

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, 21 November 2013
Tourism Australia

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
001	Tourism Australia	Brown	Domestic Tourism Marketing	<p>Senator CAROL BROWN: You have not had any concern about the split between domestic and international?</p> <p>Ms. Halbert: Domestic and international both sit under Minister Robb—</p> <p>Senator CAROL BROWN: I know. But we just heard evidence to say that domestic tourism would be pushed back to the states and territories.</p> <p>Ms. Halbert: Yes, so we will be focusing on attracting international visitor arrivals; that is correct.</p> <p>Senator CAROL BROWN: Have you had any concerns from people that are in the tourism industry about the focus being shifted from what it was?</p> <p>Ms. Halbert: Not that I am aware of, but I would need to take that question on notice to consult with the broader organisation.</p>	Proof Hansard, 21 November 2013, p.62	23/1/2014	13/2/2014
002	Tourism Australia	Edwards	Domestic Tourism Marketing	<p>Senator EDWARDS: In my notes here, I have that Brigid Kennedy, executive officer of the Ultimate Wine Experience stated that it is a non-profit industry consortium funded by a federal grant and the wine industry is designed to create a community of wineries brought together the auspices of Tourism Australia. How much money were they provided with, because that is actually the contention on their website?</p> <p>Ms Halbert: I do not know that; we would have to take that on notice.</p> <p>Senator EDWARDS: It is not a gotcha question. That was the contention that is out there, and you say that there is no money and that it is marketing assistance. I am just saying that that was there.</p> <p>Ms Halbert: Let me check that for you.</p>	Proof Hansard, 21 November 2013, p.69	23/1/2014	13/2/2014
003	Tourism Australia	Brown	Domestic Tourism Marketing	Have there been any changes to the funding allocated to Tourism Australia since the election?	Written Q	23/1/2014	13/2/2014
004	Tourism Australia	Brown	Domestic Tourism Marketing	Given that Tourism Australia no longer is responsible for domestic tourism marketing, will it lose funds allocated to that aspect?	Written Q	23/1/2014	13/2/2014
005	Tourism Australia	Brown	Domestic Tourism Marketing	If it retains funding, how will the additional funds be spent?	Written Q	23/1/2014	13/2/2014

006	Tourism Australia	Brown	Domestic Tourism Marketing	How will Tourism Australia ensure there will not be waste and duplication in the promotion of tourism domestically & internationally?	Written Q	23/1/2014	13/2/2014
007	Tourism Australia	Brown	Domestic Tourism Marketing	How will Tourism Australia work with the states and territories to ensure that materials, initiatives and campaigns are not duplicated and do not conflict?	Written Q	23/1/2014	13/2/2014
008	Tourism Australia	Smith	Industry Consultation	With respect to the development of the Tourism Australia Food & Wine Strategy – also known as Restaurant Australia, can you please provide details of the following: a) The names of the organisations consulted in the development of this strategy; and a) dates that those meetings took place?	Written Q	23/1/2014	13/2/2014

009	Tourism Australia	Ludwig	Reviews	<p>1) Since 7 September 2013, how many new Reviews have been commenced? Please list them including:</p> <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. If the report will be tabled in parliament or made public <p>2) For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each what are the costs associated with their involvement, broken down to each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur 	Written Q	23/1/2014	13/2/2014
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				<p>3) Since 7 September 2013, what reviews are on-going? Please list them.</p> <p>4) Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.</p> <p>5) Since Budget estimates, what reviews have concluded? Please list them.</p> <p>6) Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7) When will the Government be responding to the respective reviews that have been completed?</p> <p>8) What reviews are planned?</p> <p>a. When will each planned review be commenced?</p> <p>b. When will each of these reviews be concluded?</p> <p>c. When will government respond to each review?</p> <p>d. Will the government release each review?</p> <p>i. If so, when?</p> <p>ii. If not, why not?</p>		23/1/2014	13/2/2014
010	Tourism Australia	Ludwig	Commissioned Reports	<p>a) Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>b) How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written Q	23/1/2014	13/2/2014

011	Tourism Australia	Ludwig	Briefings for other parties	<p>1. Have any briefings and/or provision of information have been provided to the Australian Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>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.</p> <p>2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>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.</p> <p>f) Which Independents have requested briefings and/or information?</p> <p>3. Have any briefings and/or provision of information been provided to parties other than Labor or the Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>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.</p> <p>f) Which parties have requested briefings and/or information?</p>	Written Q	23/1/2014	13/2/2014
012	Tourism Australia	Ludwig	Appointments	<p>a) Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>b) What is the gender ratio on each board and across the portfolio?</p> <p>c) Please detail any board appointments made from 7 September to date</p>	Written Q	23/1/2014	13/2/2014
013	Tourism Australia	Ludwig	Stationery requirements	<p>1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?</p>	Written Q	23/1/2014	13/2/2014

014	Tourism Australia	Ludwig	Media subscriptions	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a) Please provide a list of what channels and the reason for each channel.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a) Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>3. What magazine subscriptions does your department/agency have?</p> <p>a) Please provide a list of magazine subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>4. What publications does your department/agency purchase?</p> <p>a) Please provide a list of publications purchased by the department and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p>	Written Q	23/1/2014	13/2/2014
015	Tourism Australia	Ludwig	Media Monitoring	<p>1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2012-13?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p> <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2012-13?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p>	Written Q	23/1/2014	13/2/2014

016	Tourism Australia	Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>a) Total spending on these services</p> <p>b) The number of employees offered these services and their employment classification</p> <p>c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>d) The names of all service providers engaged</p> <p>2. For each service purchased from a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a) The location used</p> <p>b) The number of employees who took part on each occasion</p> <p>c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d) Any costs the department or agency's incurred to use the location</p>	Written Q	23/1/2014	13/2/2014
017	Tourism Australia	Ludwig	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>By Department or agency:</p> <p>a) How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b) How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c) How many contractors, their classification, type of work they undertake and their location</p> <p>d) How many are graphic designers?</p> <p>e) How many are media managers?</p> <p>f) How many organise events?</p> <p>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?</p>	Written Q	23/1/2014	13/2/2014

018	Tourism Australia	Ludwig	Provision of Equipment	<p>a) For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>b) For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date?</p> <p>c) 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.</p> <p>d) Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written Q	23/1/2014	13/2/2014
019	Tourism Australia	Ludwig	Travel costs	<p>a) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that 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.</p> <p>c) What travel is planned for the rest of from 7 September 2013? Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e) What is the policy for business class airfare tickets?</p> <p>f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>g) When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>	Written Q	23/1/2014	13/2/2014

020	Tourism Australia	Ludwig	Grants	<p>a) Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>b) Have all grant agreement details been published on its website</p> <p>c) Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please lists which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?</p>	Written Q	23/1/2014	13/2/2014
021	Tourism Australia	Ludwig	Government payments of accounts	<p>a) From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc. in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <p>b) If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)</p> <p>c) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?</p> <p>d) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written Q	23/1/2014	13/2/2014
022	Tourism Australia	Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from 7 September 2013 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.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written Q	23/1/2014	13/2/2014

023	Tourism Australia	Ludwig	Meeting costs	<p>a) What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>c) 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.</p> <p>d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written Q	23/1/2014	13/2/2014
024	Tourism Australia	Ludwig	Hospitality and entertainment	<p>a) What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e) 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.</p> <p>f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g) 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. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?</p>	Written Q	23/1/2014	13/2/2014

025	Tourism Australia	Ludwig	Public service efficiencies	<p>1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>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?</p> <p>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?</p> <p>4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much?</p> <p>5. 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?</p>	Written Q	23/1/2014	13/2/2014
026	Tourism Australia	Ludwig	Ministerial office security classifications	<p>1) What is the policy for ministerial staff security clearances?</p> <p>2) How many staffers employed by the government under the MOPS Act have security clearances?</p> <p style="padding-left: 20px;">a. At what level?</p> <p style="padding-left: 20px;">b. If not, why not?</p> <p>3) How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances?</p> <p style="padding-left: 20px;">a. At what level?</p> <p style="padding-left: 20px;">b. If not, why not?</p>	Written Q	23/1/2014	13/2/2014

027	Tourism Australia	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> 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 <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> 5. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> 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 	Written Q	23/1/2014	13/2/2014
028	Tourism Australia	Ludwig	Staffing reductions	<ol style="list-style-type: none"> a) How many staff reductions/voluntary redundancies have occurred from 7 September 2013 to date? What was the reason for these reductions? b) Were any of these reductions involuntary redundancies? If yes, provide details. c) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. d) If there are plans for staff reductions, please give the reason why these are happening. e) Are there any plans for involuntary redundancies? If yes, provide details. 	Written Q	23/1/2014	13/2/2014
029	Tourism Australia	Ludwig	Staffing cessations	<ol style="list-style-type: none"> a) How many ongoing staff left the department/agency from 7 September 2013 to date? What classification were these staff? b) How many non-ongoing staff left department/agency from 7 September 2013 to date? What classification were these staff? 	Written Q	23/1/2014	13/2/2014

030	Tourism Australia	Ludwig	Staffing recruitment	<p>a) How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff?</p> <p>b) How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff?</p> <p>c) From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written Q	23/1/2014	13/2/2014
031	Tourism Australia	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff useage since 7 September 2013?</p> <p>a) 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?</p> <p>b) Why were coffee machines purchased?</p> <p>c) 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?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a) 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.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	23/1/2014	13/2/2014
032	Tourism Australia	Ludwig	Printing	How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?	Written Q	23/1/2014	13/2/2014

033	Tourism Australia	Ludwig	Corporate cars	<ul style="list-style-type: none"> a) How cars are owned by each department/agency? b) Where is the car/s located? c) What is the car/s used for? d) What is the cost of each car from 7 September 2013 to date? e) How far did each car travel from 7 September 2013 to date? 	Written Q	23/1/2014	13/2/2014
034	Tourism Australia	Ludwig	Taxi costs	<ul style="list-style-type: none"> a) How much did each department/agency spend on taxis from 7 September 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs? 	Written Q	23/1/2014	13/2/2014
035	Tourism Australia	Ludwig	Hire cars	<ul style="list-style-type: none"> a) How much did each department/agency spend on hire cars from 7 September 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs? 	Written Q	23/1/2014	13/2/2014
036	Tourism Australia	Ludwig	Credit cards	<ul style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ul style="list-style-type: none"> a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse? 	Written Q	23/1/2014	13/2/2014
037	Tourism Australia	Ludwig	Electricity purchasing	<ul style="list-style-type: none"> a) What are the details of the department/agency electricity purchasing agreement? b) What are the department/agency electricity costs from 7 September 2013 to date? 	Written Q	23/1/2014	13/2/2014
038	Tourism Australia	Ludwig	Ministerial briefing	<ul style="list-style-type: none"> 1) Does the department provide a regular briefing to the Minister on the activities of the department and/or any upcoming issues and/or any upcoming matters to come before the Minister? 2) In what form does that occur? 3) On what basis it that provided? 4) What title is this briefing given? 	Written Q	23/1/2014	13/2/2014

039	Tourism Australia	Ludwig	Departmental senate estimates briefing	<ol style="list-style-type: none"> 1) How many officers were responsible for preparing the Minister's briefing pack for the purposes of senate estimates? 2) How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3) Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 	Written Q	23/1/2014	13/2/2014
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040	Tourism Australia	Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1) Can the department please outline the process it under goes to assess Freedom of Information requests? 2) Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6) What resources does the department commit to its Freedom of Information team? 7) List the staffing resources by APS level assigned solely to Freedom of Information requests 8) List the staffing resources by APS level assigned indirectly to Freedom of Information requests 9) Does the department ever second addition resources to processing Freedom of Information requests? <ol style="list-style-type: none"> a. If so, please detail those resources by APS level 10) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department? <ol style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 11) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office? <ol style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 12) Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department? 	Written Q	23/1/2014	13/2/2014
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				<p>13) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <ol style="list-style-type: none"> Of the officers designated as decision makers within the department, how many have received formal training? Of the officers designated as decision makers within the department, how many have received informal training? How long after each officers appointment as a designated decision maker did they receive formal training? What did the training involve? How long was the training? By whom was the training conducted? <p>14) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <ol style="list-style-type: none"> Of the officers designated as decision makers, how many have received formal training? Of the officers designated as decision makers, how many have received informal training? How long after each officers appointment as a designated decision maker did they receive formal training? What did the training involve? How long was the training? By whom was the training conducted? 			
041	Tourism Australia	Ludwig	Functions	<p>1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <ol style="list-style-type: none"> The guest list of each function The party or individual who initiated the request for the function The menu, program or list of proceedings of the function A list of drinks consumed at the function <p>2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office</p>	Written Q	23/1/2014	13/2/2014

042	Tourism Australia	Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2) How many officers have been placed in those units and at what level? 3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) Do members of the unit have access to cabinet documents? 7) Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 	Written Q	23/1/2014	13/2/2014
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