services for the financial year to 11/11/11 with private firms was \$40,485 for legal advice and assistance.
- d. The agency expenditure for the financial year to 11/11/11 on legal services from other sources was \$3182 for briefs to Counsel for litigation services and for miscellaneous legal advice and assistance.

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Question No: 295

Program No: ACMA

Hansard Ref: In Writing

Topic: Education Expenses

Senator Fisher asked:

For the year 2010-11, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio agency. Include what type of course, the total cost per participant, how many participants and the amount of study leave granted to each participant.

Answer:

The ACMA had 54 employees participating in tertiary studies through the Studies Assistance Program in the 2010-11 financial year.

Employee	Course	Financial assistance approved	Study leave approved (hours)
Employee 1	Bachelor of Engineering	\$4,137.60	120
Employee 2	Masters of Engineering	\$2,500.00	45
Employee 3	Master of Communications	\$2,500.00	67.5
Employee 4	Graduate Diploma in Legal Practice	\$0.00	84
Employee 5	Graduate Certificate in Engineering	\$2,500.00	32.5
Employee 6	Master of Public Policy	\$7,500.00	130
Employee 7	Masters of Commerce	\$5,000.00	50
Employee 8	Master of Business and Administration	\$2,500.00	70
Employee 9	Bachelor of Engineering and Science	\$5,000.00	0
Employee 10	Master of Human Resources and Organisational development	\$1,700.00	32.5
Employee 11	Graduate Certificate in Public Policy	\$4,570.00	58.5
Employee 12	Master of Professional Accounting	\$250.00	0
Employee 13	Masters of law	\$0.00	32.5
Employee 14	Master of Communications	\$5,000.00	130
Employee 15	Masters of Public and International Law	\$2,500.00	37.5
Employee 16	Master of Commercial Law	\$5,000.00	75
Employee 17	Master of Multimedia Technology	\$1,950.00	30
Employee 18	Master in Public Policy and Management	\$2,070.00	32.5
Employee 19	Master of Accounting	\$5,000.00	120
Employee 20	Master of Regulatory Studies	\$4,200.00	30

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Employee 21	Diploma in Communications Law	\$2,500.00	37.5
Employee 22	Master of Social Work	\$663.00	40
Employee 23	Master of Organisational Psychology	\$2,500.00	65
Employee 24	Master of Business Administration	\$7,500.00	52.5
Employee 25	CPA	\$990.00	45
Employee 26	Certificate IV in Project Management	\$2,500.00	10.5
Employee 27	Master of Business and Technology	\$5,000.00	60
Employee 28	Master of Laws	\$2,500.00	50
Employee 29	Master of Commerce and Professional Accounting	\$2,449.00	18
Employee 30	Master of Economics	\$1,731.00	60
Employee 31	Masters of Public Policy and Management	\$4,400.00	7.5
Employee 32	Master of Law	\$5,000.00	5
Employee 33	Master of Global Media Communications	\$3,548.00	30
Employee 34	Bachelor of Arts	\$5,000.00	91
Employee 35	Practical Legal Training	\$2,500.00	160
Employee 36	Master of Policy and Applied Social Research	\$580.40	26
Employee 37	Master of Business Management	\$5,000.00	115
Employee 38	Master of Engineering Science	\$5,000.00	75
Employee 39	Master in Public Policy and Management	\$2,500.00	60.3
Employee 40	Bachelor of Arts/ Bachelor Communications and Media	\$3,083.00	115
Employee 41	Graduate Certificate in Management	\$4,450.00	135
Employee 42	CPA Program	\$785.00	18
Employee 43	CCNP Route	\$1,040.00	22.5
Employee 44	Master of Professional Accounting	\$2,500.00	65
Employee 45	Graduate Diploma in Marketing	\$1,680.00	0
Employee 46	Practical Legal Training	\$5,000.00	45
Employee 47	CPA Program	\$785.00	30
Employee 48	Master of Accounting	\$0.00	60
Employee 49	Bachelor of Management	\$2,500.00	35
Employee 50	Bachelor of Commerce	\$2,270.00	75
Employee 51	Diploma in Management	\$2,500.00	75
Employee 52	Master of Business and Technology	\$2,500.00	30
Employee 53	Master of International Studies	\$0.00	36

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Employee 54	Doctorate of Information Technology	\$3,500.00	32.5
	Total	\$ 158,332.00	2960 hours

The ACMA conducted 33 in-house training courses in the 2010-11 financial year. The table below outlines the type of course, participant numbers and the cost.

Course Name	No. of Courses	Attendees	Cost per participant	Cost (excl GST)
Presentation Skills	3	24	\$311.35	\$7,472.32
Project Management	2	14	\$300.18	\$4,202.55
Dear Minister	1	14	\$696.09	\$9,745.20
Effective Business Writing	2	19	\$291.79	\$5,544.00
Telecommunications Training (2 day course)	3	32	\$751.21	\$24,038.78
Broadband and Voice Service Evolution	1	6	\$414.64	\$2,487.83
NBN Technical Overview	2	19	\$342.84	\$6,513.95
Time Management	2	16	\$225.00	\$3,600.00
Life Balance & Stress Management	1	7	\$385.71	\$2,700.00
Managing Teams and Team Dynamics	3	30	\$271.29	\$8,138.70
Skills for Effective Communication	3	33	\$413.46	\$13,644.16
Brief Writing Training	2	12	\$735.00	\$8,820.00
Diploma of Project Management	3	34	\$1,111.76	\$37,800.00
Essential Writing Skills for APS 5 & 6	1	16	\$174.49	\$2,791.80
Broadcast Planning Systems	1	20	\$911.70	\$18,234.00
Radio Frequency Systems – Specialised Training	1	6	\$1,080.00	\$6,480.00
Brief Writing Training	2	12	\$333.33	\$4,000.00
Totals	31	314		\$166,213.29

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Question No: 296

Program No: ACMA

Hansard Ref: In Writing

Topic: Education Expenses

Senator Fisher asked:

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

Answer:

The ACMA has 36 employees participating in tertiary studies through the Studies Assistance Program in the FYTD. Details are as follows:

Course Type	Average Cost	Attendees	Average Study leave granted (hours)
Certificate	\$2,300	3	87
Undergraduate	\$1,980	8	45
Postgraduate	\$2,233	25	42

The ACMA has conducted 5 in-house training courses in the FYTD. The table below outlines the type of course, participant numbers and the cost.

Course Name	No. of Courses	Attendees	Cost per participant	Cost (excl GST)
Desk top support for Microsoft Access	1	2	\$675.00	\$1,350.00
Media training	1	5	\$800.00	\$4,000.00
Time Management & Teamwork	1	4	\$575.00	\$2,300.00
Harassment Contact Officer training	1	7	\$714.29	\$5,000.00
Giving and Receiving Feedback	1	10	\$363.80	\$3,638.00
Totals	5	28		\$16,288.00

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Australian Communications and Media Authority

Question No: 297

Program No: ACMA

Hansard Ref: In Writing

Topic: Executive Coaching and Leadership Training 2010-11

Senator Fisher asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio agency, please provide the following information for the year 2010-11:

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

For each service purchased from a provider listed under (4), please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
- c) The number of employees who received the service and their employment classification
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (i.e. per hour, complete package)

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

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

Answer:

1. Total expenditure was \$369,422 (excl GST)
2. 41 employees comprising 15 X SESB1, 19 X EL2, 6 X EL1 and 1 X APS6
3. 41 employees comprising 15 X SESB1, 19 X EL2, 6 X EL1 and 1 X APS6
4. Mt Eliza Executive Education, Melbourne Business School, Centre for Public Management, Performance Development Pty Ltd, Positive Psychology Institute, TG Coaching and Consulting, Xplore for Success Pty Ltd and AB Communicates Pty Ltd

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Australian Communications and Media Authority

Question No: 298

Program No: ACMA

Hansard Ref: In Writing

Topic: Executive Coaching and Leadership Training FYTD

Senator Fisher asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio agency, please provide the following information FYTD:

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

For each service purchased from a provider listed under (4), please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
- c) The number of employees who received the service and their employment classification
- d) The total number of hours involved for all employees
- e) The total amount spent on the service
- f) A description of the fees charged (i.e. per hour, complete package)

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

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

Any costs the agency incurred to use the location

Answer:

1. Total expenditure was \$208,500 (excl GST)
2. 27 employees comprising: 3x Statutory Office Holders, 6 X SES2, 18 X EL2
3. 26 employees comprising: 2x Statutory Office Holders, 6 X SES2, 18 X EL2
4. Mt Eliza Executive Education, Melbourne Business School

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Question No: 299

Program No: ACMA

Hansard Ref: In Writing

Topic: Paid Parental Leave

Senator Fisher asked:

- a. Please list how many staff in the agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- b. For the year 2010-11 list which portfolio agencies are providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

Answer:

- a. All employees with more than 12 months service who earn less than \$150,000 per annum and are the primary care giver of the child are eligible to receive payment under the government's Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.
- b. The ACMA registered to participate in the scheme and was prepared to receive and make payments from 1 January 2011. In 2010-11 no claims were received and therefore no payments were made.

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Question No: 300

Program No: ACMA

Hansard Ref: In Writing

Topic: Paid Parental Leave

Senator Fisher asked:

For the FYTD list which portfolio agencies are providing its employees with payments under the Government's Paid Parental Leave Scheme? Please list how many staff are in receipt of these payments.

Answer:

The ACMA registered to participate in the scheme and was prepared to receive and make payments from 1 January 2011. For the FYTD there are 3 staff in receipt of these payments.

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Question No: 301

Program No. ACMA

Hansard Ref: In Writing

Topic: Media Subscriptions

Senator Fisher asked:

- a. How many cars are owned by each agency in your portfolio?
- b. Where is/are the car/s located?
- c. What is/are the car/s used for?
- d. What was the cost for each car in 2010-2011?
- e. How far did each car travel in 2010-11?

Answer:

- a. The ACMA owns two cars.
- b. The cars are located in Sydney and Canberra.
- c. The vehicles are used for monitoring signal interference, and measuring signals as a component of the transition to digital TV.
- d. See table below.
- e. See table below.

Location	Registration No.	Operational Cost 2010-11	Distance travelled 2010-11
Sydney	ZZZ172	4,332	22,540
Canberra	YFC69C	9,000	23,589

- Note that the cost of each vehicle varies in accordance with its purchase date.

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Question No: 302

Program No. ACMA

Hansard Ref: In Writing

Topic: Taxis

Senator Fisher asked:

How much did each agency spend on taxis in 2010-11? Provide a breakdown of each business group in each agency.

Answer:

Division 2 - Communications Infrastructure	110,675.79
Division 3 - Content, Consumer & Citizen	69,884.74
Division 4 - Digital Economy	68,415.09
Division 5 - Digital Transition	66,074.87
Division 6 - Legal Services	14,557.28
Division 7 – Corporate & Coordination	67,830.75
Office of the Chair (including Media Communications & Public Inquiry Teams)	39,109.28
Total	\$436,547.80

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Question No: 303

Program No. ACMA

Hansard Ref: In Writing

Topic: Credit Cards

Senator Fisher asked:

- a. How many staff in each agency has a corporate credit card? What is their classification?
- b. What action is taken if the corporate credit card is misused?
- c. How is corporate credit card use monitored?
- d. What happens if misuse of a corporate credit card is discovered?
- e. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
- f. What action is taken to prevent corporate credit card misuse?

Answer:

- a. Number of staff and classification in the ACMA holding a corporate credit card are as follows:

ACMA 4	7
ACMA 5	16
ACMA 6	33
ACMA EL 1	36
ACMA EL 2	12
ACMA SES 1	2
ACMA SES 2	2
Principal Lawyer	2
Stat Office Holder - Chair	1
Stat Office Holder - Deputy	
Chair/Administrative	2
Grand Total	113

- b. Misuse is rare, and usually is an innocent error where the card holder used the AGCC by mistake. The cardholder either pays the amount directly to the card immediately, or alerts the AGCC co-ordinator of the mistake made so that an invoice can be raised for the incorrectly charged transaction.

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- c. Monthly credit card statements are received from the service provider, which are acquitted by the cardholder within defined time limits. These statements are summarised onto a monthly report by the AGCC co-ordinator, who highlights any problems or issues. This report is, in turn, vetted by the Chief Financial Officer (CFO) and signed off with any instructions which are required to be taken, for example, further review of particular transactions.
- d. If misuse was discovered the matter would be referred in the first instance to the CFO for immediate action.
- e. No.
- f. The ACMA has an array of checks and balances to mitigate credit card misuse commencing with policy documents such as the Chief Executive Instructions, Management Instructions, Delegation Authorisation, Fraud Control Plan, and Risk Management. In addition to two checks by operational employees on the processing and payment of the credit card accounts. Every transaction is assessed for probity.

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Question No: 304

Program No. ACMA

Hansard Ref: In Writing

Topic: Carbon Price Legislation

Senator Fisher asked:

- a. How was your agency consulted in the development of the carbon price package?
- b. Is the carbon price package consistent with all of the policies in your agency?

Answer:

- a. The ACMA was not consulted in the development of the carbon price package.
- b. The ACMA is unable to comment on government policy.

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Question No: 305

Program No. ACMA

Hansard Ref: In Writing

Topic: Communications

Senator Fisher asked:

How many communications people are there in each of your agencies? List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

Answer:

The ACMA has the following communications-related positions:

Executive Manager Gov 2.0, Stakeholder Engagement and External Communication – SES 1

Engagement Manager – Executive Level 1

Communications Advisor – ACMA 6

Media Manager – Executive Level 1

Media Officer – ACMA 6

Social Media Producer – ACMA 6

Manager Digital Publishing – Executive Level 2

Web Producer – ACMA 6

Web Producer – ACMA 6

Web Producer – ACMA 6

Digital Technology Manager – Executive Level 1

Manager Editorial Services – Executive Level 2

Assistant Manager Editorial Services – Executive Level 1

Writer and Editor – ACMA 6

Editorial Support – ACMA 4

Staff in these roles do not provide services to ministers or parliamentary secretaries.

Guidelines they must adhere to are set out in Management Instruction 13 – ACMA Media Relations and Speaking Engagements and general guidelines on the use of social media.