

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation and Science Portfolio
2017 - 2018 Budget Estimates
31 May – 1 June 2017

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY, INNOVATION AND SCIENCE

TOPIC: Northern Australia Infrastructure Facility

REFERENCE: Written Question – Senator Ketter

QUESTION No.: BI-145

Northern Australia Infrastructure Facility – (NAIF)

- 1) Does the NAIF use a garden service for indoor or outdoor pot plants/flowers maintenance?
 - a. Who are the contracts with?
 - b. How much does each contract cost?
 - c. How often do they visit?
- 2) Have any floral displays or indoor plants or pot plants been hired or leased for display in any NAIF offices?
 - a. Who were the contracts with?
 - b. How much was each contract cost?
- 3) What was the total cost of all subscriptions by the NAIF to online news services, newspapers, magazines, journals and periodicals from 1 July 2016?
 - a. What are these services / newspapers / magazines / journals / periodicals?
- 4) What was the total value of all gifts purchased for use by the NAIF since 1 July 2016?
 - a. What were the gifts purchased?
 - i. Who were they gifted to?
- 5) Does the NAIF purchase bottled water or provide coolers?
 - a. What is the monthly cost of this?
- 6) Does the NAIF provide fruit for the board or staff?
 - a. What is the monthly cost of this?
- 7) What is the total bill for the NAIF since 1 July 2016:
 - a. Taxi hire
 - b. Limousine hire
 - c. Private hire care
 - d. Hire car rental
 - e. Ridesharing services
 - f. Chartered flights
- 8) How many media or public relations advisers are employed by the NAIF?
- 9) Are media or public relations advisers currently independently employed by contract?
 - a. Who are these contracts with?
 - b. What is the value of these contracts?

- 10) What is the forecast for the current financial year for the number of media or public relations advisers to be employed and their total cost?
- 11) What is the total cost of media monitoring services used by the Naif?
- 12) How much did the NAIF spend on Facebook advertising or sponsored posts in 2016-17?
- 13) How much has the NAIF spent in legal costs since 1 July 2016?
 - a. For what specific purposes or matters was legal advice sought?
- 14) Has the NAIF engaged any consultants to provide the following services or advice since 1 July 2016?
 - a. Social media
 - i. And the cost of these services
 - b. Photography
 - i. And the cost of these services
 - c. Acting training
 - i. And the cost of these services
 - d. Ergonomics
 - i. And the cost of these services
- 15) Have any staff who received a redundancy from the NAIF since its inception years undertaken any further paid work or provided any paid services for the Department?
 - a. What was the nature of these works/services?
 - b. What was the total cost of these works or services?
- 16) How many redundancies were processed by the NAIF since 1 July 2016?
 - a. Of these redundancies, how many were:
 - i. Voluntary?
 - ii. Forced?
 - b. What was the total cost of all redundancies?
- 17) Does the NAIF have an iTunes account?
 - a. What is the total expenditure since 1 July 2016 on iTunes?
 - i. What applications/subscriptions/services were purchased through iTunes? 131.
- 18) Does the NAIF have an Android account?
 - a. What was the total expenditure since 1 July 2016 on Android?
 - b. What applications/subscriptions/services were purchased through Android?
- 19) What were the top 20 most utilised (by data sent and received) unique domain names accessed by the NAIF this year?
- 20) What were the top 20 most accessed (by number of times accessed) unique domain names accessed by the NAIF this year?
- 21) How much is spent on tea/coffee/milk for staff?
- 22) Does the NAIF have coffee machines?
 - a. How many?
 - b. What was their purchase cost?
 - c. What is their maintenance cost?
 - d. Who has access to them?

- 23) How many mobile phones are given to staff or board members?
 - a. How many new mobile phones in the last year?
 - b. What is the total cost of these phones?
 - c. How many had to be replaced due to damage?
 - d. How many were reported as lost?
- 24) How many tablets are given to staff or board members?
 - a. How many new tablets in the last year?
 - b. What is the total cost of these tablets?
 - c. How many had to be replaced due to damage?
 - d. How many were reported as lost?
- 25) How many people have both a smart phone and a tablet?
 - a. What is the lowest ranked official who has both a work smart phone and tablet?
- 26) How many staff or board members overspent on their phone or tablet data bill?
 - a. By how much?
 - b. What was the average cost of data bills for tablets and mobile phones?
 - c. What was the highest monthly cost?
- 27) What was the annual cost of stationary?
- 28) What brand of paper does the NAIF use?
 - a. Is this paper Australian made?
- 29) How much is the NAIF paying in lease costs?
- 30) How much does the NAIF pay in rental costs?
- 31) How much did the NAIF spend to establish its offices?
- 32) How many vacant offices are in the NAIF's headquarters?
- 33) Does the NAIF provide parking for staff and board members?
- 34) What is the value of the parking provided?
- 35) Were any refurbishments on office buildings carried out in the last year?
 - a. What were they?
 - b. What was the cost?
- 36) Were any internal fitouts/maintenance carried out on office buildings in the last year?
 - a. What was the cost?
- 37) How many functions did the NAIF cater for since 1 July 2016?
 - a. List of functions,
 - b. List of attendees including departmental officials and members of the Minister's family or personal staff;
 - c. Function venue;
 - d. Itemised list of costs;
 - e. Details of any food served;
 - f. Details of any wines or champagnes served including brand and vintage;
 - g. Details of any spirits served including brand and vintage;
 - h. Details of any floral arrangements or other decorations; and

i. Details of any entertainment provided.

- 38) Please provide a list of all statutory, board and legislated office vacancies and other significant appointments vacancies within the NAIF, including length of time vacant and current acting arrangements.
- 39) How much has the NAIF spent on media monitoring since 1 July 2016?
- a. Please provide a list of all Contact Notice IDs for the Austender website in relation to media monitoring contracts.
- 40) How much has the NAIF spent on advertising and information campaigns since 1 July 2016?
- a. Please provide a list of all Contract Notice IDs for the Austender website in relation to advertising and information campaign contracts please be provided.
- 41) Were any members of your NAIF charged with fraud?
- a. How many staff members?
- b. What disciplinary action was taken?
- 42) Has the NAIF undertaken / contracted any market research in the last 12 months?
- a. With whom?
- b. For what?
- c. What was the value of the contract?
- 43) Has the remuneration received by board members been adjusted at all?
- 44) How has that changed?
- 45) What is the salary being received by each member of the board?
- 46) How much has the NAIF spent in total for board members travel?
- 47) How much has the NAIF spent for each member of the board individually for travel?
- 48) Can you provide the detailed remittance for these trips?
- 49) How much has been spent of flights for board members?
- a. How much has been spent on chartered flights for board members?
- 50) How much has the NAIF spent on helicopter transport for board members?
- 51) How much has been spent on flights for each individual board members?
- a. When flying what class did individual members of the board most frequently travel?
- 52) How much has the NAIF paid for car transport for board members?
- 53) How much has the NAIF paid for car transport for board members individually?
- a. How much has the NAIF paid for limousine transfers for each member of the board?
- 54) How much have members of the NAIF board claimed in expenses?
- 55) How much have members of the NAIF board claimed individually in expenses?
- 56) How much have members of the NAIF board claimed individually for meals?

- 57) How much is the CEO of NAIF paid?
- 58) How much has the CEO of NAIF spent on travel?
- 59) How much has the CEO of NAIF claimed in expenses?
- 60) How much is paid in total for members of the NAIF staff?
- 61) Have any members of the board reported conflicts of interest when discussing applications or making lending decisions?
 - a. How many times has this occurred?
 - b. Which Board members have reported this? On how many occasions?
- 62) Have any members of the board recused themselves from discussions regarding applications or when making lending decisions where a conflict of interest has arisen?
 - a. How many times has this occurred?
 - b. Which Board members have reported this? On how many occasions?
- 63) How many Board meetings have been held
- 64) Where were Board meeting held?
- 65) How many board meetings has each member of the board been absent from?
- 66) Are there any Aboriginal or Torres Strait Islander (ATSI) people on the NAIF board?
 - a. If not, why not?
- 67) Has the NAIF hired any ATSI staff members of staff?
 - a. What percentage of staff are of ATSI heritage?
 - b. What are the roles of any ATSI staff members?
 - c. If no staff, why not?
- 68) In previous estimates sessions Ms Beauchamp advised that the board and CEO were going through a process to operationalise Indigenous Engagement Strategies, has the NAIF established a formal process?
 - a. What is the process?
 - b. Can the NAIF provide any documents outlining the process?
- 69) Is the board assessing any proposals from ATSI communities or which would directly benefit ATSI communities?
- 70) What is NAIF's operating budget of the NAIF?
- 71) How many staff does NAIF have?
- 72) How many staff does NAIF plan to have at the end of
 - a. This financial year?
 - b. The next financial year?
- 73) How many staff at Efic are currently assisting the NAIF?
- 74) What is the value of the SLU between NAIF and Efic?

- 75) Does the NAIF use any labour hire companies to source staff?
- 76) Does the NAIF use Labour Hire Agreements?
- 77) How long has the NAIF used labour hire companies?
- 78) How many staff are employed under via these arrangements?
- 79) How many staff are employed by the NAIF as contractors?
- 80) Who authorised the use of labour hire companies?
- 81) Do staff under these labour hire arrangements receive as much training and security clearance as permanent staff?
- 82) Do staff under these arrangements receive the same pay and conditions as permanent staff?
- 83) Do these temporary staff have access to the same systems and databases?
- 84) Is this a concern from a security perspective?
- 85) Does this impact productivity of the NAIF if staff employed via labour hire arrangements are unable to access the required resources to do their job?
- 86) How many credit cards are currently on issue for staff in the NAIF?
 - a. Please provide a break-down of this information by APS/ SES level.
- 87) What was the value of the largest reported purchase on a credit card since 1 July 2016 and what was it for?
- 88) How much interest was paid on amounts outstanding from credit cards since 1 July 2016?
- 89) How much was paid in late fees on amounts outstanding from credit cards since 1 July 2016?
- 90) What was the largest amount outstanding on a single card at the end of a payment period since 1 July 2016 and what was the card holder's APS/ SES level?
- 91) How many credit cards were reported as lost or stolen 1 July 2016 and what was the cost of their replacement?
- 92) How many credit card purchases were deemed to be illegitimate or contrary to agency policy since 1 July 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis since 1 July 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
- 93) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid since 1 July 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- 94) Are any credit cards currently on issue to NAIF staff connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?

- 95) Can a copy of the NAIF staff credit card policy please be provided?
- 96) Has the board as of 8 June 2017 approved the performance targets for the CEO?
- 97) If yes – can a copy of these performance targets be provided? (criteria, target, unit of measurement, current measurement of criteria as of 8 June 2017)
- 98) If no – can a copy of the draft performance targets be provided? (criteria, target, unit of measurement)
- 99) If no – can the estimated time of approval be given? (month, year)
- 100) At what frequency will each of these performance targets be evaluated by the board?

ANSWER

- 1) Refer to AI-170.
- 2) Refer to AI-170.
- 3) Refer to AI-170.
- 4) Refer to AI-170.
- 5) Refer to AI-170.
- 6) Refer to AI-170.
- 7) Refer to AI-170.
- 8) Refer to AI-170.
- 9) Refer to AI-170.
- 10) Refer to AI-170.
- 11) Refer to AI-170.
- 12) Refer to AI-170.
- 13) Refer to AI-170.
- 14) Refer to AI-170.
- 15) Refer to AI-170.
- 16) Refer to AI-170.
- 17) Refer to AI-170.
- 18) Refer to AI-170.
- 19) Refer to AI-170.

- 20) Refer to AI-170.
- 21) Refer to AI-170.
- 22) Refer to AI-170.
- 23) Refer to AI-170.
- 24) Refer to AI-170.
- 25) Refer to AI-170.
- 26) Refer to AI-170.
- 27) Refer to AI-170.
- 28) Staples
 - a) Yes.
- 29) \$132,465.
- 30) Refer to Question 29.
- 31) Refer to AI-67.
- 32) Nil.
- 33) The NAIF Office has one allocated car park.
- 34) \$120 per month (excluding GST).
- 35) No.
- 36) \$15,620 (including GST).
- 37) Refer to AI-170.
- 38) From 31 July 2017 the NAIF Board has had one vacancy for a Board member. There are no acting arrangements in place for this position.
- 39) Refer to Question 11.
- 40) Refer to AI-170.
- 41) Refer to AI-170.
- 42) Refer to AI-170.

- 43) NAIF Board remuneration is set by the Remuneration Tribunal as per their Determination 2017/10: Remuneration and Allowances for Holders of Part-Time Public Office effective 1 July 2017. The Determination is available on the Remuneration Tribunal website <http://www.remtribunal.gov.au/media/documents/2018/2017-determinations/2017-10-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2017-10-PTOH-Determination-1.7.2017.pdf>
- 44) Refer to Question 43.
- 45) Refer to Question 43.
- 46) Between 1 July 2016 and 30 June 2017, approximately \$185,012 has been spend on Board member travel.
- 47) Between 1 July 2016 and 30 June 2017, travel costs per Board member totaled approximately:
- Sharon Warburton - \$59,982
 - Barry Coulter - \$13,163
 - Justin Mannolini - \$26,311
 - Khory McCormick - \$16,539
 - Bill Shannon - \$26,558
 - Karla Way-McPhail - \$15,282
 - Sally Pitkin (Board member to 31 July 2017) - \$11,372
- 48) Directors are provided a per-diem for travel as per the Remuneration Tribunal Determination 2016/07 Official Travel by Office Holders. The determination is available on the Remuneration Tribunal website <http://www.remtribunal.gov.au/media/documents/2017/2016-determinations/2016-07-determination-official-travel-by-office-holders/2016-07.pdf>. Other expenses relate to flights (refer to Question 49).
- 49) Refer to AI-170.
- 50) Refer to AI-170.
- 51) Refer to AI-65.
- 52) Refer to AI-170.
- 53) Refer to AI-170.
- 54) Between 1 July 2016 and 30 June 2017 \$6,771.
- 55) Between 1 July 2016 and 30 June 2017 an average of \$312 per Board member.
- 56) Between 1 July 2016 and 30 June 2017 \$560 was claimed by Board members for meals.
- 57) The CEO's remuneration is set by the Remuneration Tribunal as per the Determination 2017/11: Remuneration and Allowances for Holders of Full-Time Public Office. The Determination is available on the Remuneration Tribunal website <http://remtribunal.gov.au/media/documents/2018/2017-compilations/full-time-compilations/2017-11-remuneration-and-allowances-for-holders-of-full-time-public-office-compilation-no-1/2017-11-FTOH-Determination-Compilation-1-1.7.2017.pdf>

- 58) Between 24 October 2016 and 30 June 2017 \$53,358.
- 59) \$575, excluding travel expenses.
- 60) As at 30 June 2017 NAIF staff salaries totaled \$763,398.79 (excluding superannuation).
- 61) NAIF's Conflict of Interest Policy is available on the NAIF [website](#). It outlines the process for when a conflict of interest is declared and the process for managing any conflicts.
- a) As at 15 August 2017. There have been 26 occasions of Board members disclosing a conflict of interest.
 - b) NAIF does not disclose details of conflicts disclosed by each Board member. Directorships held by NAIF Board members are publically available. NAIF is bound by obligations under the Privacy Act 1988 regarding the disclosure of personal information in disclosures. Further disclosure of declared conflicts are made as part of Board deliberations which are confidential and disclosure could reveal commercial in confidence information relating to projects in relation to which the declaration is made.
- 62) Refer to Question 61.
- 63) As at 15 August 2017 the NAIF Board has held seven meetings.
- 64) Board meetings have been held in Cairns, Darwin, Perth, Rockhampton and Sydney and via teleconference.
- 65) One Board member has been absent from one meeting.
- 66) Refer to AI-170.
- 67) Yes
- a) 8 percent.
 - b) Administration support.
 - c) Not applicable.
- 68) The NAIF Indigenous Engagement Strategy Guideline is available on the [NAIF website](#).
- 69) Refer to AI-170.
- 70) Details of the NAIF's Operating Budget are outlined in the Industry Portfolio Budget Statements. For 2017-18, the operating budget is \$8.504 million.

71) As at 2 August 2017 the NAIF has access to:

- 12.1 specialist FTE employed by NAIF. NAIF staff include the CEO, who has strong expertise in infrastructure project financing (and is Cairns based) as well as senior infrastructure lenders focused on originating potential transactions that fit the Investment Mandate who travel extensively through Northern Australia meeting proponents, advisors, investors and stakeholders.
- 2.5 FTE seconded to NAIF from Efic (on a full time or permanent part time basis).
- In addition NAIF has access on an as needs basis to all Efic staff resources through a Service Level Agreement. Efic has approximately 110 FTE. As at 2 August 2017 NAIF had accessed 54 personnel in various capacities including Chief Financial and Risk Officer, Chief Credit Officer, General Counsel, Board Secretary, Senior Counsel and Head of Legal, Legal Services, Head of Compliance, Human Resources, Information Technology, Financial Controller, Project Finance, Environmental and Technical Review and Portfolio Management.

72)

- a) NAIF intends to recruit approximately five additional staff in 2017-18. NAIF will also continue to access Efic resources on an as needs basis.
- b) NAIF intends to have similar staffing levels in 2018-19 and will continue to access Efic resources on an as needs basis. NAIF has flexibility to access additional staff in response to market need.

73) Refer to Question 71.

74) Approximately \$1.5 million per annum.

75) No.

76) No.

77) Not applicable.

78) Not applicable.

79) As at 1 August 2017 NAIF has three staff employed as contractors.

80) Not applicable.

81) Not applicable.

82) Not applicable.

83) Not applicable.

84) Not applicable.

85) Not applicable.

86) Refer to Question No BI-88.

87) Refer to Question No BI-88.

88) Refer to Question No BI-88.

89) Refer to Question No BI-88.

90) Refer to Question No BI-88.

91) Refer to Question No BI-88.

92) Refer to Question No BI-88.

93) Refer to Question No BI-88.

94) Refer to Question No BI-88.

95) Refer to Question No BI-88.

96) Refer to Question No BI-68.

97) Refer to Question No BI-68.

98) Not applicable.

99) Not applicable.

100) Bi-annually.