



SCHEDULE OF DOCUMENTS — FOI 12-006

Schedule 1: Released in full

	Description	Author	Released
Part A—Safe Work Australia documents			
1.	Evaluation Plan for the Harmonisation of Work Health and Safety in Australia dated 29 July 2011	SWA	In full
2.	Perceptions of Workplace Safety Survey project authorisation minute dated 12 November 2011	SWA	Partial exemption—47F
3.	Business case minute to approach the market—reg 9 approval to undertake procurement process dated 22 February 2012	SWA	Partial exemption—47F
4.	Approval minute to direct source researcher to assist in the Perceptions of Workplace Safety Survey project dated 23 November 2011	SWA	Partial exemption—47F
5.	Request for Quotation to New Horizon undated	SWA	In full
6.	Reg 9 approval minute for variation to amend contract for services to develop data collection instruments dated August 2012	SWA	Partial exemption—47F
7.	Minute to advise outcome of direct source procurement process dated 1 February 2012	SWA	Partial exemption—47F
8.	Minute to send work orders to engage The Social Research Centre dated 30 May 2012	SWA	In full
9.	Minute recommending the engagement of The Social Research Centre dated 22 March 2012	SWA	Partial exemption—47F
10.	Minute seeking approval to increase funding to The Social Research Centre to conduct Computer Assisted Telephone Survey dated April 2012	SWA	In full
11.	Cover letter enclosing Contract for services to New Horizon to develop data collection instruments and gather qualitative information dated February 2012	SWA	Partial exemption—47F
12.	Various request for Quotation template documents	SWA	In full
13.	REAP request for Quote Evaluation template	SWA	In full
14.	Email to SWA re RFQ	UQ	Partial exemption—47F
15.	Email to SWA re RFQ	Sydney Uni	Partial exemption—47F
16.	Email from SWA to Sydney Uni	SWA	Partial exemption—47F
17.	Email from SWA to Sydney Uni	SWA	Partial exemption—47F
18.	Email to Sweeney Research inviting quote	SWA	Partial exemption—47F
19.	Email to IPSOS inviting quote	SWA	Partial exemption—47F



20.	Email to SWA requesting information	IPSOS	Partial exemption—47F
21.	Email to SWA with quote	IPSOS	Partial exemption—47F
22.	Email response to IPSOS in relation to request for quote	SWA	Partial exemption—47F
23.	Email to IPSOS sending request for quote again	SWA	Partial exemption—47F
24.	Email to The Social Research Centre inviting quote	SWA	Partial exemption—47F
25.	REAP Deed of Standing Offer	DEEWR	Partial exemption—47F
26.	Email from The Social Research Centre enclosing quote	SRC	Partial exemption—47F
27.	Email to SRC acknowledging quote	SWA	Partial exemption—47F
28.	Email to New Horizon re direct sourcing	SWA	In full
29.	Email to New Horizon re Contract	SWA	In full
30.	Email to New Horizon enclosing variation	SWA	In full
31.	Overview of Fieldwork phases	SWA	In full
32.	Email in relation to query regarding conduct of perceptions project	SWA	In full
33.	Email in relation to query regarding conduct of perceptions project	SWA	In full
34.	Summary consultant experience	SWA	In full
35.	Service contract with New Horizon	SWA	Partial exemption—47F
36.	Contract variation for allowances	SWA	In full
37.	Email in relation to questions	SWA	In full
38.	Email advising no tender will be submitted	Sydney Uni	In full
39.	Email to SWA re focus groups	AiG	In full
40.	Email to New Horizon re ACTU details	SWA	In full

Schedule 2: Partial access—Business documents

Part A: Business documents—Consultants

1.	Response to Request for Quote	Sweeney Research	Partial exemption—45 and 47F
2.	REAP Request for Quote Evaluation form Sweeney Research	SWA	Partial exemption—47F
3.	Response to Request for Quote	IPSOS	Partial exemption—



			45 and 47F
4.	REAP request for Quote Evaluation form IPSOS	SWA	Partial exemption—47F
5.	Response to Request for Quote	SRC	Partial exemption—45 and 47F
6.	REAP request for Quote Evaluation form SRC	SWA	Partial exemption—47F
7.	Email to SWA CATI costings	SRC	Partial exemption—45 and 47F
8.	Detailed ratings for Quotations	SWA	Released in full
9.	Comparison of Quotations	SWA	Partial exemption—45
10.	New Horizon Consulting Pty Ltd Proposal dated 11 January 2012	New Horizon	Partial exemption—45 and 47F
11.	RFQ Referee report Sweeney	—	Partial exemption—47F
12.	RFQ Referee report IPSOS	—	Partial exemption—47F
13.	RFQ Referee report SRC	—	Partial exemption—47F

Schedule 2: Partial access—Business correspondence

Part B: New Horizon Correspondence

1.	Email to SWA re progress scheduling focus groups	New Horizon	Partial exemption—47F
2.	Email to New Horizons in relation to interview schedule	SWA	Partial exemption—47F
3.	Email to New Horizons in relation to interview schedule	SWA	Partial exemption—47F
4.	Email between New Horizon and AiG in relation to focus group	New Horizon	Partial exemption—47F
5.	Email to New Horizon re travel	SWA	Partial exemption—47F
6.	Email to SWA re travel booking	New Horizon	Partial exemption—47F
7.	Emails between SWA and New Horizon re variation for travel	SWA	Partial exemption—



			47F
8.	Emails between SWA and New Horizon re travel	SWA New Horizon	Partial exemption— 47F
9.	Emails between SWA and New Horizon re travel in Melbourne	SWA	Partial exemption— 47F
10.	Email to SWA re travel in Sydney and Melbourne	SWA New Horizon	Partial exemption— 47F
11.	Email between SWA and New Horizon re participant group	SWA New Horizon	Partial exemption— 47F
12.	Email between SWA and New Horizons re participant group	SWA New Horizon	Partial exemption— 47F
13.	Emails between SWA and New Horizons re additional questions	SWA New Horizon	Partial exemption— 47F
14.	Emails to New Horizons re update on focus groups and travel	SWA	Partial exemption— 47F
15.	Emails between SWA and New Horizon re focus group and travel	SWA New Horizon	Partial exemption— 47F
16.	Emails between SWA and New Horizons re variation for travel and accommodation	SWA New Horizons	Partial exemption— 47F
17.	Emails to SWA re consultancy proposal	New Horizon	Partial exemption— 47F
18.	Email to SWA re accommodation and meal invoices	New Horizon	Partial exemption— 47F
19.	Email to SWA re Melbourne accommodation and Adelaide focus group	New Horizon	Partial exemption— 47G
20.	Email to SWA re flight information and costs	New Horizon	Partial exemption— 47G
21.	Email to SWA re arranging focus group	New Horizon	Partial exemption— 47F

Schedule 3: Exempt in Full—Survey and data collection

	Description	Author	Released
1.	Survey instruments and questionnaires	New Horizon	Exempt in full—s47E and 47C
2.	Emails from New Horizon relating to survey questions and data collection	New Horizon	Exempt in full—s47E and 47C
3.	Emails from ABS relating to survey questions	ABS	Exempt in



			full—s47E and 47C
4.	Emails from The Social Research Centre relating to survey questions	The Social Research Centre	Exempt in full—s47E and 47C
5.	Emails from SWA relating to survey questions and data collection	SWA	Exempt in full—s47E and 47C



safe work australia