

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 81

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Advisory Committee documents

**Proof Hansard page:** 101

**Senator BULLOCK asked:**

**Senator BULLOCK:** They are not public documents?

**Mr Morris:** I do not believe they are public documents. I will have to check that with the team.

**Senator BULLOCK:** This question of transparency and accountability is really a question of: how do we know what they are up to? That is at the heart of transparency and accountability. My question really is: how do we know what they are up to? What issues are they addressing? What advice are they providing? How do we know that?

**Mr Morris:** We will take on notice what we can provide to you and see whether we can provide you with information like agendas and so forth. We will take that on notice and see what we can provide.

**Answer:**

The minutes and agendas prepared for Agricultural Industry Advisory Council meetings are not on the public record. Discussions between the Minister and his advisory council are conducted with the expectation of confidentiality in line with the council's terms of engagement.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 82

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Drought initiatives / programs

**Proof Hansard page:** 105-106

**Senator STERLE asked:**

**Mr Morris:** There were a number of measures announced as part of last year's budget which went to drought. There were things like the transitional loan program, which has been rolled out in most states. There are still one or two to be ticked off, but drought concessional loans are available in quite a number of states now, particularly in those that are affected by drought. And then the long-term drought program for loans kicks off from 1 July this year. We are still negotiating with the states about the arrangements for that one, but certainly the loans are being rolled out this year.

Other elements of that program include the pests and weeds initiatives. There have been a number of payments made under that program. About \$9.5 million in projects under the Drought Communities Program have been approved, and they are being rolled out in a number of shires. In terms of drought initiatives there is quite a bit that is underway.

In terms of other initiatives, on the trade front we have got the five new agricultural counsellor positions that have been established in Vietnam, Malaysia and the Middle East with additional high level counsellors in Bangkok and China. They are on the ground and at work in those countries. Of course, the accelerated depreciation arrangements for fencing, for water facilities and for fodder on farms have been made available to farmers, as of the middle of last year, so farmers can claim under those and invest in those initiatives.

**Senator STERLE:** Is there a checklist? Not a ministerial statement that also mentions the duty senator and every other little junior minister—is there something categorical like 'Here is the table and this is what we have achieved.

**Mr Morris:** We would be happy to provide that to you on notice.

**Answer:**

A summary of initiatives announced in the Agricultural Competitiveness White Paper including the implementation status, as at 22 April 2016, is at Attachment A.

## Agricultural Competiveness White Paper

Measure	Implementation status
<p>Australian Competition and Consumer Commission (ACCC) engagement with the agricultural sector.</p> <p>Appoint a new Agriculture Commissioner.</p>	Implemented.
A two-year co-operatives and innovative business models pilot programme.	Implemented.
Streamline the approval of agricultural and veterinary chemicals.	Well progressed. More than 160 people from more than 110 organisations have been engaged in developing the next phase of reforms. The draft reform paper will be due for consideration mid-2016.
Productivity Commission inquiries into agricultural and fisheries regulations.	Implemented.
Improved Country of Origin Labelling (CoOL).	Commences 1 July 2016.
Allowing farmers to opt back into income tax averaging.	Legislation has been introduced to parliament.
Increase the deposit limit for Farm Management Deposits (FMDs) to \$800,000.	Legislation has been introduced to parliament.
Allowing FMD accounts to be used as a farm business loan offset.	
A more simplified accelerated depreciation regime for fencing (at a cost of \$56 million).	Implemented.
National Water Infrastructure Development Fund.	Feasibility component of the fund has been implemented.

Measure	Implementation status
\$1 million for improvements to the CSIRO's TRANsport Network Strategic Investment Tool (TRANSIT).	Well progressed. On track to meet delivery timeline.
\$3.3 million for improved seasonal forecasting.	Implemented.
Immediate tax deduction for new water facilities and depreciation of capital expenditure on fodder storage assets over three years.	Implemented.
Farm insurance advice and risk assessment grants.	Implemented.
\$250 million per year drought concessional loans.	Transitional programme implemented for 2015–16 and well progressed for the long-term programme.
Increased Farm Household Allowance case management.	Implemented. Increased case management for third year payment recipients will be in place for 2016–17.
\$1.8 million for additional resources for Rural Financial Counselling Service providers in drought-affected areas.	Implemented.
\$20 million for additional mental health and community support services for rural communities in drought-affected areas.	Implemented.
Early access provisions for the Farm Management Deposits Scheme in times of drought.	Legislation has been introduced to parliament.
Advice and assistance from the Australian Taxation Office to taxpayers in drought-affected communities.	Implemented.
\$35 million for local projects to provide short-term help to communities that are suffering economic downturn due to drought.	Implemented.
\$25.8 million for pest animals and weeds in drought-affected areas.	Implemented.

Measure	Implementation status
Development of clear, farmer-oriented priorities to target rural research, development and extension (RD&E) funding.	Implemented.
\$100 million to extend the Rural R&D for Profit programme to 2021–22.	Implemented.
Improving the efficiency of RDCs by improving governance.	The government is improving Statutory Funding Agreements for RDCs as they become due and is achieving efficiencies by decentralisation.
New agricultural levies.  \$1.2 million additional funding for RD&E in small agricultural industries.	Tea Tree Oil: Government is assisting the Australian Tea Tree Industry Association prepare its submission to implement this measure.  Export Fodder: On track for implementation by 1 July 2016.  RIRDC funding for Small Agricultural Industries: Implemented.
\$50 million to boost our emergency pest and disease eradication and national response capability.	Implemented.
\$50 million to manage established pest animals and weeds.	Successfully negotiated Project Agreements with six state and territory governments.
Improve access by reducing technical trade barriers.	Implemented.
Strengthen biosecurity surveillance.	Well progressed.
Modernise Australia’s traceability systems.	Well progressed. On track for delivery by timeline.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 83

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** The Agriculture Senior Officials Committee (AGSOC)

**Proof Hansard page:** 113

**Senator BULLOCK asked:**

**Senator BULLOCK:** I am not talking about the discussions, I am talking about the committee. There used to be a committee?

**Mr Morris:** Yes.

**Senator Bullock:** Now, there are still discussions taking place but not at that committee. Is that your answer?

**Mr Morris:** I will have to confirm whether that committee still exists or not. I am just not sure. Maybe one of my colleagues could –

**Answer:**

The Agriculture Senior Officials Committee (formed in 2014) still exists. The committee comprises all department heads and Chief Executive Officers of Australian / State / Territory and New Zealand Government agencies responsible for primary industries, including agriculture, fisheries and forestry. It is chaired by the Secretary of the Australian Government Department of Agriculture and Water Resources.

There are two committees that report directly to AGSOC – the National Biosecurity Committee and the Research and Innovation Committee. These are underpinned by a number of time limited task groups that focus on items of national interest in the agricultural sector.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 84**

**Division/Agency:** Corporate Strategy and Governance

**Topic:** Ministerial functions

**Proof Hansard page:** Written

**Senator BILYK asked:**

In relation to any functions or official receptions hosted by any Ministers or Assistant Ministers/Parliamentary Secretaries in the portfolio since 20 October 2015, can the following please be provided:

- List of functions;
- List of attendees including departmental officials and members of the Minister's family or personal staff;
- Function venue;
- Itemised list of costs;
- Details of any food served;
- Details of any wines or champagnes served including brand and vintage; and
- Details of any entertainment provided.

**Answer:**

Please see details at Attachments A, B, C, D and E.

ATTACHMENT A

Question: 84(continued)

Date	Function venue	Purpose of Function	List of attendees including departmental officials and staff/family of the Minister	Cost of Meals (including details of food served)	Cost of Drinks (including details of any wines/ champagnes served including brand and vintage)	Details of any entertainment provided
17 November 2015	Customs House, Brisbane, Qld	Agricultural Industry Advisory Council members dinner	See Attachment B	\$1 415.00 See Attachment C	\$525.00 See Attachment C	Nil
18 November 2015	Marriott Hotel, Brisbane, Qld	Australian agriculture ministers' meeting and Agricultural Industry Advisory Council networking function	See Attachment B	\$1 107.00* See Attachment D	\$1 066.00* See Attachment D	Nil
18 November 2015	Marriott Hotel, Brisbane, Qld	Australian agriculture ministers' meeting – ministers' dinner	See Attachment B	\$608.00* See Attachment E	\$320.00* See Attachment E	Nil

\* Meeting and function costs associated with the Australian agriculture ministers' face-to-face meeting were shared equally amongst jurisdictions.

Question: 84 (continued)

<b>17 November 2015</b>
<b>Agricultural Industry Advisory Council (AIAC) dinner attendees</b>
The Hon. Barnaby Joyce MP (Chair)
<b>AIAC members</b>
David Moon – Queensland
Lenore Johnstone – Queensland
Stuart Richey – Tasmania
Luke Bowen – Northern Territory
Rob de Fegely – New South Wales
Eliza Brown – Victoria
Hamish McLaren – New South Wales
Dean Wormald – Western Australia
Andrew Inglis – South Australia
Susan Bower – New South Wales
<b>Ministerial staff</b>
Sam Harma
Richard Hyett
Gerard McManus

Question: 84 (continued)

<b>18 November 2015</b>
<b>Australian agriculture ministers' (AGMIN) meeting and Agricultural Industry Advisory Council networking function attendees</b>
The Hon. Barnaby Joyce MP (Chair)
Senator the Hon. Anne Ruston
<b>AIAC members</b>
Stuart Richey – Tasmania
Luke Bowen – Northern Territory
Eliza Brown - Victoria
David Moon – Queensland
Rob de Fegely - New South Wales
Lenore Johnstone – Queensland
Hamish McLaren – New South Wales
Dean Wormald – Western Australia
Andrew Inglis – South Australia
Susan Bower – New South Wales
<b>AGMIN members or representative</b>
Scott Hansen – Director General, NSW
The Hon. Jaala Pulford MP
The Hon. Ken Baston MLC
The Hon. Leon Bignell MP
Alister Trier – CEO, Northern Territory
The Hon. Bill Byrne MP
<b>Officials in attendance</b>
<b>Minister Joyce's office</b>
Sam Harma – Assistant Adviser
Richard Hyett – Adviser
Gerard McManus – Senior Media Adviser

Question: 84 (continued)

<b>18 November 2015</b>
<b>Australian agriculture ministers' (AGMIN) meeting and Agricultural Industry Advisory Council networking function attendees</b>
Assistant Minister Ruston's office
Con Poulos - Adviser
Australian Government
Daryl Quinlivan – Secretary
Phillip Glyde – Deputy Secretary
Lyn O'Connell – Deputy Secretary
Melissa Brown – A/g Assistant Secretary
New South Wales
Gavin Hanlon – Deputy Director General
Victoria
Luke Wilson - Lead Deputy Secretary
Cassandra Meagher – Executive Director
Megan Berry – Chief of Staff
Western Australia
Rob Delane – Director General
Vern Ferdinands – Principle Policy Adviser
South Australia
Scott Ashby - Chief Executive Officer
Northern Territory
Darryl Day - Executive Director
Queensland
Jack Noye – Director General
Malcolm Letts – A/g Deputy Director General
Elliott Stein – Chief of Staff
Tasmania
John Whittington – Secretary
Ashley Bastock – Senior Adviser
Australian Capital Territory
Phillip Perram – Executive Director

**Question:** 84 (continued)

<b>18 November 2015</b>
<b>Australian agriculture ministers' dinner attendees</b>
The Hon. Barnaby Joyce MP (Chair)
Senator the Hon. Anne Ruston
New South Wales
Scott Hansen – Director General
Victoria
The Hon. Jaala Pulford MP
Western Australia
The Hon. Ken Baston MLC
South Australia
The Hon. Leon Bignell MP
Northern Territory
Alister Trier – Chief Executive Officer
Queensland
The Hon. Bill Byrne MP

**Agricultural Industry Advisory Council members' dinner**

**Menu**

Dinner bread rolls

Entrée

1. Kingfish, avocado puree, cucumber, radish and pickled ginger

Mains

1. Pan seared barramundi, truffled polenta chips, zucchini, radish and herb salad
2. Eye Fillet with roasted potatoes, baby carrots, tomato and bacon compote
3. Seared duck breast, duck confit and sweet potato tart, fennel and orange salad
4. Roasted beetroot and pear risotto, peas, goats cheese and baby spinach

Dessert

1. Rum roasted bananas, crème patisserie, puff pastry and butterscotch sauce
2. Classic crème brulee
3. Mini panna cotta with lime syrup

**Beverages 3hr beverage package**

Tatachilla sparkling NV

Tatachilla Semillon Sauvignon Blanc

Tatachilla Shiraz

Coopers Clear

Hahn Super Dry 3.5

Cascade Premium Light

Soft drink

Mineral water

Orange juice

**Question:** 84 (continued)

**ATTACHMENT D**

**Australian agriculture ministers' meeting and Agricultural Industry Advisory Council  
networking function**

**Food**

1 hour catering package

Hot – Vegetable in potato string

Hot – Satay chicken

Hot – Beef fillet on pommes puree GF

Cold – Lamb pesto and macadamia

Cold – Tomato, goat cheese and alfalfa tartlet

**Beverages**

1 hour beverage package

NV Willowglen

Willowglen Semillon Chardonnay

Willowglen Shiraz Cabernet

Carlton Draught

Cascade Premium Light

Selection of soft drinks, orange juice and mineral water

**Question:** 84 (continued)

**ATTACHMENT E**

**Australian agriculture ministers' dinner**

**Menu**

Entrée 1 – Smoked salmon

Entrée 2 – Seared lamb loin

Main 1 – Angus eye fillet

Main 2 – Northern Rivers chicken

Dessert 1 – Lemon bundt cake

Dessert 2 – Double chocolate cheesecake

**Beverages**

3 hour beverage package

NV Willowglen

Willowglen Semillon Chardonnay

Willowglen Shiraz Cabernet

Carlton Draught

Cascade Premium Light

Selection of soft drinks, orange juice and mineral water

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 85

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Secretary's speeches to staff

**Proof Hansard page:** Written

**Senator BILYK asked:**

Can a copy of any speeches delivered by the Secretary of the Department at any staff meetings since 20 October 2015 please be provided?

**Answer:**

Since 20 October 2015, the Secretary for the Department of Agriculture and Water Resources has delivered a number of speeches to staff but has not used written notes.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 86**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Appointment vacancies

**Proof Hansard page:** Written

**Senator BILYK asked:**

Please provide a list of all statutory, board and legislated office vacancies and other significant appointments vacancies within the portfolio, including length of time vacant and current acting arrangements.

**Answer:**

As at 9 February 2016, the statutory, board and legislated office vacancies and other significant appointments vacancies were:

<b>Board/body</b>	<b>Vacant position(s)</b>	<b>Date vacancy commenced</b>	<b>Current arrangements</b>
Australian Landcare Council (ALC)	All positions, including chairperson	There are currently no members. The majority of appointment terms for members lapsed in 2013 and the remainder have since resigned, with the final one effective from 11 October 2014.	The ALC and the Natural Heritage Trust Advisory Committee were streamlined into one committee, the National Landcare Advisory Committee (NLAC), which was established on 19 September 2014. The government has agreed to abolish ALC. An Omnibus Bill, including the repeal of legislation establishing the body, is currently before Parliament.
Statutory Fishing Rights Allocation Review Panel	6 members	2 member positions – from 30 December 2012 4 member positions – from 2 November 2013	The government has agreed to abolish this body. The repeal of legislation establishing the body is expected to be included in the Autumn Omnibus Bill.
National Rural Advisory Council	8 members	From 1 July 2015	The government has agreed to abolish this body. An Omnibus Bill, including the repeal of legislation establishing the body, is currently before Parliament.
Australian Pesticides and Veterinary Medicines Authority Advisory Board	Chairperson and 9 members	From 13 November 2015	The government has agreed to abolish this body. An Omnibus Bill, including the repeal of legislation establishing the body, is currently before Parliament.

**Question: 86 (Continued)**

<b>Board/body</b>	<b>Vacant position(s)</b>	<b>Date vacancy commenced</b>	<b>Current arrangements</b>
Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector	1 member position	From 13 November 2015	Vacant due to a resignation. No one is acting in this position.
Lake Eyre Basin Community Advisory Committee	2 member positions	1 member position – from 11 October 2014 1 member position – from 25 October 2012	One position is vacant due to the South Australian government not yet nominating an Indigenous representative. The other position is vacant as the Minerals Council of SA is yet to nominate a representative for its sector. The department is working with the South Australian government and the Minerals Council of SA to resolve their nominations.
Lake Eyre Basin Scientific Advisory Panel	1 member position	From 21 January 2015	The panel has decided not to fill this position at this time and no one is acting in this position. It will remain vacant until the terms of reference for the panel are amended following a review of the Intergovernmental Agreement.
Murray-Darling Basin Authority	1 member position	From 3 November 2015	The former incumbent acted in the position for three months until 2 February 2016. The position has remained vacant since this date.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 87**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Termination of Mr Metcalf

**Proof Hansard page:** Written

**Senator STERLE asked:**

In respect to the termination of Mr Metcalf from his position as Secretary of the Department of Agriculture in 2013;

- What was the unexpired portion of Mr Metcalf's employment contract for that position?
- Was the aggregate cost of entitlement paid out to Mr Metcalf under part 5 of the relevant Determination made under the remuneration Tribunal?
- What was the final payout figure?

**Answer:**

The unexpired portion of Mr Metcalfe's employment contract was four years and four months.

The separation payment for Mr Metcalfe is publicly reported on page 207 of the Annual Report for the Department of Agriculture 2014-15. Mr Metcalfe was the only recipient of a separation payment in financial year 2014.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 88

**Division/Agency:** Corporate Strategy & Governance Division

**Topic:** Veterinary employment conditions

**Proof Hansard page:** Written

**Senator STERLE asked:**

Proposed changes to pay and conditions of veterinarian

- Was a cost benefit analysis undertaken on the impact of have a two tiered pay scale of government veterinarians?
- How were the proposed changes to pay and conditions of veterinarians communicated to existing vets working within the department?
- Why has the department determined to exclude vets working in export abattoirs?
- Has the department considered the Australian Veterinary Association's workforce modelling report that was released last year that showed that Australia is already heading towards a significant undersupply of government vets?
- Did the Department consult with stakeholders regarding the changes to pay and conditions of vets?
- Provide a list of which stakeholder and dates consultations were undertaken?

**Answer:**

- No.
  - The proposed changes were communicated to vets already working in the department through discussions with bargaining representatives (including the Community & Public Sector Union), Professionals Australia, and individual veterinarian bargaining representatives), by information sessions held for veterinarians in the department and by a written explanation of the proposed changes which was sent to all veterinarians in the department.
  - The department on-plant veterinarians (OPV) working in abattoirs have not been excluded. The department has maintained their separate classification structure in recognition that the work of an OPV is different to an office based veterinarian.

**Question: 88 (Continued)**

- Yes.
- Yes.
- In addition to the consultations outlined above, veterinarian specific meetings were held with bargaining representatives on 29 July 2014, 25 September 2014, 9 April 2015 and 19 February 2016.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 89**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** New Ministerial Office

**Proof Hansard page:** Written

**Senator STERLE asked:**

1. How many Ministerial meetings have taken place in the new Armidale office?
2. Provide breakdown of staff travel expenses to the Ministerial office?
3. How many Ministerial staff members are permanently based in the Armidale office?
4. Provide a breakdown of staff travel expenses of staff travelling to Canberra from the Ministerial office?
5. What are the key roles of Ministerial staff based in Armidale?
6. How many electorate staff members are based in the Armidale Ministerial office?
7. Is the Armidale Ministerial office open 5 days per week?
8. What is the monthly rent cost for the Armidale office?
9. How many days has the Minister spent in the Armidale office.

**Answer:**

1. The department does not have the information to answer this question.
2. Staff travel expenses are a matter for the Department of Finance.
3. Three.
4. See response to Question 2.
5. Adviser, Assistant Media Adviser and Executive Assistant.
6. Details of electorate staffing is a matter for the Department of Finance.
7. Yes.
8. Costs associated with the rent of the Armidale office is a matter for the Department of Finance.
9. The department does not have the information to answer this question.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 90

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Agricultural Industry Advisory Council (AIAC)

**Proof Hansard page:** Written

**Senator STERLE asked:**

1. Provide explanation as to how the department is able to claim that NRAC was merged with Minister's new advisory council AIAC.
2. How does AIAC determine what issues they should be providing advice to the Minister?
3. What reporting mechanisms exist to allow for transparency and accountability to the advice the AIAC is providing to the Minister?
4. What reporting mechanisms exist for transparent costs associated with AIAC?
5. Does the Department seek advice from AIAC or provide briefing advice to AIAC?
6. AIAC dinner costs amount to \$9,634 for three dinners. The department is claiming that there was a number of networking events and dinners – however cannot breakdown clearly where the costs should be allocated to. Can the department provide a clear breakdown of the cost to the networking functions as opposed to the dinner costs?

**Answer:**

1. The Agricultural Industry Advisory Council's (AIAC) terms of reference and the skill set of its members are sufficiently broad to capture the role previously undertaken by NRAC.
2. The purpose of the AIAC is to provide the Minister for Agriculture and Water Resources with information, advice and recommendations from a cross-section of industries and stakeholders on contemporary issues affecting Australia's agriculture, fishing, forestry and water sectors. Meeting agendas, developed with input by members and the department, guide discussions and advice to the Minister. The Minister is also able to request advice from AIAC, as he has done for example on the Regulatory Performance Framework.
3. The agenda and minutes from AIAC meetings are not on the public record. Discussions between the Minister and his council are conducted with the expectation of confidentiality in line with the council's terms of engagement.

**Question: 90 (Continued)**

4. Costs associated with AIAC meetings are regularly reported at senate estimate hearings. For future hearings AIAC expenditure will be provided to the senate committee secretariat in the week preceding an estimates hearing as agreed at the February 2015 hearing.
5. The department seeks advice from AIAC members on specific items of interest to the agriculture portfolio. The department provides papers for some agenda items to inform meeting discussions, such as on deregulation.
6. The table below outlines AIAC networking functions held in conjunction with face-to-face meetings and the costs associated with them.

Location	Number of guests	Food costs	Alcohol costs	Total cost
All Saints winery Rutherglen, Victoria 11-12 April 2014	Unknown	\$300 – this function was organised directly by AIAC host member.		\$300
Westpac Banking Corporation 30-31 October 2014 Sydney, New South Wales	29	Paid for by AIAC host's employer Westpac Banking Corporation.		Nil
Ghost Rock vineyard 31 March – 1 April 2015 Devonport, Tasmania	59	An itemised invoice outlining separate costs for dinner and networking function was not provided by the venue.		
Mojo's restaurant 14-15 July 2015 Bunbury, Western Australia	28	\$430.00	Invoiced with dinner costs.	\$430.00
Marriott Hotel 17-18 November 2015 Brisbane, Queensland	AIAC members attended a networking function with ministers and senior officials responsible for primary industries. All costs associated with the function were absorbed as part of the Australian agriculture ministers' meeting, which was held the following day.			

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 91

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Executive coaching and leadership training

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

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. 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 (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)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used
  - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)

**Question: 91 (Continued)**

- 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
6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

**Answer:**

1. The total spending on all executive coaching and/or leadership training for the period 14 September 2015 – 31 January 2016 is provided below.

<b>Agency</b>	<b>Expenditure</b>
Department of Agriculture	\$124 754
Australian Fisheries Management Authority (AFMA)	\$19 445
Australian Pesticides & Veterinary Medicines Authority (APVMA)	\$0
Australian Grape and Wine Authority (AGWA)	\$0
Cotton Research & Development Corporation (CRDC)	\$0
Fisheries Research & Development Corporation (FRDC)	\$0
Grains Research & Development Corporation (GRDC)	\$2 400
Rural Industries Research & Development Corporation (RIRDC)	\$0
Murray-Darling Basin Authority (MDBA)	\$87 287

2. Executive coaching is available to executive level employees. Leadership training is available more broadly to meet specific leadership needs. Some portfolio agencies offer executive coaching to all classifications.

3. The following table shows the instances of executive coaching and/or leadership training services utilised by employees, and their employment classification for the period 14 September 2015 – 31 January 2016.

<b>Agency</b>	<b>APS3</b>	<b>APS5</b>	<b>APS6</b>	<b>EL1</b>	<b>EL2</b>	<b>SESB1</b>	<b>SESB2</b>	<b>SESB3</b>	<b>Total instances</b>
Agriculture	25	0	6	12	7	13	3	0	66

AFMA	0	0	0	2	4	1	0	0	7
APVMA	0	0	0	0	0	0	0	0	0
MDBA	0	3	2	9	8	2	2	0	26
CRDC	0*								0
FRDC	0*								0
GRDC	1*								1
RIRDC	0*								0
AGWA	0*								0

\* APS work level classifications are not utilised in these agencies.

Under the department's Studybank guidelines, study leave is not available for executive coaching and/or leadership training.

4. The names of all executive coaching and leadership training service providers engaged are:

- Allegany Consulting, Australia and New Zealand School of Government, Australian Institute of Company Directors, Australian Institute of Management, Australian Public Service Commission, Australian Rural Leadership Foundation, Bull & Bear, Centre for Public Management, Dr Stella Humphries, Executive Leadership, Executive Intelligence Group, HGI Learning, Jeff Whalan Learning Group, Focus Works, Lavender Strategies, Liquid Learning, May Consulting Group, Rural Training Initiatives, SHL Australia Pty Ltd, Thrive Consulting, Webster & Co, Workforce Strategies, YellowEdge Pty Ltd.

4. a, b, c, d, e, f – please refer to **Attachment A**.

5. a. The following locations were used where a service was provided at a location other than the department/agency's own premises:

- Adina on Crown Hotel, Surry Hills NSW
- Australian National University, ACT
- Australian Public Service Commission, Woden ACT
- Briars Inn, Bowral NSW
- Clifton Suites on Northbourne, ACT
- Hellenic Club, Woden ACT
- Hotel Realm, Barton ACT
- Melbourne University, VIC
- Monash University, VIC
- Quay West, Brisbane QLD
- Rydges Capital Hill, Forrest ACT

**Question: 91**

- The Blackman Hotel, Melbourne VIC
- Tuggeranong Homestead, ACT
- YellowEdge offices, Barton ACT
- 261 Nelson Place, Williamstown VIC
- 54 Marcus Clarke St, ACT

b. One employee took part on each occasion. Refer to **Attachment A** for classification breakdown.

c. The total number of hours involved for employees who took part in the training at an external location was 692 hours. The following table reflects the breakdown of hours by employment classification:

Agency	APS5	APS6	EL1	EL2	SESB1	SESB2	SESB3	Total
Agriculture	0	24	112.5	147.5	181	24	0	489
AFMA	0	0	45	75	22.5	0	0	142.5
APVMA	0	0	0	0	0	0	0	0
MDBA	0	0	37.5	8	15	0	0	60.5
CRDC	0*							0
FRDC	0*							0
GRDC	0*							0
RIRDC	0*							0
AGWA	0*							0

\*APS work level classifications are not utilised in these agencies

d. There was no expenditure incurred to use an external location during the reporting period.

6. The Grains Research and Development Corporation (GRDC) have an agreement with employees that they are required to repay a proportion of costs if they resign within 12 months of the completion of a study unit. The department and other portfolio agencies have no agreements with employees in regards to continuing employment after training has been completed.

7. Department of Agriculture and Water Resources and portfolio agency employees undertaking graduate or post graduate study and approved for study leave is detailed by staffing allocation and degree or program title at **Attachment B**.



**Agriculture and Water Resources**

Qualification	Course title	Classification
Bachelor	Bachelor of Science ( Applied Sciences)	APS 4
Bachelor	Bachelor of Arts / Bachelor of Laws (Hons) third last semester	APS 5
Bachelor	Bachelor of Communication in Public Relations	APS 5
Bachelor	Bachelor of Business Management	APS 6
Bachelor	Bachelor of Accounting	APS 6
Bachelor	Bachelor of Commerce/ Minor in Accounting, HR and Business Management	APS 6
Bachelor	Bachelor of Business Administration	APS 6
Bachelor	Bachelor of Arts	APS5
Bachelor	Bachelor of Commerce (Aus Economics and Policy)	APS5
Bachelor	Bachelor of Communication in Public Relations	APS6
Bachelor	Bachelor of Science (Health Safety and Environment)	BIL5
Bachelor	bachelor of Behavioural Studies	EL 1
Bachelor	Bachelor of Behavioural Studies (Major in Psychology)	EL 1
Bachelor	Bachelor of Laws	EL1
Bachelor	Bachelor of public and Environmental Health	FSMA
CERT IV	Frontline Management	APS4
CERT IV	Veterinary nursing	EL 1
CERT IV	CERT IV Training and Assessment	EL 1
CERT IV	Certificate IV in Government (Security)	APS5
Certified Internal Auditor	Internal Auditor	APS6
Diploma	Diploma of International Relations	APS 5
Diploma	Diploma Project Management	APS 6
Diploma	Diploma in Business	APS5
Diploma	Diploma Project Management	APS 6
Doctorate	Doctor of Economics	APS 5
Doctorate	Doctor of Philosophy	APS 5
Doctorate	Doctorate of Philosophy	APS 5
Graduate Diploma	Bachelor of Agriculture and Technology (major)	APS 3
Graduate Diploma	Graduate Certificate in Science	APS 4
Graduate Diploma	Graduate Diploma of Legal Practice GDLP	APS 6
Graduate Diploma	Graduate Diploma of Plant Biosecurity	APS 6
Graduate Diploma	Graduate Diploma of Plant Biosecurity	APS4
Graduate Diploma	Science Communication	APS6
Graduate Diploma	Graduate Diploma of Management	EL2
Juris Doctor	Juris Doctor	EL 2
LAW	LAW	APS5
Masters	Master of Translation	APS 4
Masters	Master of Agriculture	APS 5
Masters	Master of Diplomacy	APS 6
Masters	Master of Leadership	EL1
Masters	Master of National Security Policy	EL1
Masters	Masters of Disaster Preparedness and Reconstruction	APS 4
Masters	Masters of Information Technology	APS 4
Masters	Masters in National Security Policy	APS 4
Masters	Master of Environmental Management and Development	APS 4
Masters	Master of Environmental Management and Development	APS 4
Masters	Master of Plant Biosecurity	APS 5
Masters	International Relations	APS 5
Masters	Master of Science ( Fisheries Biology and Management)	APS 5
Masters	Master of International Affairs	APS 6
Masters	Masters of Computing with honours	APS 6
Masters	Masters of Environment	APS 6
Masters	Masters in Veterinary Public Health and Management	APS 6
Masters	Masters of Veterinary public health management	APS 6
Masters	Master of Economics	APS4
Masters	Master of Information Technology	APS4
Masters	Master of Environmental Management and Development	APS4
Masters	Master of Veterinary Public Health Management	APS6
Masters	Master of Veterinary Public Health (Emergency Animal Disease)	APS6
Masters	Master of Business Administration (Marketing specialisation)	APS6
Masters	Masters of Veterinary public health management	APS6
Masters	Masters of Applied Science - Coaching Psychology	EL 1
Masters	Master of Leadership	EL1
Masters	Masters of Commerce (Information Systems)	EL1
Masters	Masters of Public Policy (International Policy)	EL1
Masters	Masters of Fisheries Policy and international law	EL1
Masters	Master of Animal Science	EL2
Masters	Master by research	APS 6
Masters	MBA	EL2
<b>AFMA</b>		
Qualification	Course title	Classification
Graduate Diploma	Graduate Diploma of Applied Science (Fisheries Management)	APS 4
Graduate Certificate	Graduate Certificate in Applied Science (Marine Environment)	EL1
Masters	Masters of Commerce	EL1
Bachelor	Bachelor of Communication in Public Relations	APS 5
<b>AMDB</b>		
Qualification	Course title	Classification
Diploma	Diploma in Government (Procurement)	APS 4
Masters	Master of International and Development Economics	APS 5
Bachelor	Bachelor of Communications in Public Relations	APS 5
Bachelor	Bachelor of Engineering	APS 6
Post Graduate Diploma	Post Graduate Diploma in Environment	APS 6
Master	Master of Environmental Management	APS 6
Graduate Certificate	Graduate Certificate in Public Policy	APS 6
Masters	Master of Science	EL 1
Bachelor	Bachelor of Commerce	EL 1
Masters	Master of Infrastructure Engineering and Management	EL 1
Master	Master of Business Administration	EL 1
<b>GRDC</b>		
Qualification	Course title	Classification
Masters	Masters Business Administration (MBA)	other
CPA	Certified Public Accountant (CPA) Program	other

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 92

**Division:** Corporate Strategy and Governance Division

**Topic:** Staffing Profile

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state).

**Answer:**

1. Yes.
2. The Department of Agriculture and Water Resources Staffing Profile by Substantive Classification as at 30 September 2015 and 31 January 2016 is as follows:

<b>Substantive Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
APS 1	11.4	19.4	8.0
APS 2	16.0	16.0	
APS 3	589.1	570.4	18.7
APS 4	1 116.3	1 123.7	7.4
APS 5	536.8	548.4	11.6
APS 6	769.1	818.9	49.8
EL 1	513.7	579.9	66.2
EL 2	331.5	354.6	23.1
SES	77.4	81.4	4.0
Secretary	1.0	1.0	
Casuals	<i>(not previously included)</i>	100.9	100.9
<b>Total</b>	<b>3 962.3</b>	<b>4 214.5</b>	<b>252.2</b>

\* Due to rounding some totals will not add

\*\* From November 2015 Total FTE includes casuals

**Question: 92 (Continued)**

The Department of Agriculture and Water Resources Staffing Profile by Division as at 30 September 2015 and 31 January 2016 is as follows:

<b>Division</b>	<b>30-Sep-15</b>	<b>31-Jan-16</b>	<b>Difference</b>
ABARES	121.1	126.7	5.6
Agricultural Policy	79.2	79.6	0.4
Australian Chief Plant Protection Office	5.7	5.9	0.2
Australian Chief Veterinary Office	6.7	4.9	-1.8
Biosecurity Policy & Implementation	59.0	81.9	22.9
Biosecurity Animal	134.5	150.6	16.1
Biosecurity Plant	229.7	235.0	5.3
Compliance	255.7	258.2	2.5
Corporate Strategy & Governance	327.6	302.6	-25.0
Executive	33.1	38.1	5.0
Exports	141.6	143.7	2.1
Farm Support	67.5	52.1	-15.4
Finance & Business Support	197.7	196.1	-1.6
Information Services	132.4	127.3	-5.1
LAE Reform Taskforce	7.0	3.0	-4.0
PEQ Build Taskforce	7.0		-7.0
Service Delivery	1 995.3	2 081.5	86.2
Sustainable Agriculture Fisheries & Forestry	86.4	105.6	19.2
Trade and Market Access	75.2	78.0	2.8
Water		143.8	143.8
<b>Department of Agriculture &amp;</b>	<b>3 962.3</b>	<b>4 214.5</b>	<b>252.2</b>

\* Due to rounding some totals will not add

\*\* From November 2015 FTE includes casuals

**Staff Numbers (FTE) by Physical Location (Town/City and State) as at 30 September 2015 and 31 January 2016**

<b>State/Territory</b>	<b>Location</b>	<b>30-Sep-15</b>	<b>31-Jan-16</b>	<b>Difference</b>
	Canberra Central Office	1 741.7	1 931.7	190.0

**Question: 92 (Continued)**

Australian Capital Territory	Fyshwick	9.0	10.0	1.0
	Parliament House	2.0	3.0	1.0
	Other Location	1.0	1.0	
<b>Australian Capital Territory Total</b>		<b>1 753.7</b>	<b>1 945.7</b>	<b>192.0</b>
Overseas Posting	Bangkok	1.0	2.0	1.0
	Beijing	2.0	3.0	1.0
	Brussels	1.0	1.0	
	Dubai	1.0	1.0	
	Jakarta	3.0	3.0	
	New Delhi	1.0	1.0	
	Rome	1.0	1.0	
	Seoul	1.0	1.0	
	Tokyo	1.0	1.0	
	Washington	1.0	1.0	
	Vietnam		1.0	1.0
	Kuala Lumpur		1.0	1.0
	Riyadh		1.0	1.0
<b>Overseas Posting Total</b>		<b>13.0</b>	<b>18.0</b>	<b>5.0</b>
New South Wales	Booyong	1.0	1.0	
	Broken Hill	2.0	2.0	
	Casino	6.8	6.8	
	Clyde (International Mail Centre)	59.2	54.8	-4.4
	Cooma	2.0	1.0	-1.0
	Cootamundra	1.0	3.0	2.0
	Corowa	1.0	1.0	
	Dubbo	6.0	6.0	
	Eastern Creek	25.8	14.8	-11.0
	Goulburn	4.0	4.0	

**Question: 92 (Continued)**

Grafton	1.0	1.0	
Harden	1.0	1.0	
Inverell	4.0	5.0	1.0
Leeton	1.0		-1.0
Narromine	1.0	1.0	
Newcastle	10.6	11.6	1.0
Port Botany	24.5	26.5	2.0
Port Jackson	1.0		-1.0
Port Kembla	5.8	4.8	-1.0
Regional Office (Sydney)	341.0	320.2	-20.8
Scone	5.0	5.0	
Singleton	1.0	1.0	
Sydney Airport	143.3	144.4	1.1
Tamworth	7.0	7.0	
Wagga Wagga	5.0	5.0	
Wingham	4.0	6.0	2.0
Young	3.0	3.0	
Other Location	8.0	8.0	
<b>New South Wales Total</b>	<b>676.0</b>	<b>644.9</b>	<b>-31.1</b>

Question: 92 (Continued)

Northern Territory	Darwin	1.0	1.0	
	Darwin International Airport	12.9	13.2	0.3
	Darwin Regional Office	31.4	34.3	2.9
	Nhulunbuy	0.0	0.6	0.6
<b>Northern Territory Total</b>		<b>45.3</b>	<b>49.1</b>	<b>3.8</b>
Queensland	Badu Island	0.8	0.8	
	Bamaga	3.0	2.0	-1.0
	Boigu Island	1.8	1.8	
	Cairns	71.9	74.0	2.1
	Darnley Island	0.8	0.8	
	Dauan Island	0.8	0.8	
	Mabuiag Island	0.8	0.8	
	Mackay	5.6	5.6	
	Moa Island	0.8		-0.8
	Murray Island	0.8	0.8	
	Saibai Island	2.6	2.2	-0.4
	Thursday Island	9.0	9.8	0.8
	Townsville	16.9	16.9	
	Weipa	1.0		-1.0
	Yam Island	0.8	0.8	
	Beenleigh	5.0	3.0	-2.0
	Biloela	2.0	2.0	
	Brisbane International Airport	68.5	65.5	-3.0
	Bundaberg	0.4	0.4	
	Caboolture	2.0	2.0	
Cannon Hill	10.0	9.0	-1.0	
Central Office (Brisbane)	232.0	224.0	-8.0	
Charleville	4.0	3.0	-1.0	

Question: 92 (Continued)

	Coolangatta Airport	14.6	17.1	2.5
	Coominya	3.0	3.0	
	Dinmore	23.0	22.0	-1.0
	Eagle Farm	1.0	2.8	1.8
	Fisherman Island	40.9	41.9	1.0
	Gladstone	7.6	6.7	-0.9
	Grantham	5.0	5.0	
	Gympie	2.0	1.0	-1.0
	Kilcoy	2.0	2.0	
	Kingaroy	2.0	2.0	
	Longreach	2.0	2.0	
	Mail Centre (Brisbane)	7.3	5.3	-2.0
	Murgon	0.8	0.8	
	Oakey	3.0	3.0	
	Purrawunda	4.0	4.0	
	Rockhampton	7.9	7.9	
	Toowoomba	1.6	1.6	
	Wallangarra	2.0	2.0	
	Warwick	4.9	4.9	
	Wulkuraka	1.0	2.0	1.0
	Other Location	9.8	5.8	-4.0
<b>Queensland Total</b>		<b>586.7</b>	<b>568.8</b>	<b>-17.9</b>
South Australia	Adelaide International Airport	23.9	22.2	-1.7
	Bordertown	4.0	4.0	
	Central Office (Adelaide)	101.9	99.6	-2.3
	Export Park	12.2	10.3	-1.9
	Lobethal	2.0	2.0	
	Macro	1.0	1.0	

Question: 92 (Continued)

	Murray Bridge	7.0	7.0	
	Naracoorte	2.8	2.8	
	Port Adelaide		1.0	1.0
	Port Lincoln	1.0	1.0	
	Port Wakefield	1.0	1.0	
	Torrens Island	1.0	1.0	
	Other Location	7.0	6.0	-1.0
<b>South Australia Total</b>		<b>164.8</b>	<b>158.9</b>	<b>-5.9</b>
Tasmania	Devonport	2.0	2.0	
	Hobart Regional Office	2.8	2.8	
	Launceston	3.0	3.0	
	Smithton	1.0	1.0	
<b>Tasmania Total</b>		<b>8.8</b>	<b>8.8</b>	
Victoria	Ararat	3.0	3.0	
	Brooklyn	4.0	5.0	1.0
	Cobram	3.0	3.0	
	Colac	5.0	4.6	-0.4
	Cranbourne	3.0	3.0	
	Dandenong	1.0	1.0	
	Diamond Valley Laverton	1.0	1.0	
	Field Operations	22.6	20.6	-2.0
	Gateway Facility	19.4	17.8	-1.6
	Geelong	2.0	2.0	
	Knoxfield	5.0	7.0	2.0
	Lance Creek	2.0	2.0	
	Laverton	1.0	1.0	
	Melbourne International Airport	77.0	75.1	-1.9
	Melrose Office	71.1	68.4	-2.7

Question: 92 (Continued)

	Mickleham		4.0	4.0
	Mildura	2.8	2.8	
	Moe	3.0	3.0	
	Myrtleford	1.0	1.0	
	Pakenham	2.0	2.0	
	Poowong	2.0	2.0	
	Portland	1.9	1.9	
	Regional Office (Melbourne)	188.9	194.3	5.3
	Seymour	2.0	3.0	1.0
	Shepparton	3.0	1.0	-2.0
	Spotswood	10.0	7.0	-3.0
	Tongala	3.0	3.0	
	Warrnambool	8.0	8.0	
	West Melbourne	43.0	38.7	-4.3
	Wodonga	1.0	1.0	
	Yarrawonga	4.0	4.0	
	Other Location	2.0	9.0	7.0
<b>Victoria Total</b>		<b>497.7</b>	<b>500.2</b>	<b>2.5</b>
Western Australia	Albany	1.0	1.0	
	Broome	2.0	2.0	
	Bunbury	2.0	1.0	-1.0
	Bunbury MID	5.0	5.0	
	Christmas Island	0.7	1.7	1.0
	Cowaramup MID	2.0	2.0	
	Esperance	1.0	1.0	
	Fremantle	25.5	25.5	
	Fremantle ECIR Checkpoint	1.0	1.0	
	Geraldton	5.0	5.0	

**Question: 92 (Continued)**

	Harvey MID	3.0	3.0	
	International Mail Centre	2.0	2.0	
	Karratha	5.0	4.0	-1.0
	Katanning MID	3.0	3.0	
	Linley Valley	1.0	1.0	
	Narrikup MID	3.0	3.0	
	Perth Airport	32.2	33.7	1.5
	Port Hedland	3.0	4.0	1.0
	Redcliffe	5.1	4.3	-0.8
	Regional Office (Perth)	112.9	114.2	1.4
	Other Location	1.0	1.9	0.9
<b>Western Australia Total</b>		<b>216.4</b>	<b>219.3</b>	<b>2.9</b>
<b>Casuals</b>			<b>100.9</b>	<b>100.9</b>
<b>Grand Total</b>		<b>3 962.3</b>	<b>4 214.5</b>	<b>252.2</b>

**Fisheries Research and Development Corporation (FRDC)**

FRDC Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	8.4	8.4	
Non-ongoing	3.5	3.5	
<b>Total</b>	<b>11.9</b>	<b>11.9</b>	

\*FTE is full time equivalent

FRDC Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification (APS Level or Equivalent)</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Other	11.9	11.9	

**Question: 92 (Continued)**

<b>Total</b>	<b>11.9</b>	<b>11.9</b>	
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**Note:** FRDC does not employ people under the Australian Public Service (APS) Classification structure.

Staff Numbers (FTE)

	<b>30 September 2015</b>	<b>31 January 2016</b>	<b>Difference</b>
	<b>Staff Numbers (FTE)</b>	<b>Staff Numbers (FTE)</b>	
FRDC	11.9	11.9	
<b>Total</b>	<b>11.9</b>	<b>11.9</b>	

Staff Numbers (FTE) by Physical Location (Town/City and State)

<b>Town</b>	<b>State</b>	<b>30 September 2015</b>	<b>31 January 2016</b>	<b>Difference</b>
		<b>Staff Numbers (FTE)</b>	<b>Staff Numbers (FTE)</b>	
Canberra	ACT	11.9	11.9	
<b>Total</b>		<b>11.9</b>	<b>11.9</b>	

**Australia Pesticides and Veterinary Medicines Authority (APVMA)**

As at 31 January 2016 the APVMA staffing profile was as follows:

APVMA Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015</b>	<b>31 January 2016</b>	<b>Difference</b>
	<b>Staff Numbers (FTE)</b>	<b>Staff Numbers (FTE)</b>	
Ongoing	155.3	159.4	4.1
Non-Ongoing	13.4	21.5	8.1
Non-Ongoing Casual	1.0	1.0	
<b>Total</b>	<b>169.8</b>	<b>181.9</b>	<b>12.1</b>

\*FTE is full time equivalent

APVMA Staffing Profile by Classification as at 31 January 2016 is as follows:

	<b>30 September 2015</b>	<b>31 January 2016</b>	<b>Difference</b>
<b>Classification</b>	<b>Staff Numbers (FTE)</b>	<b>Staff Numbers (FTE)</b>	

**Question: 92 (Continued)**

APS 3	3.5	8.5	5.0
APS 4	9.6	12.6	3.0
APS 5	19.7	21.7	2.0
APS 6	53.7	58.2	4.5
EL 1	51.3	52.3	1.0
EL 2	24.0	21.6	-2.6
SES	5.0*	4.0	-1.0
Other	3.0	3.0	
<b>Total</b>	<b>169.8</b>	<b>181.9</b>	<b>12.1</b>

\*Figure includes one inactive SES on paid leave.

**APVMA Staff Numbers (FTE)**

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
APVMA	169.8	181.9	12.1
<b>Total</b>	<b>169.8</b>	<b>181.9</b>	<b>12.1</b>

**APVMA Staff Numbers (FTE) by Physical Location (Town/City and State)**

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Canberra	ACT	168.8	180.9	12.1
Perth	WA	1.0	1.0	
<b>Total</b>		<b>169.8</b>	<b>181.9</b>	<b>12.1</b>

**Australian Grape and Wine Authority (AGWA)**

AGWA Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	58.9	59.4	0.5

**Question: 92 (Continued)**

Non-Ongoing			
<b>Total</b>	<b>58.9</b>	<b>59.4</b>	<b>0.5</b>

\*FTE is full time equivalent

AGWA Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Other	58.9	59.4	0.5
<b>Total</b>	<b>58.9</b>	<b>59.4</b>	<b>0.5</b>

**Note:** AGWA does not employ people under the Australian Public Service (APS) Classification structure.

AGWA Staff Numbers (FTE)

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
AGWA	58.9	59.4	0.5
<b>Total</b>	<b>58.9</b>	<b>59.4</b>	<b>0.5</b>

AGWA Staff Numbers (FTE) by Physical Location (Town/City and State)

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Sydney	NSW	7.0	7.0	
Adelaide	SA	35.9	36.4	0.5
Washington	USA	6.0	6.0	
Shanghai	China	4.0	4.0	
London	UK	5.0	5.0	
Vancouver	Canada	1.0	1.0	
<b>Total</b>		<b>58.9</b>	<b>59.4</b>	<b>0.5</b>

**Question: 92 (Continued)**

**Rural Industries Research and Development (RIRDC)**

RIRDC Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	3.9	3.9	
Non-Ongoing	11.9	14.9	3.0
<b>Total</b>	<b>15.8</b>	<b>18.8</b>	<b>3.0</b>

RIRDC Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
APS 4	0.6	1.6	1.0
APS 5	0.9	0.9	
APS 6	4.0	5.2	1.2
EL 1	3.5	4.3	0.8
EL 2	4.0	4.0	
SES	2.8	2.8	
<b>Total</b>	<b>15.8</b>	<b>18.8</b>	<b>3.0</b>

RIRDC Staff Numbers (FTE)

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
RIRDC	15.8	18.8	3.0

RIRDC Staff Numbers (FTE) by Physical Location (Town/City and State)

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Canberra	ACT	15.8	18.8	3.0
<b>Total</b>		<b>15.8</b>	<b>18.8</b>	<b>3.0</b>

**Question:** 92 (Continued)

**Grains Research and Development Corporation (GRDC)**

GRDC Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	51.3	67.3	16.0
Non-Ongoing	8.0	7.7	-0.3
Non-Ongoing Casual	1.9	3.5	1.6
<b>Total</b>	<b>61.2</b>	<b>78.5</b>	<b>17.3</b>

\*FTE is full time equivalent

**Note:** GRDC underwent a major restructure during this period and FTE has fluctuated.

GRDC Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Other	61.2	78.5	17.3
<b>Total</b>	<b>61.2</b>	<b>78.5</b>	<b>17.3</b>

**Note:** GRDC does not employ people under the Australian Public Service (APS) Classification structure.

GRDC Staff Numbers (FTE)

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
GRDC	61.2	78.5	17.3
<b>Total</b>	<b>61.2</b>	<b>78.5</b>	<b>17.3</b>

GRDC Staff Numbers (FTE) by Physical Location (Town/City and State)

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Canberra	ACT	56.2	68.5	12.3
Parkes	NSW			

**Question: 92 (Continued)**

Dubbo	NSW		2.0	2.0
Bogabri	NSW	1.0		-1.0
Toowoomba	QLD		1.0	1.0
Adelaide	SA	1.0	3.0	2.0
Perth	WA	3.0	4.0	1.0
<b>Total</b>		<b>61.2</b>	<b>78.5</b>	<b>17.3</b>

**Note:** GRDC underwent a major restructure during this period and we no longer have staff at Bogabri and Parkes. Future reporting by location will be Canberra, Toowoomba, Adelaide, Perth and Dubbo.

**Australian Fisheries Management Authority (AFMA)**

AFMA Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	160.8	156.7	-4.1
Non-Ongoing	3.0	4.0	1.0
Non-Ongoing Casual	10.0	4.9	-5.1
<b>Total</b>	<b>173.8</b>	<b>165.6</b>	<b>-8.2</b>

\*FTE is full time equivalent

AFMA Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Observers <sup>1</sup>	10.0	4.9	-5.1
APS 1			
APS 2	2.7	2.7	
APS 3	2.0	1.0	-1.0
APS 4	23.7	23.7	

<sup>1</sup> Fisheries Observers are irregular or intermittent (casual) employees who are contracted to observe fishing operations on vessels and collect data for scientific purposes; full-time equivalency is averaged in the relevant month.

**Question: 92 (Continued)**

APS 5	11.0	11.0	
APS 6	62.8	55.8	-7.00
EL 1	37.6	44.5	6.9
EL 2	19.0	17.0	-2.0
SES	3.0	3.0	
Other	2.0	2.0	
<b>Total</b>	<b>173.8</b>	<b>165.6</b>	<b>-8.2</b>

## AFMA Staff Numbers (FTE)

Agency Name	30 September 2015 Staff Numbers (FTE)	31 January 2016 Staff Numbers (FTE)	Difference
<b>AFMA</b>	<b>173.8</b>	<b>165.6</b>	<b>-8.2</b>

## AFMA Staff Numbers (FTE) by Physical Location (Town/City and State)

Town	State	30 September 2015 Staff Numbers (FTE)	31 January 2016 Staff Numbers (FTE)	Difference
Canberra	ACT	127.0	127.9	0.9
Darwin	NT	31.8	27.8	-4.0
Thursday Island	QLD	5.0	5.0	
Remote (Observers)		10.0	4.9	-5.1
<b>Total</b>		<b>173.8</b>	<b>165.6</b>	<b>-8.2</b>

**Cotton Research and Development Corporation (CRDC)**

As at 31 January 2016 the CRDC staffing profile was as follows:

CRDC Staffing Profile as at 31 January 2016 is as follows:

Staffing Profile	30 September 2015 Staff Numbers (FTE)	31 January 2016 Staff Numbers (FTE)	Difference
Ongoing	10.8	10.8	

**Question: 92 (Continued)**

Non-Ongoing	1.0	1.0	
Non-Ongoing Casual	0.2	0.2	
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	

\*FTE is full time equivalent

CRDC Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
APS 3			
APS 4			
APS 5			
APS 6			
EL 1			
EL 2			
SES			
Other	12.0	12.0	
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	

CRDC Staff Numbers (FTE)

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
CRDC	12.0	12.0	
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	

CRDC Staff Numbers (FTE) by Physical Location (Town/City and State)

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Narrabri	NSW	10.0	10.0	
Emerald	QLD	1.0	1.0	

**Question: 92 (Continued)**

Toowoomba	QLD	1.0	1.0	
<b>Total</b>		<b>12.0</b>	<b>12.0</b>	

**Murray- Darling Basin Authority (MDBA)**

MDBA Staffing Profile as at 31 January 2016 is as follows:

<b>Staffing Profile</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Ongoing	251.75	261.59	9.84
Non-Ongoing	26	20.35	-5.65
Non-Ongoing Casual		0.62	0.62
<b>Total</b>	<b>277.75</b>	<b>282.56</b>	<b>4.81</b>

\*FTE is full time equivalent

MDBA Staffing Profile by Classification as at 31 January 2016 is as follows:

<b>Classification</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
APS 1			
APS 2	2.34	4.20	1.87
APS 3	13.00	5.00	-8.00
APS 4	16.38	22.33	5.95
APS 5	35.70	28.97	-6.73
APS 6	79.71	88.63	8.92
EL 1	78.45	80.35	1.90
EL 2	40.17	41.07	0.90
SES	11.00	11.00	
Other (Chief Executive)	1.00	1.00	
<b>Total</b>	<b>277.75</b>	<b>282.56</b>	<b>4.81</b>

MDBA Staff Numbers (FTE)

**Question: 92 (Continued)**

<b>Agency Name</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
<b>MDBA</b>	<b>277.75</b>	<b>282.56</b>	<b>4.81</b>

**MDBA Staff Numbers (FTE) by Physical Location (Town/City and State)**

<b>Town</b>	<b>State</b>	<b>30 September 2015 Staff Numbers (FTE)</b>	<b>31 January 2016 Staff Numbers (FTE)</b>	<b>Difference</b>
Canberra	ACT	277.75	282.56	4.81
<b>Total</b>		<b>277.75</b>	<b>282.56</b>	<b>4.81</b>

**Question:** 93

**Division/Agency:** Corporate Strategy & Governance

**Topic:** Staffing reductions

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?
  - a. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

**Answer:**

See attachment A.

Since the change of Prime Minister on 14 September, 2015:	Department of Agriculture and Water Resources	Australian Fisheries Management Authority (AFMA)	Australian Pesticides and Veterinary Medicines Authority (APVMA)	Australian Grape and Wine Authority (AGWA)	Cotton Research and Development Corporation (CRDC)	Fisheries Research and Development Corporation (FRDC)	Grains Research and Development Corporation (GRDC)	Rural Industries Research and Development Corporation (RIRDC)	Murray Darling Basin Authority (MDBA)
1. How many staff reductions/voluntary redundancies have occurred? a. What was the reason for these reductions?	14 staff due to divisional restructures and/or service delivery modernisation.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	3 staff due to organisational redesign and productivity improvements
2. Were any of these reductions involuntary redundancies? If yes, provide details.	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No
3. 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.	No.	No	No	No	No	No	No	No	No

<b>Since the change of Prime Minister on 14 September, 2015:</b>	<b>Department of Agriculture and Water Resources</b>	<b>Australian Fisheries Management Authority (AFMA)</b>	<b>Australian Pesticides and Veterinary Medicines Authority (APVMA)</b>	<b>Australian Grape and Wine Authority (AGWA)</b>	<b>Cotton Research and Development Corporation (CRDC)</b>	<b>Fisheries Research and Development Corporation (FRDC)</b>	<b>Grains Research and Development Corporation (GRDC)</b>	<b>Rural Industries Research and Development Corporation (RIRDC)</b>	<b>Murray Darling Basin Authority (MDBA)</b>
4. If there are plans for staff reductions, please give the reason why these are happening.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Since the change of Prime Minister on 14 September, 2015:	Department of Agriculture and Water Resources	Australian Fisheries Management Authority (AFMA)	Australian Pesticides and Veterinary Medicines Authority (APVMA)	Australian Grape and Wine Authority (AGWA)	Cotton Research and Development Corporation (CRDC)	Fisheries Research and Development Corporation (FRDC)	Grains Research and Development Corporation (GRDC)	Rural Industries Research and Development Corporation (RIRDC)	Murray Darling Basin Authority (MDBA)
5. Are there any plans for involuntary redundancies? If yes, provide details.	No	No	No	No	No	No	No	Following the recent decision to relocate all operations to Wagga Wagga, NSW, deeming all Canberra based positions redundant, we anticipate that not all staff will be in a position to relocate, therefore precipitating involuntary redundancies. At this early stage we are unable to accurately predict the extent of any such involuntary redundancies.	No

Since the change of Prime Minister on 14 September, 2015:	Department of Agriculture and Water Resources	Australian Fisheries Management Authority (AFMA)	Australian Pesticides and Veterinary Medicines Authority (APVMA)	Australian Grape and Wine Authority (AGWA)	Cotton Research and Development Corporation (CRDC)	Fisheries Research and Development Corporation (FRDC)	Grains Research and Development Corporation (GRDC)	Rural Industries Research and Development Corporation (RIRDC)	Murray Darling Basin Authority (MDBA)
6. How many ongoing staff left the department/agency? What classification were these staff?	78 (this includes the 14 staff reported in question 1) ongoing staff left the department. 2 x APS2 10 x APS3 17 x APS4 16 x APS5 15 x APS6 11 x EL1 5 x EL2 2 x SES1	18 ongoing staff left the agency. 1 x APS2 1 x APS3 3 x APS4 2 x APS5 6 x APS6 3 x EL1 2 x EL2	16 ongoing staff left the agency. 1 x APS3 1 x APS4 4 x APS6 6 x EL1 3 x EL2 1 x SES1	Nil	2 staff – Non APS as CRDC are not staffed under the PS Act 1999	1 Communications Officer (not staffed under the PS Act 1999)	N/A	Nil	14 ongoing staff have left the agency.  1 x APS3 2 x APS5 2 x APS6 3 x EL1 4 x EL2 1 x SESb2 1 x CEO (statutory appointment)
7. How many non-ongoing staff left department/agency from? What classification were these staff?	54 non-ongoing staff left the department. 2 x APS1 1 x APS2 8 x APS3 14 x APS4 6 x APS5 18 x APS6 2 x EL1 3 x EL2	Nil	5 non-ongoing staff left the agency. 1 x APS5 3 x APS6 1 x EL1	Nil	Nil	1 Office Administrator (not staffed under the PS Act 1999)	N/A	Nil	6 non-ongoing staff left the agency. 1 x APS4 2 x APS5 3 x APS6

<p>8. What are the voluntary redundancy packages offered? Please detail for each staff level and position</p>	<p>- Two weeks salary for every year of service up to a maximum of 48 weeks                      - Payment in lieu of notice - either 4 weeks salary, or five weeks if the employee is over 45 years of age and has at least 5 years' continuous service.</p> <p>In addition any recreation leave credits and Long Service leave credits (for employees with more than 12 months service) are paid in lieu.</p> <p>-</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered</p>	<p>No voluntary redundancy packages offered.</p>	<p>Two weeks salary for every year of service up to a maximum of 48 weeks                      - Payment in lieu of notice - either 4 weeks salary, or five weeks if the employee is over 45 years of age and has at least 5 years' continuous service.</p> <p>In addition any recreation leave credits and Long Service leave credits (for employees with more than 12 months service) are paid in lieu.</p> <p>One employee had special provisions carried over from the Murray Darling Basin Commission which resulted in an additional 15 weeks</p>
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Since the change of Prime Minister on 14 September, 2015:	Department of Agriculture and Water Resources	Australian Fisheries Management Authority (AFMA)	Australian Pesticides and Veterinary Medicines Authority (APVMA)	Australian Grape and Wine Authority (AGWA)	Cotton Research and Development Corporation (CRDC)	Fisheries Research and Development Corporation (FRDC)	Grains Research and Development Corporation (GRDC)	Rural Industries Research and Development Corporation (RIRDC)	Murray Darling Basin Authority (MDBA)
									severance being paid.
9. How do the packages differ from the default public service package?	There is no default public service package but the department's package is typical of packages in the APS.	Nil Packages offered	Nil Packages offered	Nil Packages offered	Nil Packages offered	Nil Packages offered	Nil Packages offered	Nil Packages offered	There is no default public service package but the agency's package is typical of packages in the APS, other than the employee who had carry over provisions from the Murray Darling Basin Commission which resulted in an additional 15 weeks severance being paid
10. How is the department/agency funding the packages?	From existing budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	From existing budget

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 94

**Division:** Corporate Strategy and Governance Division

**Topic:** Staffing Recruitment

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

**Answer:**

1. 258 ongoing staff commenced employment with the Department of Agriculture and Water Resources (DAWR) from 30 September 2015 to 31 January 2016. Of these, 148 ongoing employees commenced as a result of Machinery of Government (MOG) changes which took effect from 22 October 2015. Below is a breakdown of these commencements by classification.

Headcoun	APS	APS	APS	APS	APS	APS	EL	EL	SES	SES	SES	TOTA
<b>DAWR</b>			<b>9</b>	<b>33</b>	<b>40</b>	<b>68</b>	<b>73</b>	<b>26</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>258</b>
MOG			3	8	19	38	54	19	5	1	1	148
Other			6	25	21	30	19	7	1		1	110

2. 132 non-ongoing staff commenced employment in the Department of Agriculture and Water Resources (DAWR) from 30 September 2015 to 31 January 2016. Of these, 12 non-ongoing employees commenced as a result of Machinery of Government (MOG) changes which took effect from 22 October 2015. Below is a breakdown of these commencements by classification.

Headcoun	APS	APS	APS	APS	APS	APS	EL	EL	SES	SES	SES	TOTA
<b>DAWR</b>	<b>15</b>	<b>1</b>	<b>31</b>	<b>34</b>	<b>16</b>	<b>25</b>	<b>8</b>	<b>2</b>				<b>132</b>
MOG			1	5		5	1					12
Other	15	1	30	29	16	20	7	2				120

\*includes casual employees

**Question:** 94 (Continued)

3. From 30 September 2015 to 31 January 2016, 114 new contracts have been let for contract staff. The average length of these contracts is 152 days. These figures do not include contract personnel where the procurement was less than \$10 000.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 95

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Printing

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How many documents (include the amount of copies) have been printed?
  - a. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  - a. If so, what companies were used?
  - b. How were they selected?
  - c. What was the total cost of this printing by item?

**Answer:**

1. The Department of Agriculture and Water Resources printed 14 documents (publications) since 14 September 2015 at a total cost of \$51 724.47. Details of the documents printed by the department are provided in the following table.
  - 1a. All the printed documents were published online.
  - 2, 2a. Details of the companies used to print documents for the department are provided in the table.
  - 2b. The companies were chosen by competitive quoting.
  - 2c. Details of the total cost of this printing by item is provided in the table.

Document title	Printer	Quantity	Cost \$ (incl. GST)
Agricultural commodities December 2015	Union offset	285	5 544.00
Agricultural commodities statistics	Bytes 'n colour	350	3 346.27
Australian Fisheries and aquatic statistics	NMPrint	200	3 498.00
Agricultural commodities March 2015	NMPrint	1000	10 637.00
Biosecurity Marine Pest Review	LCdigital	100	1 626.30
Department of Agriculture Annual Report	Union Offset	730	6 908.00

**Question: 95 (Continued)**

Forestry at a glance	Union offset	3000	5 280.00
Fisheries status report	iveo	200	6 372.30
Induction booklet	Elect printing	200	1 134.00
Irrigated agriculture in the Murray–Darling Basin	NMPrint	300	1 695.10
National Rural Advisory Council annual report	Elect printing	220	633.00
Post Entry Quarantine book	Elect printing	300	1 307.50
Outlook national conference	Elect printing	700	997.00
Science awards book	Elect printing	350	2 746.00

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 96

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Communications staff

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
  - a. How many ongoing staff, the classification, the type of work they undertake and their location?
  - b. How many non-ongoing staff, their classification, type of work they undertake and their location?
  - c. How many contractors, their classification, type of work they undertake and their location?
  - d. How many are graphic designers?
  - e. How many are media managers?
  - f. How many organise events?
2. Have these arrangements changed since the change of Prime Minister on 14 September 2015? If yes, please detail.

**Answer:**

**Department of Agriculture and Water Resources**

- 1a, b. As at 31 January 2016, the Department of Agriculture and Water Resources had 36.8 full-time equivalent public relations, communications and media staff. The staff provide education and information and media-related services associated with the department's regulatory operations, programme delivery and research and statistical publications or media.

The following table outlines the classification, numbers, location and ongoing or non-ongoing status of public relations, communication and media staff within the Department of Agriculture and Water Resources.

**Question: 96 (Continued)**

<b>Classification</b>	<b>FTE (full time equivalent), Location</b>	<b>Type of work</b>
EL2	2 full-time staff and 3 part-time (1.6), Canberra	Education and information and media management for internal and external clients
EL1	10 full-time staff, 5 part-time (3.5), 2 non-ongoing staff, Canberra	Education and information and media-related services, including internal and external
APS 6	12 full-time staff, 3 part-time (2.2). Four non-ongoing staff. Located in Canberra; one in Brisbane; one in Cairns.	Education and information and media-related services, including internal and external
APS 5	4 full-time staff	Education and information and media-related services, including internal and external
APS 4	1 full-time staff, 1 part-time (0.5)	Education and information and media-related services, including internal and external

- c. The department had no contractors.
  - d. The department had two graphic designers.
  - e. The department had one media manager.
  - f. While event management may be required as part of the communications function, there is no one person solely responsible for event management, and staff in the area may assist in organising events from time to time.
2. No. These arrangements have not changed since 14 September 2015.

**Australian Fisheries Management Authority**

1a, b, c. Details of the Australian Fisheries Management Authority's staffing in relation to public relations, communications and media as at 31 January 2016, are provided in the following table.

**Question: 96 (Continued)**

<b>Classification</b>	<b>FTE, Location</b>	<b>Type of work</b>
Communication manager, EL1	1 full-time staff, Canberra	Strategic communications management Media management Online communications oversight
Senior communication officer, APS6	1 full-time staff, Canberra	Media engagement and liaison Development and implementation of strategic communications activities Graphic design as required
Senior communication officer, APS6	1 full-time staff, Canberra	Online communications, including website management Media monitoring Publication management

- d. Nil.
  - e. The Australian Fisheries Management Authority has one media manager.
  - f. While event management may be required as part of the communications function, there is no one person solely responsible for event management.
2. Yes. One APS6 senior communications officer commenced in January 2016.

**Australian Pesticides and Veterinary Medicines Authority**

1a, b. Details of the Australian Pesticides and Veterinary Medicines Authority's staffing in relation to public relations, communications and media as at 31 January 2016, are provided in the following table.

<b>Classification</b>	<b>FTE, Location</b>	<b>Type of work</b>
EL2	1 full-time staff, Canberra	Manager, strategic communication, media liaison
EL1	2 full-time staff and 2 part-time (1.0), Canberra	Web management, agricultural and industry education and events, and business improvement
APS6	2 full-time staff, Canberra	Web publishing and communication support
APS 6	1 full-time staff	

- c. Nil
  - d. Nil.
  - e. One person is a media manager.
  - f. One person organises events.
2. No. These arrangements have not changed since 14 September 2015.

### Cotton Research and Development Corporation

1a. The Cotton Research and Development Corporation (CRDC) had no ongoing public relations, communications and media staff as at 31 January 2016.

b. CRDC has one non-ongoing communications manager (non-SES), who manages corporate communications, media and corporate web content. They are located in CRDC's regional NSW head-office in Narrabri.

c. Nil

d, e, f. The communications manager undertakes graphic design, media and event management duties.

2. No. These arrangements have not changed since 14 September 2015.

### Fisheries Research and Development Corporation

1a, b, c. Details of the Fisheries Research and Development Corporation's (FRDC) staffing in relation to public relations, communications and media as at 31 January 2016, are provided in the following table.

Classification	FTE, Location	Type of work
Communications, trade and marketing manager	1 full-time staff, Canberra	Management of communications and Trade and Marketing services including media, stakeholder management, project extension and publication development
Communications officer	1 full-time staff, Canberra	Project management of project related publications and conferences
Communications, science writer	1 full-time staff, non-ongoing, Canberra	Research and write material for articles and publications based on scientific evidence and research
Video producer	1 contractor, Canberra	Production of video on research plan

d. Nil

e. FRDC has one media manager, as described in the table.

f. Nil

2. No. These arrangements have not changed since 14 September 2015.

### Grains Research and Development Corporation

1a, b, c. Details of the Grains Research and Development Corporation's (GRDC) staffing in relation to public relations, communications and media as at 31 January 2016, are provided in the following table.

**Question: 96 (Continued)**

<b>Classification</b>	<b>FTE, Location</b>	<b>Type of work</b>
Executive Manager Communications	One full-time staff, Canberra	Communications, advice and support to the managing director and board; and implementing communications for engagement with growers and representative organisations.
Government and Stakeholder Manager	One full-time staff, Canberra	Advise internal and external stakeholders on government relations, issues and policy developments
Media and issues manager	One full-time staff, Canberra	Public affairs, issues management and media inquiries
Social media adviser	One full-time staff, Canberra	Implement social media strategy

- d. Nil
  - e. The GRDC has one media manager as described in the table.
  - f. Nil
2. No. These arrangements have not changed since 14 September 2015.

**Murray–Darling Basin Authority**

1a, b, c. Details of the Murray-Darling Basin Authority (MBDA) staffing in relation to public relations, communications and media as at 31 January 2016, are provided in the following table.

<b>Classification</b>	<b>FTE, Location</b>	<b>Type of work</b>
EL2	2 full-time staff, Canberra	Lead communications, including website, publications, and other communications materials. Lead media, manage team handling day-to-day media liaison
EL1	4 full-time staff, one non-ongoing, Canberra	Strategic communications, print production, and science communications, media
APS6	5 full-time staff	Media duties, internal communications, graphic design, drafting publications

**Question: 96 (Continued)**

APS5	1.5 full-time staff, Canberra	Media duties, administrative support, writing and editing print and web content
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- d. Nil
- e. The MDBA has one media manager as described in the table.
- f. The MDBA has one event organiser.
- 2. No. These arrangements have not changed since 14 September 2015.

**Rural Industries Research and Development Corporation**

1a, b, c. The Rural Industries Research and Development Corporation (RIRDC) has one ongoing communications and public relations manager at the EL2 level based in Canberra as at 31 January 2016.

- d. Nil
- e. RIRDC has one media manager.
- f. Nil
- 2. No. These arrangements have not changed since 14 September 2015.

**Wine Australia**

1a. Details of Wine Australia's staffing in relation to public relations, communications and media as at 31 January 2016 are provided in the following table.

<b>Classification</b>	<b>FTE, Location</b>	<b>Type of work</b>
n/a	1, Adelaide	Manage corporate affairs and strategy
n/a	1, Adelaide	Manage internal and external communications
n/a	1, Adelaide	Graphic design
n/a	4, London, Shanghai, Sydney, Washington	Manage internal and external communications
n/a	1, Sydney	Manage digital channels
n/a	1, Sydney	Manage digital channel content

- b. Nil
- c. Nil
- d. Wine Australia has one graphic designer.

**Question: 96 (Continued)**

- e. Wine Australia has five media managers.
  - f. Nil.
2. No. These arrangements have not changed since 14 September 2015.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 97

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Reviews

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
  - 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. Who is conducting the review
  - i. the number of officers, and their classification level, involved in conducting the review
  - j. the expected report date
  - k. the budgeted, projected or expected costs
  - l. If the report will be tabled in parliament or made public
2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
  - 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

**Question: 97 (Continued)**

- c. If yes, for each is the cost associated with their involvement, including a break down for 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,
    - 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
3. Which reviews are on-going?
    - a. Please list them.
    - b. What is the current cost to date expended on the reviews?
  4. Have any reviews been stopped, paused or ceased? Please list them.
  5. Which reviews have concluded? Please list them.
  6. How many reviews have been provided to Government? Please list them and the date they were provided.
  7. When will the Government be responding to the respective reviews that have been completed?
  8. What reviews are planned?
    - a. When will each planned review be commenced?
    - b. When will each of these reviews be concluded?
    - c. When will government respond to each review?
    - d. Will the government release each review?
      - i. If so, when? If not, why not?

**Question:** 97 (Continued)

**Answer:**

1, 2, 4, 7, 8c – 8di. The provision of this additional information requested would entail an unreasonable diversion of resources and/or is not currently collected by the department.

3. Refer to **Table 1** for reviews commissioned by the minister, assistant minister or the department's executive that are currently being undertaken.

5. Refer to **Table 2** for reviews commissioned by the minister, assistant minister or the department's executive that have been completed between 14 September 2015 and 30 January 2016, by end date.

6. Refer to **Table 2** for reviews that have been provided to the government.

8. – 8b. Refer to **Table 3** for reviews commissioned by the minister, assistant minister or the department's executive that have not yet commenced.

**Table 1** – Reviews currently being undertaken in the Agriculture portfolio, by nearest anticipated end date.

Review title	Anticipated end date	Estimated cost
Independent review of the plant export programmes cost base	February 2016	\$99 200
Sea Container Hygiene System Review	April 2016	\$44 000
Bovine Serum Review	30 June 2016	\$50 000
Review of duplication between agricultural and veterinary chemical and work health and safety legislation	September 2016	\$100 408
Internal review of the National Plan of Action for the Conservation and Management of Sharks 2012	December 2016	Review undertaken without need for additional resources

**Table 2** – Reviews that have been completed in the Agriculture portfolio between 14 September 2015 and 30 January 2016 by end date.

Review title	End date	Provided to government	Estimated cost
Agricultural Export Regulation Review	September 2015	Yes - December 2015	\$260 000

**Question: 97(Continued)**

Assessment of the portfolio, programme and project management capability of the department	30 September 2015	No	\$55 620
Enforcement Capability Review	30 September 2015	No	\$104 520
Analysis of Plant Pest Preparedness Capability	October 2015	Yes	\$33 520
Departmental governance committee review	31 October 2015	No	Nil – within existing resources
Independent review of the Horticulture Code of Conduct	10 November 2015	10 November 2015	\$118 485
Review of the Implementation of the Tasmanian Regional Forest Agreement for the Period 2007-2012	13 November 2015	Yes – Tabled in Parliament on 2 December 2015	\$47 000
Goulburn-Murray Water Connections Project Stage 2 - Mid Term Review	November 2015	November 2015	\$231 260

**Table 3** – Planned reviews that are yet to commence in the Agriculture portfolio, by anticipated end date.

<b>Review title</b>	<b>Anticipated commencement date</b>	<b>Anticipated end date</b>	<b>Estimated cost</b>
Post Implementation Review of the Farm Household Allowance Programme	15 February 2016	25 May 2016	\$300 000
Independent Review of the Meat Export Programme Cost Base	March 2016	June 2016	TBC
National Landcare Programme: mid-term evaluation (with the Department of the Environment)	March 2016	August 2016	Nil – within existing resources

Third Five-Yearly Review of the Regional Forest Agreement for the South-West Forest Region of Western Australia	April 2016	November 2016	\$50 000
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**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 98

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Commissioned reports

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
  - a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

**Answer:**

One report was commissioned by the minister, department or agency between 14 September 2015 and 30 January 2016. Refer to Table 1 for details.

**Question: 98 (continued)**

**Table 1** – Reports (including paid external advice) commissioned by the minister, department or agency in the Agriculture portfolio between 14 September 2015 and 30 January 2016.

<b>Name of report</b>	<b>Independent review of the plant export programmes cost base</b>
Date of commission	9 November 2015
Date report handed to government	The final report is not yet completed.
Date of public release	The final report is not yet completed.
Link to Terms of Reference	Refer to Terms of Reference provided in Attachment A.
Committee members	Not applicable
Cost of report	\$99 200
Number/level of departmental staff involved with report	The project is being managed as part of business as usual activities.
Status of report	The review is underway.  The report not yet completed.

## TERMS OF REFERENCE

### INDEPENDENT REVIEW OF THE PLANT EXPORT PROGRAMMES COST BASE

The department requires an independent review of the costs and expense base of the plant export certification programmes of the department. The activities to be reviewed include all service delivery activities associated with plant export certification, with the work to be undertaken as specified in these terms of reference.

The review is to validate the cost recovery model and all costs (and therefore prices) to be applied for grain and horticulture exports. In particular, the reviewer is to consider:

- if the costs being recovered by the department are legitimately costs for industry (and not costs of government)
- the appropriateness of the existing cost recovery model and price settings
- how all departmental costs are attributed to both the grain and horticulture sector
- whether the existing arrangement is defensible, equitable and consistent with Australian Government cost recovery guidelines.
- the merits or otherwise of combining both into a single plant cost recovery arrangement

Where the reviewer identifies issues of potential concern, they will propose recommendations about how to amend the department's existing models to resolve these issues.

The results of the reviews are to be made publicly available, and will be shared with the members of the department's industry consultative committees.

#### **Policy requirements**

Under Australian Government policy, the department is required to achieve and maintain full cost recovery of all relevant biosecurity and export certification services delivered by the department.

The guidelines provide that cost recovery should include the recovery of all relevant direct and indirect costs. They also state that the cost base not support cross subsidies, and that transparency and visibility of costs need to be maintained.

The department is required to adopt a single, consistent costing methodology across all of its activities. Plant export certification services must be able to be managed in a consolidated manner that is consistent with the arrangements in place across the rest of the department, for both financial and non-financial performance management. Both financial policies and service delivery standards must be met and maintained in a consistent, whole of department manner.

The department needs to be able to maintain a sustainable and effective plant export certification programme, in order that confidence can be maintained in the quality of Australia plant export consignments, and market access be maintained.

#### **Format of review**

The review will initially involve multiple meetings and discussions during the period from the introductory meeting through to the delivery of the draft report.

There will also be a need to become familiar with significant volumes of relevant departmental material, including financial and service delivery information. The initial phase will include an issues

paper by 18 December 2015.

A draft report will be provided by 28 January 2016, and a final report by 29 February 2016.

The final phase of the review will also include meetings to present briefings on the final report, and then any further review of departmental comments and feedback on drafts and final reports, including preparation of responses and substantive revisions to prior reports if required by the department.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 99

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Board appointments

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Please detail any board appointments made to date.
2. What is the gender ratio on each board and across the portfolio?
3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
4. Please specify when these gender ratio or participation policies were changed.

**Answer:**

1. Details of board appointments made from 14 September 2015 to 10 February 2016 are at Attachment A.
2. On 10 February 2016, the gender ratio across portfolio boards was 68.2 per cent (88) men and 31.8 per cent (41) women. The gender ratio on each reportable portfolio board at 10 February 2016 is at Attachment B.
3. No.
4. Not applicable.

Question: 99 (continued)

ATTACHMENT A

Board appointments from 14 September 2015 to 10 February 2016

Board	Position(s)	Name(s)	Term of appointment	Date completed
Australian Fisheries Management Authority	Acting Chief Executive Officer	Mr Peter Venslovas	28/09/2015 – 9/10/2015	21/09/2015
Murray-Darling Basin Authority	Acting member	Ms Diana Gibbs	3/11/2015 – 2/02/2016	12/10/2015
Basin Officials Committee	Chair and commonwealth representative	Mr David Parker	22/10/2015 – 21/10/2019	22/10/2015
	Acting chair and acting commonwealth representative#	Mr Tony Slatyer	N/A	22/10/2015
Fisheries Research and Development Corporation	Deputy Chairperson	Dr Renata Brooks	4/11/2015 – 31/08/2018	4/11/2015
Murray-Darling Basin Authority	Chief Executive	Mr Phillip Glyde	2/01/2016 – 1/01/2020	26/11/2015
Australian Fisheries Management Authority	Acting Chief Executive Officer	Dr Nick Rayns	25/01/2016 – 5/02/2016	13/01/2016
Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector	Member	Dr John Ackerman	21/01/2016 – 7/03/2017	21/01/2016
Agriculture Industry Advisory Council	Members	Mr Luke Bowen Mr Dean Wormald Mr Kevin Sorgiovanni Mr Stuart Richey Mr David Moon Mr Hamish McLaren Ms Susan Bower Ms Eliza Brown Mr Robert de Fegely Mr Andrew Inglis Ms Lenore Johnstone	29/01/2016 – 28/01/2018	28/01/2016

# Only becomes active when the chair is unavailable

Question: 99 (continued)

**ATTACHMENT B**

**Gender ratio on each board and across the portfolio as at 10 February 2016**

<b>Board</b>	<b>Gender Ratio</b>
Agricultural Industry Advisory Council	Women – 27.3% (3) Men – 72.7% (8)
Australian Fisheries Management Authority Commission	Women – 14.3% (1) Men – 85.7% (6)
Australian Grape and Wine Authority	Women – 25.0% (2) Men – 75.0% (6)
Australian Grape and Wine Authority Selection Committee	Women – 20.0% (1) Men – 80.0% (4)
Cotton Research and Development Corporation	Women – 50.0% (3) Men – 50.0% (3)
Cotton Research and Development Corporation Selection Committee	Women – 40.0% (2) Men – 60.0% (3)
Fisheries Research and Development Corporation	Women – 28.6% (2) Men – 71.4% (5)
Fisheries Research and Development Corporation Selection Committee	Women – 20.0% (1) Men – 80.0% (4)
Forest and Wood Products Council	Women – 27.3% (3) Men – 72.7% (8)
Grains Research and Development Corporation	Women – 25.0% (2) Men – 75.0% (6)
Grains Research and Development Corporation Selection Committee	Women – 60.0% (3) Men – 40.0% (2)
Great Artesian Basin Coordinating Committee	Women – 25.0% (3) Men – 75.0% (9)
Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector	Women – 0% (0) Men – 100% (4)
Lake Eyre Basin Community Advisory Committee	Women – 70.0% (7) Men – 30.0% (3)
Lake Eyre Basin Scientific Advisory Panel	Women – 33.3% (2) Men – 66.7% (4)
Murray-Darling Basin Authority	Women – 20.0% (1) Men – 80.0% (4)
Rural Industries Research and Development Corporation	Women – 37.5% (3) Men – 62.5% (5)
Rural Industries Research and Development Corporation Selection Committee	Women – 40.0% (2) Men – 60.0% (3)
Statutory Fishing Rights Allocation Review Panel	Women – 0% (0) Men – 100% (1)

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 100

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Stationery Requirements

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  - a. Detail the items provided to the minister's office.
  - b. Please specify how many reams of paper have been supplied to the minister's office.
2. How much has been spent on departmental stationery requirements to date?
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

**Answer:**

1. See response to Question 2.
  - a. to attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
  - b. see Attachment A.
2. The department has spent \$500 901.18 (GST inclusive) on stationery for the period 1 September 2015 – 31 January 2016. These costs also include expenditure for the minister and parliamentary secretaries' stationery requirements. To calculate the costs from 14 September 2015 only would involve an unreasonable diversion of departmental resources.
3. Yes. Letterhead, envelopes, with compliment slips and business cards. To attempt to provide the details of the date each item was requested, the date it was provided and its cost would involve an unreasonable diversion of departmental resources. Copies of items requested as at 31 January 2016 are attached.

**Question:** 100 (continued)

**Attachment A**

<b>Quantity</b>	<b>Description</b>
6 reams	Multipurpose reflex carbon neutral A4 80GSM White
1 ream	Multipurpose reflex carbon neutral A3 80GSM White
37KT	Paper copy Aus 10% recycled A4 80GSM White

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 101

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Media Training

**Proof Hansard page:** Written

**Senator LUDWIG asked:** Since the change of Prime Minister on 14 September, 2015:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  - a. Total spending on these services
  - b. An itemised cost breakdown of these services
  - c. The number of employees offered these services and their employment classification
  - d. The number of employees who have utilised these services and their employment classification
  - e. The names of all service providers engaged
  - f. The location that this training was provided
2. For each service purchased from a provider listed under (1), 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 (provide a breakdown for each 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)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
4. The location used

**Question:** 101 (Continued)

5. The number of employees who took part on each occasion
6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
7. Any costs the department or agency's incurred to use the location

**Answer:**

No media training was purchased by the Department of Agriculture and Water Resources between 14 September 2015 and 31 January 2016.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 102

**Division/Agency:** Corporate Strategy and Governance

**Topic:** Departmental Rebranding

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/Agency undergone a name change or any other form of rebranding? If so:
  - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
  - b. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
  - c. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
    - i. Signage.
    - ii. Stationery (please include details of existing stationery and how it was disposed of).
    - iii. Logos
    - iv. Consultancy
    - v. Any relevant IT changes.
    - vi. Office reconfiguration.
  - d. How was the decision reached to rename and/or rebrand the department?
    - i. Who was involved in reaching this decision?
    - ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc.) from within the department, or between the department and the government regarding the rename/rebranding.

**Question:** 102 (Continued)

**Answer:**

1. a. The department's name changed from 'Department of Agriculture' to 'Department of Agriculture and Water Resources' with the movement of water policy and ministerial oversight of the Murray Darling Basin Authority (MDBA) into the department as confirmed in the Administrative Arrangement Orders issued on 21 September 2015.

No PGPA Act agencies within the portfolio have had a name change.

- b. There were no reports commissioned to study the name change and no consultants were engaged to manage the name change.

- c. i -vi. Total estimated costs of name change and the transfer of water functions to the department to date: \$1.278 million.

A breakdown of this amount is as follows:

<b>Item</b>	<b>Estimated costs as at (10 March 2016)</b>
Canberra and regional building signage	\$99 368
Airports and seaports signage	\$74 746
Fleet signage	\$13 000
Stationery including new Banners	\$4 000
Logos	No costs
Consultancy	Not applicable
Any relevant IT changes	\$995 000
Office reconfiguration	\$45 000
Other (including records audit, additional payroll staff for transfer)	\$47 000

- d.i. The department's name change occurred as a result of the new Administrative Arrangement Orders issues on 21 September 2015. A link to the AAO is as follows: [www.dpmc.gov.au/sites/default/files/files/AAO\\_amendment\\_21\\_Sept\\_2015.pdf](http://www.dpmc.gov.au/sites/default/files/files/AAO_amendment_21_Sept_2015.pdf)

- ii. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 103

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Media Monitoring

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses

**Answer:**

1. a) iSentia Pty Ltd provides media monitoring services to the department, which in turn provides portfolio-related media clips to the minister's office.
  - b) \$691.26 inc GST for the period 14 September 2015 to 31 January 2016.
  - c) This expenditure was on electronic transcripts only.
2. a) iSentia Pty Ltd provides this service to the department.
  - b) Approximately \$64 300 inc GST from 14 September 2015 to 31 January 2016. This figure is approximate as invoices are provided monthly.

**Question:** 103 (Continued)

- c) This expenditure comprised of daily press clippings, daily broadcast items, online articles and electronic transcripts; it excludes the amount mentioned in response 1b.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 104

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Procedure Manuals (Ministerial)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the department?

**Answer:**

- 1.-5. This is a matter for the minister's office.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 105

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Enterprise Bargaining Agreements (EBAs)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

**Answer:**

1. The department has two enterprise agreements that cover all non-SES employees of the department.
2. The *Department of Agriculture Fisheries and Forestry Enterprise Agreement 2011-2014* covers all non-Meat Inspection classified employees of the department. The agreement commenced on 21 December 2011 and had a nominal expiry date of 30 June 2014.
3. The *Department of Agriculture and Water Resources Meat Inspection Enterprise Agreement 2015-2018* covers all Meat Inspection classified employees of the department. The agreement commenced on 29 December 2015 and has a nominal expiry date of 21 December 2018.
4. Following two no votes, the third employee ballot for the proposed *Department of Agriculture and Water Resources Enterprise Agreement 2016-2019* opened on 8 March 2016 and closed on 11 March 2016.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 106

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Existing Resources Program

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

**Answer:**

1. – 5. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 107

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Procedure Manuals (Departmental)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

**Answer:**

1. No.
- 2-5. Not applicable.
6. Yes. The clearance is undertaken by the responsible division.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 108

**Division/Agency:** Corporate Strategy & Governance Division

**Topic:** Self Initiated work

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

**Answer:**

Question 1- No

Questions 2-7 – Not Applicable.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 109

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Staff Awards

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department/agency given out awards to staff for any reason? If yes:
  - a. What was the reason for the awards?
  - b. What was the criteria for the awards?
  - c. What form did the award take? (e.g. Certificate, gift vouchers etc)
  - d. How much was spent on the award?
2. How were the awards presented?
3. Who presented the awards?
4. Was there a ceremony or party for the awards? If yes:
  - a. Where was it held?
  - b. Was there a fee for the venue? If yes, how much?
  - c. How much was spent on catering?
  - d. How many people attended?
  - e. Did the minister attend?
  - f. Did the minister's staff attend? If yes, how many?

**Answer:**

1. Since 14 September 2015 the following departmental-level awards have been presented to staff:

**Question:** 109 (continued)

- Department of Agriculture and Water Resources Length of Service Awards to formally recognise the contribution of employees that have provided long and valued service in the department.
- Department of Agriculture and Water Resources Australia Day Awards recognise individuals and small teams for their outstanding contribution above and beyond that of day to day operations in the previous calendar year.
- Department of Agriculture and Water Resources Secretary Awards recognise a broader range of significant contributions by employees and teams to the achievement of departmental objectives.

b. The award criteria are:

<b>Award</b>	<b>Criteria</b>
Department of Agriculture and Water Resources Length of Service Awards	10, 20, 30 and 40+ years of service in this department or its predecessors
Department of Agriculture and Water Resources Australia Day Awards	<ul style="list-style-type: none"> <li>• made a significant contribution to the department's policy, program or management/administration work over the preceding year</li> <li>• delivered outstanding service, either internally or to the department's clients, throughout the year</li> <li>• made an outstanding contribution to the achievement of the Australian Government's objectives on agriculture and water resource issues or projects</li> <li>• introduced new and innovative initiatives within the department</li> <li>• demonstrated excellence in implementing inclusive workplace initiatives and practices to support diversity within the department</li> </ul>
Department of Agriculture and Water Resources Secretary Awards	<ul style="list-style-type: none"> <li>• displayed excellence in the nominee's field</li> <li>• demonstrated outstanding leadership and creativity</li> <li>• demonstrated outstanding people management practices</li> </ul>

**Question: 109 (continued)**

Award formats:

<b>Award</b>	<b>Award</b>	<b>Receives</b>
Department of Agriculture and Water Resources Length of Service Awards	10 Years of Service	Certificate and medallion
	20 Years of Service	Certificate and medallion
	30 Years of Service	Certificate and a framed photograph from the Department's image library
	40 years of Service	Certificate and a framed photograph from the Department's image library, plaque or a watch to the value of \$100
Department of Agriculture and Water Resources Australia Day Awards		Certificate and medallion
Department of Agriculture and Water Resources Secretary Awards		Certificate

c. Cost of awards:

<b>Award</b>	<b>Expenditure</b>
Department of Agriculture and Water Resources Length of Service Awards	\$5 404
Department of Agriculture and Water Resources Australia Day Awards	\$3 231
Department of Agriculture and Water Resources Secretary Awards	\$107
<b>Total expenditure</b>	<b>\$8 742</b>

2. A departmental award ceremony was held to present Australia Day Awards, Secretary Awards, 30 and 40 year Length of Services Awards. 10 and 20 year Length of Service Awards were presented at divisional/regional meetings.
3. Awards are presented to recipients by the Secretary or a member of the Senior Executive Service.
4.
  - a. The departmental award ceremony was held in the department's Canberra office. All other awards have been presented on departmental premises in the department's regional offices.

**Question:** 109 (continued)

- b. There have been no venue hire fees for award presentation ceremonies.
- c. Total cost of \$1 628 has been spent on catering at award presentation ceremonies nationally.
- d. Approximately 550 employees attended award ceremonies (this includes award recipients and audience).
- e. No.
- f. No.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 110

**Division/Agency:** Corporate Strategies & Governance Division

**Topic:** Change management

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
  - a. Please detail the policy.
  - b. When was the policy introduced?
  - c. What are the goals of the policy?
  - d. How much was spent on consulting for the policy and who was contracted for this consultation?
  - e. How much was spent implementing this policy?

**Answer:**

Since the change of Prime Minister on 14 September 2015 the Department of Agriculture and Water Resources has not engaged in a new policy of change management.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 111

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Departmental Staff Misconduct

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
  - a. If yes, list the breaches identified, broken by staffing classification level.
  - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If yes, when was the breach identified? By whom? When was the Minister made aware?

If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

1. The Department of Agriculture and Water Resources employees are required to act in accordance with the Australian Public Service (APS) Code of Conduct (the Code) as at Section 13 of the *Public Service Act 1999*. A copy of the APS Values, Code and Employment Principles is at **Attachment A**
2. Yes, one (1) employee has been found to have breached the Conduct during the period 14 September 2015 to 31 January 2016.
  2. (a) APS4, The employee was found to have breached the following elements of the Code:

*13 (1) An APS employee must behave honestly and with integrity in connection with APS employment;*

**Question: 111 (Continued)**

*13 (9) An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment; and*

*13 (11) An APS employee must, at all times, behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS (Ethical – The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does).*

2. (b) Where a breach of the Code is found a delegate may impose one or more of the sanctions (remedies) listed at Section 15 (1) of the Act and or other management action.

In this instance the employee resigned from their employment prior to any remedy being implemented. The remedy being considered was termination of employment.

2. (c) The allegation was raised on 13 April 2015 by an employee of the department.

Matters relating to breaches of the Code are not reported to the Minister.

There were no legal ramifications for the department or the staff member.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 112

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Documents provided to minister

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

**Answer:**

1. - 5. The department does not record this information. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 113

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Merchandise or promotional material

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

**Answer:**

1. Yes, some inexpensive promotional items were purchased to promote the Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES) Outlook 2016 Conference.

2, 3 and 4. See table below.

Item	Purpose	Cost	Quantity
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**Question: 113 (Continued)**

Outlook 2016 A4 notepad	Provided to Outlook 2016 conference delegates	\$956	800 units
Eco conference bag	Provided to Outlook 2016 conference delegates	\$1 191	650 units
Pens	Provided to Outlook 2016 conference delegates	\$2 434	700 units

5, 6. Historically, ABARES has provided a delegate bag, pen and notepad for external delegates attending paid-ticket conferences. Items were approved by the ABARES Executive Director.

7. Authorisation was verbally provided, given the small cost of these items.

8. The Minister was not required to be consulted as these items are considered business-as-usual by ABARES.

9, 10, 11. ABARES sought three quotes from product-specific suppliers and selected the supplier offering best value-for-money. ABARES contracted Elect Printing to print the notepads, Fresh Promotions to produce the eco conference bag and Adler Australia to produce the pens.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 114

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Ministerial Website

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on the Minister's website?
  - a. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.

**Answer:**

1. Between 14 September 2015, and 31 January 2016, \$4 605 was spent establishing a website for Assistant Minister Anne Ruston.
  - a.

Description	Cost
Establishing a new website for the Assistant Minister for Agriculture the Hon. Anne Ruston	\$4 605

2. The department's media team publish the majority of the content on the portfolio's ministerial websites.
3. Staff are rostered on to provide media support to the department and ministerial offices outside regular business hours. Publishing content on ministerial websites can be one of the tasks associated with this work.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 115

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Ministerial Staff vehicles (non-MoPS)

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
  - g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  - h. Have these guidelines changed during the specified period? If so, please detail.
  - i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.

Have these guidelines changed during the specified period? If so, please detail.

**Answer:**

No.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 116

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Lobbyist Register Meetings

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September 2015:

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/Parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

**Answer:**

1. – 3. The Lobbying Code of Conduct does not require Government representatives to centrally document the information sought in relation to interactions with registered lobbyists. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 117**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Work Place Assessments

**Proof Hansard page:** 31

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on workplace ergonomic assessments?
  - a. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

**Answer:**

Question 1

<b>Item</b>	<b>Cost</b>
Assessments	\$30 918

Questions 2 & 3 Yes

<b>Item</b>	<b>Cost</b>
Sit/Stand Desks	\$9 525
Monitor Raisers	\$1 142
Chairs	\$5 392
Mouse (multiple)	\$578
Keyboards	\$138
Foot Rests	\$471
Arm Rest x 1	\$205
Leg Rest x 1	\$183
Miscellaneous	\$3 934
<b>Total</b>	<b>\$21 568</b>



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 118**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Market Research

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. List any market research conducted by the department/agency:
  - a. List the total cost of this research
  - b. List each item of expenditure and cost, broken down by division and program
  - c. Who conducted the research?
  - d. How were they identified?
  - e. Where was the research conducted?
  - f. In what way was the research conducted?
  - g. Were focus groups, round tables or other forms of research tools used?
  - h. How were participants for these focus groups et al selected?
  - i. How was the firm or individual that conducted the review selected?
  - j. What input did the Minister have?
  - k. How was it approved?

Were other firms or individuals considered? If yes, please detail.

**Answer:**

There was no market research conducted by the department and departmental agencies during the period 14 September 2015 to 31 January 2016.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 119

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Government advertising/marketing

**Proof Hansard page:** Written

**Senator LUDWIG asked:** Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by the department / agency on marketing?
  - a. List the total cost.
  - b. List each item of expenditure and cost.
  - c. List the approving officer for each item.
  - d. Detail the ministerial or ministerial staff involvement in the commissioning process.
  - e. Which firm provided the marketing?
2. How much has been spent by the department / agency on government advertising (including job ads)?
  - a. List the total cost.
  - b. List each item of expenditure and cost.
  - c. Where the advertising appeared.
  - d. List the approving officer for each item.
  - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
  - f. Detail the outlets that were paid for the advertising.
3. What government advertising is planned for the rest of the financial year?
  - a. List the total expected cost.
  - b. List each item of expenditure and cost.
  - c. Where the advertising will appear.
  - d. List the approving officer for each item.

**Question:** 119 (Continued)

- e. Detail the ministerial or ministerial staff involvement in the commissioning process.
- f. Detail the outlets that have been or will be paid for the advertising.

Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.

**Answer:**

1 a-e. The total cost paid for by the department for marketing between 14 September 2015 and 31 January 2016 was \$285 001. There was no ministerial or ministerial staff involvement in the commissioning process for these marketing items. The approving officer is the Assistant Secretary in the relevant area.

Item	Firm	Cost
Australian Biosecurity Awards Outlook flyer	Quick Print	\$99
Cocos/Christmas Islands factsheet	Flanergan Pty Ltd	\$128
<i>Suggestions, Compliments and Complaints</i> language Translation	eTranslate	\$150
Outlook 2016 sponsorship flyer	Elect Printing	\$294
Infographic showing production process for kangaroo meat	Printing Factory	\$339
Australian Biosecurity Awards infographics	Elect Printing	\$364
Biosecurity Legislation implementation postcard	Elect Printing	\$396
Australian Bureau of Agricultural and Resource Economics and Sciences brochure update	Printing Factory	\$465
Post Entry Quarantine posters for facility opening	Mavericks Print	\$546
Post Entry Quarantine pull up banners for facility opening	Promotional Perks	\$579
Invoicing, Payments & Receipts postcard	New Millennium Print	\$585
Cost Recovery postcard	New Millennium Print	\$896
Biosecurity brochure	New Millennium Print	\$907
Notebook for Outlook 2016 conference attendees	Elect Printing	\$956
Outlook 2016 conference tote bag	Fresh Promotions	\$1 191
Post Entry Quarantine booklets for facility opening	Elect Printing	\$1 307
2016 Northern Australian Quarantine Service Torres Strait Tide Chart	Elect Printing	\$1 426
ABARES pull up banners	LCDigital	\$2 280
Departmental pull up banners	Elect Printing	\$2 297
Outlook 2016 conference pen	Adler Australia	\$2 434
<i>Suggestions, Compliments and Complaints</i> brochure	IVEO	\$2 612
Science and Innovation Awards winners' profile booklet	Elect Printing	\$2 746

Biosecurity flyer	IVEO (Bluestar)	\$3 262
2016 Northern Australian Quarantine Service Mainland and Torres Strait calendar	Union offset Printers	\$38 742
Fisheries creative services, including photography, banners, animatic and communications kit	Spinach Advertising	\$220 000
<b>Total</b>		<b>\$285 001</b>

2 a-f. The total costs paid for by the department for recruitment advertising between **14 September 2015** and **31 January 2016** was \$85 053. To provide the level of detail requested

**Question:** CSG48 (Continued)

with regards to each item of recruitment advertising expenditure and cost, and details of where advertising appeared, would involve an unreasonable diversion of departmental resources. The department's recruitment advertising for this period appeared in APSJobs, seek.com.au, careerhub.com.au, careerone.com.au, indeed.com.au, adzuna.com.au, ava.com.au, kookaburra.vets.com and NRMjobs.com.au. Additionally, the department advertised in the Farm Weekly, The Land Newspaper, North Queensland Register, Queensland Country Life, Stock & Land, Stock Journal, Australian Financial Review and The Canberra Times newspapers.

The relevant First Assistant Secretary involved approves all recruitment advertisements. There is no ministerial or ministerial staff involvement in recruitment advertising. All recruitment advertisements are purchased through the appointed master media agency, DentsuMitchell, under the Australian Government coordinated procurement arrangements.

The total costs paid by the department for non-campaign or business-as-usual advertising between **14 September 2015** and **31 January 2016** was \$118 860. The department's non-campaign and business-as-usual advertising is purchased through the appointed master media agency, DentsuMitchell, under the Australian Government coordinated procurement arrangements. Non-campaign advertising includes advertisements to promote tenders, grant rounds, information sessions and operational information. There is no ministerial or ministerial staff involvement in advertising. The relevant Assistant Secretary from the area involved approves all non-campaign and business-as-usual advertisements.

The following table provides details of the non-campaign advertising paid for from **14 September 2015** to **31 January 2016**.

Programme	Where advertising appeared	Outlets	Cost
Drought Concessional Loans Scheme and Drought Recovery Concessional Loans Scheme	Advertising in South Australia, Victoria, New South Wales and Queensland.  These schemes are advertised together, where possible.	Albury Border Mail, Ballarat Courier, Bendigo Advertiser, Border Chronicle, Centralian Advocate, Edenhope West Wimmera Advocate, Facebook, Farmonline, Katherine Times Indigenous, Latrobe	\$31 341

		Valley Express, Loxton News, Mt Gambier Border Watch, Murray Pioneer (Renmark) Penola Pennant, Naracoorte Herald, North Coast Town & Country Magazine, Northern Territory News, Pinaroo Border Times, Queensland Country Life, Sale Gippsland Times, Shepparton Advertiser, South East Town & Country Magazine, Stock & Land, Stock Journal, Tennant & District Times, The Land online, The Monitor, Warnambool Standard, Weekly Times.	
Science and Innovation Awards	Throughout Australia	Asta, CareerSpot, Farm Weekly, NextMedia (PopScience), Stock Journal, Stock & Land, The Land, Queensland Country Life.	\$6 718
Rural Financial Counselling Service provider competitive grant round	Throughout Australia	Adelaide Advertiser, APN digital network, Australian Financial Review, Brisbane Courier Mail, Farm Weekly, Facebook, Fairfax digital network, Hobart Mercury, Google, News digital network, Northern Territory News, Queensland Country Life, Sydney Morning Herald, The Age, The Australian, The Land, Weekly	\$49 484

		Times, West Australian.	
Water Tender in Queensland Upper-Condamine Alluvium	Advertising in the Queensland Upper-Condamine Alluvium	Allora Advertiser, Dalby Herald, Gotton Lockyer & Brisbane Valley Star, Oakey Champion, Queensland Country Life, The Land, Toowoomba Chronicle	\$4 997
Consultation on Commonwealth On-Farm Further Irrigation Efficiency Program	New South Wales, South Australia, Victoria and Queensland	Facebook, Queensland Country Life, The Land, Weekly Times—Victoria	\$8 529
Landcare Small Grants	Throughout Australia	Farm Weekly, Northern Territory News, Queensland Country Life, Stock & Land, Stock Journal, Tasmanian Country, The Land, Weekly Times	\$12 022
Outlook 2016	Throughout Australia	The Weekend Australian	\$5 769
<b>Total</b>			<b>\$118 860</b>

The department did not undertake any campaign advertising during this period.

3 a-f. Advertising is one of the many channels considered in communication strategies for individual projects across the department. Advertising costs cannot be predicted in advance as they will vary depending on timing and outlet selection to meet the individual project requirements. Ministerial staff are not involved in departmental advertising. The relevant Assistant Secretary from the area involved approves all advertisements.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question:** 120

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Report printing

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?
2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

**Answer:**

1. No
2. Not applicable

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

**Agriculture and Water Resources**

**Question: 121**

**Division/Agency:** Corporate Strategy and Governance Division

**Topic:** Functions

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

Since the change of Prime Minister on 14 September, 2015:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:
  - a. The guest list of each function
  - b. The party or individual who initiated the request for the function
  - c. The menu, program or list of proceedings of the function
  - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

**Answer:**

- 1a., c. and d. See response to QoN 84.
- 1b. Each function listed in the response to QoN 84 was initiated by the Minister for Agriculture and Water Resources.
2. The department does not provide alcoholic beverages to the minister's office.