



Australian Government
National Capital Authority

File No: 07/642
Ref: 83711

Mr Stephen Boyd
Joint Standing Committee on the
National Capital and External Territories
PO Box 6021
Parliament House
CANBERRA ACT 2600

Dear Mr Boyd

I refer to the Questions on Notice to the National Capital Authority (NCA) from Senator Gary Humphries following the public hearing by the Joint Standing Committee on the National Capital and External Territories (the Committee) on 17 November 2010, which were provided to the NCA by e-mail on 30 November 2010.

The NCA provides the following responses to the questions put by Senator Humphries.

1. Paid Parking in the Parliamentary Triangle. I refer to the discussion paper on parking management in Parkes, Barton and Russell.

Q1. Can you provide details of each meeting that has taken place – time, location, travel costs?

A1. Five (5) meetings of the Inter-Governmental Committee on Parking (IGC) have occurred, at the following dates and times:

- 29 September 2009, 9.30am;
- 26 October 2009, 4.00pm;
- 14 January 2010, 3.00pm;
- 11 May 2010, 10.30am; and
- 8 October 2010, 2.00pm.

All meetings were held at the National Capital Authority offices. No travel costs have been incurred for IGC meetings.

Q2. Can a break down of all spending on the parking committee, including date, type, amount and the authorizing officer, be tabled?

A2. The following table provides details of all expenditure incurred to date as part of the parking review.

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Date	Type/Purpose	Amount	Authorising Officer
Invoice date – 9 November 2009	Consultancy – Datacol Research Pty Ltd to undertake parking surveys in Barton, Parkes and Russell	\$9,900.00 (GST inc)	
Invoice date – 3 December 2009	Consultancy – Datacol Research Pty Ltd to undertake parking surveys in Barton, Parkes and Russell	\$9,900.00 (GST inc)	
Invoice date – 29 January 2010	Consultancy – Datacol Research Pty Ltd to undertake parking surveys in Barton, Parkes and Russell	\$4,664.00 (GST inc)	
Invoice date – 23 August 2010	Consultancy – Datacol Research Pty Ltd to undertake parking surveys in Barton, Parkes and Russell	\$4,664.00 (GST inc)	
Invoice date – 9 November 2010	Public consultation - public notice in <i>The Canberra Times</i>	\$989.59 (GST inc)	
Invoice date – 17 November 2010	Public consultation - printing of postcards	\$476.00 (GST inc)	
Invoice date – 30 November 2010	Public consultation - public notices in <i>The Canberra Times, Chronicle, and Queanbeyan Age</i>	\$1,431.30 (GST inc)	
Yet to be invoiced	Public consultation – venue hire for two public information sessions	\$1,200 (GST inc)	
		Total: \$33,224.89	All expenditure was authorised by Andrew Smith, Chief Planner and Deputy Chief Executive, NCA

GTA Consultants have been engaged by the National Capital Authority on behalf of the Inter-Governmental Committee on Parking to assist in formulating parking management options for Barton, Parkes and Russell. This consultancy is for \$55,000 (GST inclusive). There has been no expenditure on this consultancy to date.

2. NCA – General

Q1. Can I please have a break down of how many staff are employed at the NCA and at which levels?

A1. As at 30 November 2010, the NCA had 57 employees engaged under the Public Service Act. 41 employees are engaged on a full-time basis; 10 employees are engaged on a part-time basis and 6 employees are engaged on a casual basis. This equates to 48.31 full-time equivalent employees (FTE).

This number excludes 5 employees on long-term leave (greater than one month), being 2 on maternity leave, 1 on temporary transfer to another APS agency and 2 employees on leave without pay.

This figure also does not include the Chief Executive and part-time Authority Members who are engaged under the *ACT (Planning and Land Management) Act 1988*.

A table detailing the NCA's staff numbers is provided below.

Level	No. of Staff
Senior Executive Service	3 *
Executive Level 2	5
Executive Level 1	12
APS 6	11
APS 5	5
APS 4	5
APS 3	4
APS 2	12
APS 1	0
Total	57

* reducing to 2 from 17 December 2010.

Q2. How many staff are provided with a car?

A2. One SES officer is provided with a fully maintained privately plated vehicle. This arrangement ceases on 17 December 2010.

In addition to this vehicle, the NCA currently leases five other vehicles, being three commercial utility vehicles and two office-based "pool vehicles".

The three commercial utility vehicles are used by the employees in the Estate Unit who are responsible for memorials maintenance and liaison with contractors who manage the open space areas and buildings in the estate.

The two office-based “pool vehicles” are available to any employee during working hours from 8.30am – 5.00pm Monday to Friday to attend meetings, visit NCA sites or locations or for any other work related purpose. During office hours one vehicle is located at the Treasury Building and one is located at the National Capital Exhibition.

The five vehicles are home garaged each day by employees. Two employees who home garage a commercial vehicle are permitted to use the vehicle for limited private purposes. The remaining three vehicles do not have any private use available to the employee who is home garaging the vehicle.

Q3. How many Agency credit cards are on issue within the NCA?

A3. Currently 7 staff are issued with Corporate Credit Cards.

Q4. At what levels are the staff who have access to the cards employed?

A4. 2 SES officers *; 1 EL2 officer; 1 EL1 officer and 3 APS 6 officers.

* reducing to 1 from 17 December 2010

Q5. What was the hospitality spend of the NCA for the last financial year, and the financial year to date?

A5. Financial year 2009-2010 - \$3,204.00
Financial year 2010-2011 (year to date) - Nil

Q6. Can I please have a break down of all hospitality spending?

A6. A break down of the hospitality spending for the 2009-2010 financial year is provided below. There has been no hospitality expenditure in 2010-11 to date.

Date	Venue	Reason	Cost
20 August 2009	Ottoman Cuisine	Authority meeting dinner and farewell for outgoing Authority Member, Mr John Murray	\$1,750 (GST inc)
29 October 2009	Aubergine on the Park	Authority meeting dinner	\$ 506 (GST inc)
25 February 2010	The Water's Edge	Authority meeting dinner and farewell for outgoing Authority Members, Mrs Kathryn Greiner AO and Mr Neil Andrew AO and welcome for incoming Authority Members, Ms Christine Storry and Ms Shelley Penn	\$ 948 (GST inc)

Q7. How long to NCA staff have for lunch?

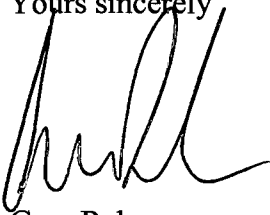
A7. The employment conditions of NCA employees, including their hours of work are governed by either the *NCA Enterprise Agreement 2009-2011*, individual agreement-based transitional instruments (formerly known as Australian Workplace Agreements) or Common Law Contracts.

Other than specifying that staff must not work more than 5 hours without at least a 30 minute meal break, the relevant employment instruments do not specify how long staff may have for lunch.

Full-time employees who have access to flextime arrangements under the *NCA Enterprise Agreement 2009-2011* are expected to work core hours between 9.30am to 12.00 midday and 2.00pm and 4.00pm unless the employee is on approved leave.

Please do not hesitate to contact me on 6271 2814 if the Committee requires any further information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gary Rake', written over the 'Yours sincerely' text.

Gary Rake
Chief Executive

17 December 2010