

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 191

Division/Agency: Service Delivery Division

Topic: Continuous Improvement

Proof Hansard page: 37

Senator CAMERON asked:

Senator CAMERON: I have done a little of this over the years in terms of continuous improvement and its cost is just one aspect—isn't it?

Dr Grimes: Cost is only one aspect, yes.

Senator CAMERON: You have got the quality of the product that you deliver?

Dr Grimes: Correct.

Senator CAMERON: You have got the management systems in place?

Dr Grimes: Yes.

Senator CAMERON: You have got the work organisation that is in place?

Dr Grimes: Yes.

Senator CAMERON: You have got the technology and the infrastructure that you operate in, and you have got logistics—those are massive issues. Are you dealing with all of them?

Dr Grimes: Yes, we are dealing with all of those issues.

Senator CAMERON: Is there an overview on how you are dealing with them that you could provide us?

Dr Grimes: We may not have a single overview, but we would have some documents that we could take on notice and provide to you. A big important part of the work that we are doing at the moment is under two umbrellas. One umbrella is known as service delivery modernisation—so modernising the way in which we deliver our services, but also moving to national service delivery as well. Effectively, this is largely in functions that are outside [inaudible] not entirely, largely. We have to look at ways in which we can actually make them more efficient. Service delivery modernisation is largely about smarter use of technology, finding ways of being able to perform our services more efficiently.

Question: 191 (continued)

National service delivery is actually looking at the way in which we join up our functions across the department to build greater critical mass and ensure we have, if you like, centres of expertise or excellence concentrated in a particular area.

If there is time, I know that Mr Williamson would be happy to go through some of that in some detail, but maybe sketch it out and we can provide you with further information on notice.

Senator CAMERON: I am cognisant that Senator Rhiannon and others are waiting, so it maybe if you could provide some overview, like an executive summary—

Dr Grimes: Yes, we would be happy to do that on notice, the delivery modernisation.

Answer:

The Department of Agriculture is currently undertaking improvements to its service delivery through modernisation of service delivery technologies and delivery of biosecurity functions on a national basis.

Modernisation of service delivery technologies

The Service Delivery Modernisation (SDM) program involves streamlining and improving the department's business processes and client service through better use of modern technology. Key achievements to date include:

- Implementation of improved call handling arrangements through the establishment of regional contact groups .
- The release of the Cargo Online Lodgement System (COLS) on the 10th September 2014 to a designated group of clients. The system is being released in stages with full release proposed for early 2015.
- The commencement of a pilot of up to 500 mobile devices by front line staff in July 2014.

In July 2014, work commenced on delivery of SDM Phase 1 projects, these include:

- Improved invoicing, payments and receipting.
- Online bookings and inspections.
- Online PEQ reservations, document lodgement and processing.

The total estimated cost for delivery for Phase 1 of the SDM Program over the 2014-15 financial year is \$5.107 million, comprising \$3.4 million in operational and \$1.7 million in capital.

National service delivery

Since early 2012, the department has been working to continuously improve and streamline operations to improve consistency, quality and efficiency. These changes have involved moving away from teams which are managed at an individual program level within each region to teams which undertake similar functions across a range of programs and are managed on a national basis. These changes have optimised the department's regional presence by bringing together national teams and leadership, and better enabling consistent service and delivery approaches.

Question: 191 (continued)

National service delivery arrangements have been implemented in, for example, People Services, Post Entry Quarantine operations and in Food and Plant Programs. As part of the continuous improvement program, the department continues to look for opportunities and new ways of delivering services to take a more national approach.

Rural and Regional Affairs and Transport Legislation Committee

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Agriculture

Question: 192

Division/Agency: Service Delivery Division

Topic: Under inflation offer

Proof Hansard page: 43-44

Senator CAMERON asked:

Senator CAMERON: Is the offer an under inflation offer? There is no reason why you cannot tell the Senate this, Dr Grimes.

Dr Grimes: Senator, I think it would be appropriate for us to take it on notice. I do, because we would have to consider how that relates to the bargaining process that we have underway at the moment—

Answer:

The department has not yet finalised its pay offer. The department is currently working through the approval process with the Australian Public Service Commission before seeking approval from Minister Joyce.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Agriculture

Question: 193

Division/Agency: Service Delivery Division

Topic: Actual reduction

Proof Hansard page: 46

Senator CAMERON asked:

Senator CAMERON: I am asking where it is up to now—November. What is the current figure?

Mr Williamson: I do not have those numbers.

Senator CAMERON: Can you get those figures for me?

Mr Williamson: We will have to take those on notice.

Answer:

The table below shows the actual staffing reduction from 30 June 2014 to 20 November 2014:

	30 June 2014		20 November 2014		Difference	
	FTE	Headcount	FTE	Headcount	FTE	Headcount
Casual	0	272	0.0	322	0.0	50
Non-ongoing	40.4	42	44.2	46	3.8	4
Ongoing	3957.9	4308	3836.3	4181	-121.6	-127
Total	3998.3	4622	3880.5	4549	-117.8	-73

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 194

Division/Agency: Service Delivery Division

Topic: Job losses in the Department

Proof Hansard page: 46-47

Senator CAMERON asked:

Senator CAMERON: So up until September it was 111. It could be more than that?

Mr Williamson: I do not know.

Senator CAMERON: So 111 go. That would be notionally. Subject to Dr Grimes saying that you may have dropped off some delivery—and would you take on notice, Dr Grimes: what delivery issues have you dropped off on?—say those 50 or 60 are gone and there is no delivery and you are doing the same with less, that is an increase in productivity.

Answer:

Staffing reductions have been enabled by a change from the reliance on mass biosecurity screening techniques to the use of risk based intervention as a way to better target biosecurity risk. They have also been enabled by the introduction of new technologies and initiatives that have provided more modern and efficient service delivery arrangements.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 195

Division/Agency: Service Delivery Division

Topic: Productivity Improvement

Proof Hansard page: 47

Senator CAMERON asked:

Senator CAMERON: Can you take on notice those issues I have asked on the bargaining, and we will see where we go from there? Can you also take on notice to give me a more detailed explanation of why productivity improvements from July 2014, when the agreement expired, that workers have contributed to cannot be included in an estimate of productivity improvements, and of why, if you delay the bargaining, you can only look forward?

If you could explain that in terms of fairness and equity, I would be delighted. I would like you to explain that to me on notice.

Answer:

Productivity improvements from July 2014 that workers have contributed to can and are being included in an estimate of productivity improvements. The department is proposing a range of productivity improvements and is currently working through the approval process with the Australian Public Service Commission, before seeking approval from Minister Joyce.

Any questions that relate to the government's bargaining policy are better directed to the Australian Public Service Commission.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 196

Division/Agency: Service Delivery Division

Topic: Departmental staff misconduct

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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

Answer:

1. All APS employees are required to comply with the APS Code of Conduct, as provided at Section 13 of the *Public Service Act 1999*. The Department does not have a separate Code of Conduct.

Section 13 The APS Code of Conduct

- 1) An APS employee must behave honestly and with integrity in connection with APS employment.
- 2) An APS employee must act with care and diligence in connection with APS employment.
- 3) An APS employee, when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment.
- 4) An APS employee, when acting in connection with APS employment, must comply with all applicable Australian laws. For this purpose, Australian law means:

Question: 196 (continued)

- a) any Act (including this Act), or any instrument made under an Act; or
 - b) any law of a State or Territory, including any instrument made under such a law.
- 5) An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- 6) An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- 7) An APS employee must:
- a) take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment; and
 - b) disclose details of any material personal interest of the employee in connection with the employee's APS employment.
- 8) An APS employee must use Commonwealth resources in a proper manner and for a proper purpose.
- 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.
- 10) An APS employee must not improperly use inside information or the employee's duties, status, power or authority:
- a) to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 - b) to cause, or seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
- 11) An APS employee must at all times behave in a way that upholds:
- a) the APS Values and APS Employment Principles; and
 - b) the integrity and good reputation of the employee's Agency and the APS.
- 12) An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
- 13) An APS employee must comply with any other conduct requirement that is prescribed by the regulations.

2 (a,b,c)

Employee	Section Breached	Breach Date	Decision Maker	Sanction Applied
1. APS4	1,2,11	12 June 2014	Assistant Secretary People Services Branch	Re-assignment of duties, Reprimand
2. APS4	1,2,8,11	20 Oct 2014	Assistant Secretary People Services Branch	Employee resigned before sanction could be imposed
3. APS3	1,2,9,11	27 June 2014	Assistant Secretary People Services Branch	Re-assignment of duties, Reprimand
4. APS5	2,5,8,11	22 July 2014	Assistant Secretary People Services Branch	Deduction by way of fine not exceeding 2%, Reprimand
5. APS3	3,11	31 Oct 2014	Assistant Secretary People Services Branch	Not yet determined

(C cont'd) Dealing with misconduct is an administrative process handled within the department. The Minister is not advised about individual matters.

(d) There were no legal ramifications for the department.

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 197

Division/Agency: Service Delivery Division

Topic: Communications staff

Proof Hansard page: Written

Senator LUDWIG asked:

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?

Answer:

- a. The Department of Agriculture has 31.9 full-time equivalent ongoing public relations, communications and media staff, as at 30 November 2014. 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 functional teams, classification, numbers, location and ongoing or non-ongoing status of public relations, communication and media staff within the Department of Agriculture.

- b. The department has one non-ongoing media staff (see table).
- c. The department has no contractors in public relations, communications or media roles.
- d. The department has two graphic designers.

Question: 197 (continued)

- e. The department has one media manager.
- f. The department has no dedicated event organisers.

Classification	Staff	Location	Ongoing, non-ongoing or contract
Account team			
EL2	Two staff	Canberra	Ongoing
EL1	Four staff	Canberra	Ongoing
APS6	Five staff and two part-time (1.5)	Canberra, Brisbane, Cairns	Ongoing
APS4	Two staff and one part-time (0.3)	Canberra	Ongoing
Editing, production, online & design			
EL2	One staff	Canberra	Ongoing
EL1	2.5 full-time and two part-time (1.3) staff	Canberra	Ongoing
APS6	Four staff	Canberra	Ongoing
APS5	One staff and one part-time (0.7)	Canberra	Ongoing
Media team			
EL2	One staff	Canberra	Ongoing
EL1	Two full-time and one part-time (0.6) staff	Canberra	2 ongoing, 1 non-ongoing
APS6	Two staff	Canberra	Ongoing
APS5	One staff	Canberra	Ongoing

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 198

Division/Agency: Service Delivery Division

Topic: Staffing profile

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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:

Department of Agriculture

1. Yes.
2. The Department of Agriculture Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
APS 1	4.4	5.4	1
APS 2	28.1	19.6	-8.5
APS 3	622.0	598.9	-23.1
APS 4	1 167.0	1 111.3	-55.7
APS 5	555.8	548.0	-7.8
APS 6	682.5	667.3	-15.2
EL 1	553.0	515.4	-37.6
EL 2	377.2	346.8	-30.4
SES	78.3	76.5	-1.8
Secretary	1.0	1.0	0
Total	4 069.3	3 890.1	-179.2

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The Department of Agriculture Staffing Profile by Classification as at 31 October 2014 is as follows:

Division	31-May-14	31-Oct-14	Difference
ABARES	146	130	-16
Agriculture, Adaptation and Forestry	101	65	-36
Agricultural Productivity	100	0	-100
Agricultural Policy	0	82	82
Biosecurity Animal	155	144	-11
Biosecurity Policy	89	0	-89
Border Compliance	1 793	0	-1 793
Compliance	0	1 739	1 739
Food	416	0	-416
Exports	0	458	458
Live Animal Exports	72	0	-72
Live Animal Exports Reform Taskforce	0	15	15
Biosecurity Plant	300	321	21
Post Entry Quarantine	52	0	-52
Post Entry Quarantine Build Taskforce	0	22	22
Executive	8	15	7
Finance And Business Support	208	208	0
Governance	119	0	-119
Governance Branch	0	60	60
Information Services	132	125	-7
Office of the General Counsel	22	21	-1
People & Service Delivery	194	0	-194
Service Delivery	0	301	301
Sustainable Resource Management	92	0	-92
Sustainability & Biosecurity Policy	0	119	119
Trade and Market Access	70	65	-5
Department of Agriculture Total	4 069	3 890	-179

Note: There has been a change in the department's internal structure between these periods that is reflected in the comparative data.

Question: 198 (continued)

Staff Numbers (FTE) by Physical Location (Town/City and State) as at 31 October 2014

Region	State	Location	31-May-14	31-Oct-14	Difference	
ACT	Canberra	ACT - Canberra Airport	1.0	1.0	0.0	
		ACT - Canberra Central Office	1 798.0	1 680.4	-117.6	
		ACT - Fyshwick	9.0	8.0	-1.0	
		ACT - Other Location	0.0	1.0	1.0	
		ACT - Parliament House	1.0	3.0	2.0	
	Canberra Total			1 809.0	1 693.4	-115.6
	Overseas Posting	OS - Bangkok	1.0	1.0	0.0	
		OS - Beijing	2.0	2.0	0.0	
		OS - Brussels	1.0	1.0	0.0	
		OS - Dubai	1.0	1.0	0.0	
		OS - Jakarta	5.0	5.0	0.0	
		OS - New Delh	1.0	1.0	0.0	
		OS - Rome	1.0	1.0	0.0	
		OS - Seoul	1.0	1.0	0.0	
		OS - Tokyo	1.0	1.0	0.0	
		OS - Washington	1.0	1.0	0.0	
	Overseas Posting Total			15.0	15.0	0.0
	ACT Total			1 824.0	1 708.4	-115.6
	Central East Region	New South Wales	NSW - Clyde	72.9	67.7	-5.2
NSW - Cooma			1.0	1.0	0.0	
NSW - Dubbo			6.0	6.0	0.0	
NSW - Eastern Creek			33.2	24.3	-8.9	
NSW - Goulburn			4.0	4.0	0.0	
NSW - Harden			1.0	1.0	0.0	
NSW - Inverell			5.0	4.0	-1.0	
NSW - Leeton			1.0	1.0	0.0	
NSW - Narromine			2.0	2.0	0.0	
NSW - Newcastle			9.0	10.0	1.0	
NSW - Other Location			8.0	8.0	0.0	
NSW - Port Botany			22.8	22.4	-0.4	
NSW - Port Jackson			1.0	0.6	-0.4	
NSW - Port Kembla			7.0	5.6	-1.4	
NSW - Regional Office			352.9	344.1	-8.8	
NSW - Scone			3.0	3.0	0.0	
NSW - Singleton			1.0	1.0	0.0	
NSW - Sydney Airport QANTAS Freight Terminal			1.0	0.0	-1.0	
NSW - Sydney Kingsford Smith Airport			150.1	148.6	-1.5	

		NSW - Tamworth	6.6	6.6	0.0	
		NSW - Wagga Wagga	8.0	6.0	-2.0	
		NSW - Wingham	4.0	2.0	-2.0	
		NSW - Young	3.0	3.0	0.0	
		New South Wales Total	703.6	672.0	-31.6	
		Central East Region Total	703.6	672.0	-31.6	
North East Region	New South Wales	NSW - Booyong	1.0	1.0	0.0	
		NSW - Casino	6.0	5.6	-0.4	
		NSW - Grafton	3.0	3.0	0.0	
			New South Wales Total	10.0	9.6	-0.4
			QLD - Other Location	9.6	8.8	-0.8
			QLD Nth - Mackay	5.6	5.6	0.0
			QLD Nth - Townsville	16.6	16.6	0.0
			QLD Sth - Regional Office	237.8	230.3	-7.5
			QLD Sth - Beenleigh	4.0	4.0	0.0
			QLD Sth - Biloela	1.0	1.0	0.0
			QLD Sth - Brisbane International Airport	73.0	69.9	-3.1
			QLD Sth - Bundaberg	1.0	1.4	0.4
			QLD Sth - Caboolture	2.0	2.0	0.0
			QLD Sth - Cannon Hill	13.0	12.0	-1.0
			QLD Sth - Charleville	1.0	2.0	1.0
			QLD Sth - Coolangatta International Airport	14.4	13.7	-0.7
			QLD Sth - Coominya	3.0	3.0	0.0
			QLD Sth - Dinmore	4.0	5.0	1.0
			QLD Sth - Fisherman Island	44.8	41.8	-3.0
			QLD Sth - Gladstone	5.3	6.4	1.1
			QLD Sth - Grantham	2.0	4.0	2.0
			QLD Sth - Gympie	2.0	2.0	0.0
			QLD Sth - Kilcoy	2.0	2.0	0.0
			QLD Sth - Kingaroy	2.0	2.0	0.0
			QLD Sth - Longreach	2.0	3.0	1.0
			QLD Sth - Mail Centre Qantas Dve	3.9	4.3	0.4
			QLD Sth - Murgon	0.8	0.8	0.0
			QLD Sth - Oakey	3.0	3.0	0.0
			QLD Sth - Purrawunda	4.0	4.0	0.0
			QLD Sth - Rockhampton	8.0	8.0	0.0
			QLD Sth - Toowoomba	0.6	0.6	0.0
			QLD Sth - Wallangarra	1.0	1.0	0.0
			QLD Sth - Warwick	5.0	5.0	0.0
	Queensland	QLD Sth - Wulkuraka	1.0	1.0	0.0	
		Queensland Total	473.3	464.1	-9.2	

North East Region Total			483.3	473.7	-9.6
Northern Region	Northern Territory	NT - Darwin International	10.3	14.5	4.2
		NT - Darwin Regional Office	31.5	26.8	-4.7
	Northern Territory Total		41.8	41.3	-0.5
	Queensland	QLD Nth - Badu Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Bamaga (Torres Strait NPA Office)	2.6	3.0	0.4
		QLD Nth - Boigu Island (Torres Strait)	2.0	2.0	0.0
		QLD Nth - Cairns - ITB AAC and Mareeba	67.1	66.0	-1.1
		QLD Nth - Coconut Island (Torres Strait)	0.8	0.0	-0.8
		QLD Nth - Darnley Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Dauan Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Mabuiag Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Moa Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Murray Island (Torres Strait)	0.8	0.8	0.0
		QLD Nth - Saibai Island (Torres Strait)	2.2	1.6	-0.6
		QLD Nth - Thursday Island (Torres Strait Office)	9.8	9.0	-0.8
		QLD Nth - Weipa District Office	1.0	1.0	0.0
		QLD Nth - Yam Island (Torres Strait)	0.8	0.8	0.0
	Queensland Total		91.2	88.2	-3.0
	Western Australia	WA - Broome	4.0	3.0	-1.0
	Western Australia Total		4.0	3.0	-1.0
Northern Region Total			137.0	132.6	-4.4
South East Region	New South Wales	NSW - Cootamundra	0.0	1.0	1.0
		NSW - Corowa	1.0	1.0	0.0
		NSW - Deniliquin	1.0	1.0	0.0
	New South Wales Total		2.0	3.0	1.0
	South Australia	SA - Barmera	1.0	0.0	-1.0
	South Australia Total		1.0	0.0	-1.0
	Tasmania	TAS - Devonport	2.0	2.0	0.0
TAS - Hobart Regional Office		2.8	2.8	0.0	

		TAS - Launceston	2.0	2.0	0.0
		TAS - Other Location	1.0	1.0	0.0
		TAS - Smithton	1.0	1.0	0.0
		Tasmania Total	8.8	8.8	0.0
		VIC - Ararat	3.0	3.0	0.0
		VIC - Brooklyn	5.0	5.0	0.0
		VIC - Cobram	3.0	3.0	0.0
		VIC - Colac	4.0	4.0	0.0
		VIC - Cranbourne	3.0	3.0	0.0
		VIC - Diamond Valley Laverton	1.0	1.0	0.0
		VIC - Field Operations	25.4	23.4	-2.0
		VIC - Gateway Facility	23.0	23.2	0.2
		VIC - Geelong	2.0	2.0	0.0
		VIC - Knoxfield	6.0	6.0	0.0
		VIC - Lance Creek	1.0	1.0	0.0
		VIC - Laverton	1.0	1.0	0.0
		VIC - Longford	1.0	1.0	0.0
		VIC - Melbourne International Airport	83.7	77.9	-5.8
		VIC - Melrose Office	68.4	72.5	4.1
		VIC - Mildura	2.8	2.8	0.0
		VIC - Moe	1.0	1.0	0.0
		VIC - Other Location	4.0	2.0	-2.0
		VIC - Pakenham	2.0	2.0	0.0
		VIC - Poowong	1.0	1.0	0.0
		VIC - Portland	1.9	1.9	0.0
		VIC - Regional Office	188.5	188.6	0.1
		VIC - Seymour	1.0	1.0	0.0
		VIC - Shepparton	2.0	2.0	0.0
		VIC - Spotswood	8.0	11.0	3.0
		VIC - Tongala	4.0	4.0	0.0
		VIC - Warrnambool	6.0	8.0	2.0
		VIC - West Melbourne	43.4	38.4	-5.0
		VIC - Wodonga	1.0	1.0	0.0
	Victoria	VIC - Yarrawonga	3.0	3.0	0.0
		Victoria Total	500.0	494.6	-5.4
		South East Region Total	511.8	506.4	-5.4
South West Region	New South	NSW - Broken Hill	2.0	2.0	0.0
		New South Wales Total	2.0	2.0	0.0
	South Australia	SA - Adelaide International Airport	24.3	21.5	-2.8
		SA - Bordertown	3.0	3.0	0.0
SA – Regional Office Export Park		111.4	114.7	3.3	

	SA - Export Park	9.9	9.9	0.0
	SA - Lobethal	1.0	1.0	0.0
	SA - Macro	1.0	1.0	0.0
	SA - Murray Bridge	7.0	7.0	0.0
	SA - Naracoorte	3.0	3.0	0.0
	SA - Other Location	6.0	6.0	0.0
	SA - Port Adelaide	0.0	1.0	1.0
	SA - Port Lincoln	2.0	1.0	-1.0
	SA - Port Wakefield	1.0	1.0	0.0
	South Australia Total	169.6	170.0	0.4
Western Australia	WA - Albany	1.0	1.0	0.0
	WA - Bunbury	1.0	1.0	0.0
	WA - Bunbury MID	5.0	6.0	1.0
	WA - Christmas Island	1.7	1.7	0.0
	WA - Cowaramup MID	2.0	2.0	0.0
	WA - Esperance	1.0	1.0	0.0
	WA - Fremantle	26.3	24.3	-2.0
	WA - Fremantle ECIR Checkpoint	1.0	1.0	0.0
	WA - Geraldton	6.0	5.0	-1.0
	WA - Harvey MID	3.0	3.0	0.0
	WA - International Mail Centre	3.0	3.0	0.0
	WA - Karratha	6.0	2.0	-4.0
	WA - Katanning MID	3.0	3.0	0.0
	WA - Kwinana	0.0	0.6	0.6
	WA - Linley Valley	1.0	1.0	0.0
	WA - Narrikup MID	4.0	4.0	0.0
	WA - Other Location	1.0	0.0	-1.0
	WA - Perth Airport	30.9	29.8	-1.1
	WA - DDU Redcliffe	5.8	6.8	1.0
	WA - Port Hedland	4.0	2.0	-2.0
WA - Regional Office	131.3	126.9	-4.4	
	Western Australia Total	238.0	225.1	-12.9
South West Region Total		409.6	397.1	-12.5
Grand Total		4 069.3	3 890.1	-179.2

Question: 198 (continued)

Fisheries Research and Development Corporation (FRDC)

FRDC Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	9.0	9.0	0.0
Non-ongoing	1.9	3.7	1.8
Total	10.9	12.7	1.8

FRDC Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification (APS Level or Equivalent)	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Other	10.9	12.7	1.8
Total	10.9	12.7	1.8

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

Staff Numbers (FTE)

	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
FRDC	10.9	12.7	1.8
Total	10.9	12.7	1.8

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Canberra	ACT	10.9	12.7	1.8
Total		10.9	12.7	1.8

Question: 198 (continued)

Australia Pesticides and Veterinary Medicines Authority (APVMA)

As at 31 October 2014 the APVMA staffing profile was as follows:

APVMA Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	141.2	137.6	-3.6
Non-Ongoing	18.6	31.1	12.5
Non-Ongoing Casual	1.0	0.0	-1.0
Total	160.8	168.7	7.9

*FTE is full time equivalent

APVMA Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
APS 3	12.5	12.5	0.0
APS 4	14.2	15.2	1.0
APS 5	13.8	16.6	2.8
APS 6	48.6	53.1	4.5
EL 1	39.7	39.5	-0.2
EL 2	27.0	26.8	-0.2
SES	4.0	4.0	0
Other	1.0	1.0	0
Total	160.8	168.7	7.9

APVMA Staff Numbers (FTE)

Agency Name	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
APVMA	160.8	168.7	7.9
Total	160.8	168.7	7.9

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Canberra	ACT	159.8	167.7	7.9
Perth	WA	1.0	1.0	0.0
Total		160.8	168.7	7.9

Question: 198 (continued)

Cotton Research and Development Corporation (CRDC)

All CRDC staff are Non-APS and non-divisional.

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Narrabri	NSW	13.1	11.6	-1.5
Emerald	QLD	1.0	1.0	0.0
Toowoomba	QLD	0.6	1.0	0.4
Total		14.7	13.6	-1.1

Grape and Wine Research and Development Corporation (GWRDC)

GWRDC Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	51.9	47.9
Non-Ongoing	0.0	-7.0
Total	51.9	40.9

*FTE is full time equivalent

GWRDC Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 October 2014 Staff Numbers (FTE)	Difference
Other	51.9	40.9
Total	51.9	40.9

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

GWRDC Staff Numbers (FTE)

Agency Name	31 October 2014 Staff Numbers (FTE)	Difference
GWRDC	51.9	40.9
Total	51.9	40.9

Question: 198 (continued)

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

Town	State	31 October 2014 Staff Numbers (FTE)	Difference
Sydney	NSW	4.0	4.0
Adelaide	SA	35.9	24.9
Washington	USA	4.0	4.0
Shanghai	China	3.0	3.0
London	UK	4.0	4.0
Vancouver	Canada	1.0	1.0
Total		51.9	40.9

Rural Industries Research and Development (RIRDC)

RIRDC Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	4.8	3.8	-1.0
Non-Ongoing	15.7	14.3	-1.4
Total	20.5	18.1	-2.4

RIRDC Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
APS 5	5.0	2.9	-2.1
APS 6	4.5	5.2	0.7
EL 1	2.0	3.0	1.0
EL 2	6.0	4.0	-2.0
SES	3.0	3.0	0.0
Other	0.0	0.0	0.0
Total	20.5	18.1	-2.4

RIRDC Staff Numbers (FTE)

Agency Name	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
RIRDC	20.5	18.1	-2.4

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Canberra	ACT	20.5	18.1	-2.4
Total		20.5	18.1	-2.4

Question: 198 (continued)

Grains Research and Development Corporation (GRDC)

GRDC Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	58.8	63.6	4.8
Non-Ongoing	11.2	9.6	-1.6
Non-Ongoing Casual	6.8	0.8	-6.0
Total	76.8	74.0	-2.8

*FTE is full time equivalent

GRDC Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Other	76.8	74.0	-2.8
Total	76.8	74.0	-2.8

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

GRDC Staff Numbers (FTE)

Agency Name	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
GRDC	76.8	74.0	-2.8
Total	76.8	74.0	-2.8

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Canberra	ACT	72.8	71.0	-1.8
Parkes	NSW	1.0	1.0	0.0
Bogabri	NSW	1.0	1.0	0.0
Adelaide	SA	1.0	1.0	0.0
Perth	WA	1.0	0.0	-1.0
Total		76.8	74.0	-2.8

Question: 198 (continued)

Australian Fisheries Management Authority (AFMA)

AFMA Staffing Profile as at 31 October 2014 is as follows:

Staffing Profile	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Ongoing	166.5	165.4	-1.1
Non-Ongoing	1.0	1.0	0
Non-Ongoing Casual	2.2	0.0	-2.2
Total	169.7	166.4	-3.3

*FTE is full time equivalent

AFMA Staffing Profile by Classification as at 31 October 2014 is as follows:

Classification	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
APS 1	0.0	0.0	0.0
APS 2	6.7	5.0	-1.7
APS 3	3.5	3.0	-0.5
APS 4	34.6	33.6	-1.0
APS 5	9.6	9.1	-0.5
APS 6	64.1	61.8	-2.3
EL 1	31.2	34.0	2.8
EL 2	16.0	15.9	-0.1
SES	4.0	3.0	-1.0
Other	0.0	1.0	1.0
Total	169.7	166.4	-3.3

AFMA Staff Numbers (FTE)

Agency Name	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
AFMA	169.7	166.4	-3.3

Question: 198 (continued)

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

Town	State	31 May 2014 Staff Numbers (FTE)	31 October 2014 Staff Numbers (FTE)	Difference
Canberra	ACT	130.9	130.8	-0.1
Darwin	NT	31.6	30.6	-1.0
Thursday Island	QLD	5.0	5.0	0.0
Remote*		2.2	0	-2.2
Total		169.7	166.4	-3.3

*Remote refers to employees who are port based and work at sea duties remote from AFMA's offices

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 199

Division/Agency: Service Delivery Division

Topic: Staffing reductions

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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?

Question: 199 (continued)

Answer:

1. There were a total of 234 separations from the Department of Agriculture from 1 June 2014 to 31 October 2014. Of these 133 employees took voluntary redundancies. These staff reductions were required to enable the department to meet the revised average staffing levels outlined in the 2013-14 Portfolio Budget Statement. Please note that information and data has been provided from 1 June 2014 to 31 October 2014 as data sets are made available at the end of each month.
2. No Department of Agriculture employee has been made involuntarily redundant.
3. The department is currently looking at its management structures to assess whether the balance of Executive Level to APS level staff is appropriate. It is possible that some voluntary redundancies may be offered as a result of this process. No assessment has been made on the number of voluntary redundancies that might be offered. This process is not expected to affect the delivery of programs of services.
4. See response to question 3.
5. The Department of Agriculture has no plans for involuntary redundancies.
6. A total of 187 ongoing staff left the Department of Agriculture from 1 June 2014 to 31 October 2014. A further 11 left from the Portfolio Agencies. Below is a breakdown of these departures by substantive classification.

	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	Other*	TOTAL
Dept	2	21	45	22	24	31	33	6	3	0		187
AFMA	2		1	2		1	1					7
APVMA		1										1
GRDC											1	1
RIRDC							1					1
CRDC											1	1

*Means employees not employed under the Australian Public Service Classification structure.

7. A total of 47 non-ongoing staff (including casuals) left the Department of Agriculture from 1 June 2014 to 31 October 2014. A further 11 left from the Portfolio Agencies. Below is a breakdown of these departures by substantive classification.

	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	Other^	TOTAL
Dept Ag	3	7	15	7	4	3	4	3	0	1	0		47
AFMA	1												1
APVMA						3	2						5
GRDC												3	3
RIRDC								1					1
CRDC												1	1

*Includes casual Employees ^Means employees not employed under the Australian Public Service Classification structure.

Question: 199 (continued)

8. The voluntary redundancies being offered to Department of Agriculture employees are calculated in accordance with the relevant redundancy provisions in the *Department of Agriculture, Fisheries and Forestry Enterprise Agreement 2011-2014* (EA). The voluntary retrenchment component is calculated at two weeks' salary for each completed year of continuous service, plus a pro rata payment for completed months of service since the last completed year of service, subject to any minimum amount of redundancy pay the employee is entitled to under the National Employment Standards. The minimum sum payable will be four week's salary and the maximum will be 48 weeks' salary.
9. Each agency sets out their redundancy provisions in their EA. The Department of Agriculture is unable to provide comment on differences that may exist between departments.
10. The Department of Finance is providing some funding to assist the Department of Agriculture to offer voluntary redundancies.

The Grains Research and Development Corporation did not fund any packages, employment was terminated due to employees leaving the organisation of their own volition.

The Rural Industries Research and Development Corporation funded the termination via its own resources.

The Cotton Research and Development Corporation did not fund any packages, employment was not terminated via redundancy.

The Pesticides and Veterinary Medicines Authority has not funded any packages.

All separation from the Australian Fisheries Management Authority were for reasons other than redundancy and therefore no packages were funded over this period.

Key to Portfolio Agencies:

AGWA – Australian Grape and Wine Authority

APVMA – Australian Pesticides and Veterinary Medicines Authority

GRDC – Grains Research and Development Corporation

RIRDC – Rural Industries Research and Development Corporation

AFMA – Australian Fisheries Management Authority

CRDC – Cotton Research and Development Corporation

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 200

Division/Agency: Service Delivery Division

Topic: Staffing recruitment

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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. 15 ongoing staff commenced employment with the Department of Agriculture from 1 June 2014 to 31 October 2014. Below is a breakdown of these commencements by substantive classification.

	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	TOTAL
Headcount	-	-	-	-	3	8	3	-	-	1	-	15

2. 95 non-ongoing staff commenced employment with the Department of Agriculture from 1 June 2014 to 31 October 2014. Below is a breakdown of these commencements by substantive classification.

	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES1	SES2	SES3	TOTAL
Headcount	3	4	59	6	8	10	3	2	-	-	-	95

*includes casual employees

3. From Budget Estimates in June to 31 October 2014, 25 new contracts have been let for contract staff. The average length of these contracts is 236 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

Supplementary Budget Estimates November 2014

Agriculture

Question: 201

Division/Agency: Service Delivery Division

Topic: Government advertising

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June 2014:

1. 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.
2. 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.
 - 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.
3. 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.

Question: 201 (continued)

Answer:

1.a The Department of Agriculture spent \$106 757.04 on government advertising, including job advertisements, from 1 June 2014 to 30 November 2014.

1.b, c The following table provides details for each item of advertising.

1.d The Department of Agriculture's advertising was approved by the senior executive service officers responsible for the relevant programme and for communication.

1.e There was no ministerial or ministerial staff involvement in the commissioning process.

1.f Advertising was placed through the government's master agency, Adcorp Australia.

Department of Agriculture advertising expenditure, 1 June–30 November 2014

Item	Outlet	Cost \$ (incl. GST)
Recruitment – Field Assistants (11 June)	Seek	285.18
Recruitment – On Plant Veterinarians (1 August)	Australian Veterinary Association journal, Career Hub, Kookaburra Vets, Seek, The Veterinarian	3808.88
Recruitment – Horticulturist APS 4 (Several) (28 August)	Seek	196.90
Recruitment – Senior Investigator (31 August)	My Career, Seek, Career One	896.94
Recruitment – ASP 4 Payroll Officer (1 September)	Seek	196.90
Recruitment – SES Band 3 (1 September & 28 October)	<i>The Canberra Times</i> , <i>Weekend Australian</i> , Career One, My Career and Seek Executive	10 195.61
ABARES Regional Outlook – Yorke and Mid North	<i>Flinders News</i> Port Pirie, <i>Yorke Peninsula Country Times</i>	811.28
ABARES Regional Outlook – Katherine	<i>Katherine Times</i> , including online	518.33
ABARES Regional Outlook – Goondiwindi	<i>Goondiwindi Argus</i>	241.08
ABARES Regional Outlook – Wodonga	<i>Border Mail</i>	450.96
ABARES Regional Outlook – Armidale	<i>Armidale Express</i>	1028.75
2015 Science and Innovation Awards	<i>The Australian</i> , Australian Science Teachers Association website,	8383.53

	CareerSpot Online, NRMjobs, and Popular Science	
Illegal Logging Regulation changes	National Daily Timber News and National Friday Offcuts	1116.65
Illegal Logging Regulation changes	National Timber and Forestry e-News woodweek.com	2340.82
Illegal Logging Regulation changes	Australian Forest and Timber News	1486.65
Small exporters export fee rebate	<i>The Land, Queensland Country Life, Queensland Seafood, Tasmanian Country, and The Weekly Times, including online</i>	4077.03
Farm Finance Concessional Loans – NSW	Through NSW Dept of Trade & Investment (Levies)	9535.45
Farm Finance Concessional Loans – QLD	Through Queensland Rural Adjustment Authority	8321.90
Farm Finance Concessional Loans – SA	Through Primary Industries & Resources SA (Levies)	8989.84
Farm Finance Concessional Loans – NT	Through Department of Primary Industry and Fisheries	9244.57
Drought Concessional Loans – NSW	<i>Grafton Daily Examiner, Lismore Northern Star, Southern Weekly Magazine, Wagga Daily Advertiser, Armidale Express Extra, Land Newspaper, North Coast and Hunter Town and Country magazine, The Rural, theland.com.au, Town and Country South East, Wagga Daily Advertiser</i>	1617.48
Drought Concessional Loans – QLD	<i>Cairns Post, Fraser Coast and Maryborough Chronicle, Goondiwindi Argus, Gympie Times, Jimboomba Times, Mackay Daily Mercury, North Queensland Register, Queensland Country Life,</i>	19 096.77

	<i>Rockhampton Morning Bulletin, Rural Weekly (North CQ edition), Rural Weekly (South Edition), Toowoomba Chronicle, Townsville Bulletin, Warwick Daily News</i>	
Drought Concessional Loans – WA	<i>Countryman, Farm Weekly, farmweekly.com.au, West Australian</i>	13 915.54
	Total	106 757.04

2. a The Department of Agriculture has planned advertising estimated to cost \$12 417.65 for the remainder of the financial year.

2. b, c The following table provides details for each item of advertising.

2. d The Department of Agriculture’s advertising will be approved by the senior executive service officers responsible for the relevant programme and for communication.

2. e There has been no ministerial or ministerial staff involvement in the commissioning process.

2. f Advertising will be placed through the government’s master agency, Adcorp Australia.

Department of Agriculture planned advertising, 1 Dec 2014–30 June 2015

Item	Outlet	Estimated cost \$ (incl. GST)
On Plant Veterinarians	Australian Veterinary Association, Career Hub, Kookaburra Vets, Seek, The Veterinarian	4500.00
Senior Entomologist	To be confirmed	500.00
Horticulturalist	To be confirmed	300.00
Illegal Logging Regulation Changes	National Australian Forest and Timber News	1486.65
Illegal Logging Regulation Changes	National Daily Timber News and Friday Offcuts	398.64
Illegal Logging Regulation Changes	Timber and Forestry eNews and Woodweek.com	1280.71

ABARES Outlook 2015 Conference	<i>Australian Financial Review</i>	3951.65
	Total	12 417.65

3. No approvals were made by the Prime Minister or his delegate, or the Minister or his delegate. To attempt to provide individual copies of approvals for advertising, including but not limited to the departmental secretary or their delegate, would involve an unreasonable diversion of departmental resources.

Australian Fisheries Management Authority

1. The Australian Fisheries Management Authority (AFMA) spent \$1624.14 on government advertising during the period. Advertising was approved by the relevant project manager. The following table provides further details.
2. AFMA does not have any planned advertising for the remainder of the financial year.

Item	Outlet	Cost (incl. GST)
Recruitment of members for the Northern Prawn Fishery Resource Assessment Group	Linkedin, New Scientist website, nrmjobs.com.au	874.14
Recruitment of members for the Bass Strait Central Zone Scallop Fishery Management Advisory Committee	nrmjobs.com.au	150.00
Public notice for Tender for longboats	Torres News	180.00
Public notice for community meetings	Torres News	210.00
Public notice for community meetings	Torres News	210.00

Australian Grape and Wine Authority

1. The Australian Grape and Wine Authority (AGWA) spent \$9794 on government advertising during the period. The following table details the outlets and expenditure for each item of advertising. AGWA's advertising was approved by the chief financial officer. There was no ministerial or ministerial staff involvement in the commissioning process.

Item	Outlet	Cost \$ (incl. GST)
User pays market development program	BCLDB advertising	8039
Advertising in USA Now	USA Now	898
Japan tasting	Facebook	53
UK listing	William Reed Annual	803

Australian Pesticides and Veterinary Medicines Authority

1. The Australian Pesticides and Veterinary Medicines Authority (APVMA) had no expenditure on government advertising in the period.
2. APVMA does not have any planned advertising for the remainder of the financial year.

Cotton Research and Development Corporation

- 1.a The Cotton Research and Development Corporation (CRDC) spent \$2979 on government advertising in the period. The following table provides details. CRDC's advertising was approved by the communications manager from a Board-approved budget.

Item	Outlet	Cost (incl. GST)
Open call for research grants	<i>The Australian</i> through Adcorp	2979

2. CRDC has planned advertising estimated to cost \$3000 for the remainder of the financial year. The table provides details.

Item	Outlet	Cost (incl. GST)
Open call for research grants	<i>The Australian</i> through Adcorp	3000

Fisheries Research and Development Corporation

1. The Fisheries Research and Development Corporation (FRDC) spent \$475 on government advertising in the period. The following table provides details.

Item	Outlet	Cost (incl. GST)
White pages listing	Telstra	475

2. FRDC has planned advertising estimated to cost \$760 for the remainder of the financial year. The table provides details.

Item	Outlet	Cost (incl. GST)
White pages listing	Telstra	760

Grains Research and Development Corporation

1. The Grains Research and Development Corporation (GRDC) spent \$17 003.47 on government advertising in the period. The following table provides details. The advertising was approved by the executive manager. (The costs provided are for individual advertisement placements. The total includes fees for services, commission and administration.) Advertisements were placed through AdCorp.
2. GRDC does not have any planned advertising for the remainder of the financial year.

Item	Outlet	Cost (incl. GST)
Manager Grower Services Advert 4 September 2014	Countryman WA	591.30
Manager Grower Services Advert 11 September 2014	Countryman WA	591.30
Manager Grower Services Advert 4 September 2014	Farm Weekly WA	470.82
Manager Grower Services Advert 11 September 2014	Farm Weekly WA	470.82
Manager Grower Services Advert 30 August 2014	West Australian	2796.99
Manager Grower Services Advert 6 September 2014	West Australian	2769.99
Manager Grower Services Advert 3 July 2014	Countryman WA	484.50
Manager Grower Services Advert 3 July 2014	Farm Weekly	495.60
Manager Grower Services Advert 3 July 2014	West Australian	2926.38
Western Region Panel Advert	Countryman WA	357.00
Western Region Panel Advert	Countryman WA	357.00
Western Region Panel Advert	Farm Weekly	371.70
Western Region Panel Advert	Farm Weekly	371.70
Western Region Panel Advert	West Australian	2156.28
Western Region Panel Advert	West Australian	2156.28

Rural Industries Research and Development Corporation

1. The Rural Industries Research and Development Corporation (RIRDC) had a nil spend on government advertising in the period.
2. RIRDC does not have any planned advertising for the remainder of the financial year.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 202

Division/Agency: Service Delivery Division

Topic: Workplace assessments

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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:

Item	Cost
Assessments	\$65,369.86

Questions 2 & 3: Yes

Item	Cost
Sit/stand desks	\$1,199
Headsets	\$989.95
Chairs	\$5 714.17
Document Holders	\$848.3
Mouse (multiple)	\$468.06
Keyboards	\$971.5

Monitor Raisers	\$170
Footrests	\$925.91
Mouse pads	\$50
Dragon Speech Software	\$343.3
Cairns Hand Clinic Appointment & Therapeutic supports	\$220
Chair arms and castors	\$663.64
Chair back/back rest	\$160.91
Q Board	\$ 132.73
Writing Board	\$ 50
Microdesk	\$115
Coordination and Freight	\$270
Total	\$13 292.47

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 203

Division/Agency: Service Delivery Division

Topic: Ministerial website

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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

Answer:

- a. The Department of Agriculture has had no expenditure on the Minister's website since June 2014, other than business-as-usual staffing costs.
- b. The Media Section, Governance Branch, and the Editing, Production, Online and Design Section of Design and Change Branch, Service Delivery Division, are responsible for uploading information to the minister's website.
- c. Departmental staff have worked outside regular hours to publish media releases and related content on seven occasions since June 2014 to provide information to the community in a timely manner.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 204

Division/Agency: Service Delivery Division

Topic: Market research

Proof Hansard page: Written

Senator LUDWIG asked: Since Budget Estimates in June, 2014:

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

Answer:

Department of Agriculture

The Department of Agriculture undertook the following market research in the period 1 June to 30 November 2014.

- a. Department of Agriculture website user research, \$62 700
- b. Service Delivery Division, Design and Change Branch, website user research, \$62 700
- c. Instinct and Reason

Question: 204 (continued)

- d. Companies with demonstrated capability were selected from government panels.
- e. Online, and focus groups in Sydney and Wagga Wagga and 18 in depth interviews in rural NSW
- f. Quantitative and qualitative user research was undertaken, including a pop-up survey that was placed on the website for one month with 1317 voluntary responses and face-to-face user testing.
- g. There were five focus groups, 18 one-on-one interviews, 1317 online survey respondents and 381 of those people, in Australia and overseas, tested the website wireframe layouts for six client pathways.
- h. Users of the website responded voluntarily to the pop-up survey.
- i. An open tender was undertaken to select the successful supplier.
- j. The minister had no input.
- k. The market (user) research contract was approved by the senior executive service officer responsible for the website.
- l. Other firms or individuals were not considered. Only companies included on government panels through an open tender were approached.

Australian Fisheries Management Authority

The Australian Fisheries Management Authority did not conduct any market research in the period.

Australian Grape and Wine Authority

The Australian Grape and Wine Authority did not conduct any market research in the period.

Australian Pesticides and Veterinary Medicines Authority

The Australian Pesticides and Veterinary Medicines Authority did not conduct any market research in the period.

Cotton Research and Development Corporation

The Cotton Research and Development Corporation did not conduct market research in the period.

Fisheries Research and Development Corporation

The Fisheries Research and Development Corporation did not conduct market research in the period.

Question: 204 (continued)

Grains Research and Development Corporation

1. The Grains Research and Development Corporation conducted one market research project for digital platforms.
 - a. The total cost was \$98 030
 - b. Market research for digital platforms \$98 030
 - c. Redhanded Creative Pty Ltd
 - d. Direct negotiation
 - e. Research was conducted online throughout the Australian grain growing region with focus groups held in:
 - Moree, NSW
 - Horsham, Victoria
 - Dalby, Queensland
 - Merredin , Western Australia
 - Geraldton, Western Australia
 - Port Lincoln, SA
 - f. Quantitative and qualitative research was conducted. The quantitative component included an online survey of GRDC stakeholders and the qualitative component included focus groups of 10–15 growers in each of the three GRDC regions and 20 in-depth interviews were conducted across the three regions.
 - g. Focus groups and an online survey were used for the research.
 - h. Participants were selected from the GRDC customer relationship management database.
 - i. Direct negotiation.
 - j. The minister did not have any input.
 - k. The market research was approved in accordance with the GRDC Procurement Guidelines.
 - l. Other firms or individuals were not considered.

Rural Industries Research and Development Corporation

The Rural Research and Development Corporation did not conduct any market research in the period.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 205

Division/Agency: Service Delivery 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:

The department does not have a specific program as described, however it does have a culture of identifying and investigating possible innovative ideas which are considered by the departments senior executive. The Service Delivery Modernisation program has through its many projects, identified new opportunities and the department has implemented several of these.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 206

Division/Agency: Service Delivery Division

Topic: Graduate intake

Proof Hansard page: Written

Senator LUDWIG asked:

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

Answer:

The Department of Agriculture Graduate Development Program runs by calendar year. The table below provides the requested graduate intake figures.

Calendar Year	Graduate Intake	Total
2012	62 general and 12 ABARES	74
2013	47 general, 6 ABARES and 5 ISD	58
2014	20 general, 4 ABARES and 3 ISD	27
2015	19 general, 4 ABARES and 3 ISD	26

Key:

ABARES: Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES)

ISD: Information Services Division

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 207

Division/Agency: Service Delivery Division

Topic: Enterprise Bargaining Agreements

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 of Agriculture Fisheries and Forestry Enterprise Agreement 2011-2014* is the sole agreement that covers all non-SES employees of the department.
2. The agreement commenced on 21 December 2011 and has a nominal expiry date of 30 June 2014.
3. On 29 May 2014 the Minister approved the department's initial bargaining position, which did not include any remuneration outcome.

Formal discussions began on 16 June 2014 with employee bargaining representatives (including from the Community and Public Sector Union and employee nominated representatives).

The department has conducted 14 days of discussion meetings which provided the opportunity for the department and employee bargaining representatives to present and discuss respective claims.

No pay offer has been made.

The department is currently working on a packaged outcome (which will include a pay offer) and preparing a response to all claims made by the CPSU and employee bargaining representatives.

Question: 207 (continued)

Consistent with the Australian Government Public Sector Workplace Bargaining Policy, once the packaged outcome has been approved by the Australian Public Service Commissioner it will be presented for the Minister of Agriculture's approval.

Once approved, the packaged outcome will be tabled with the bargaining representatives for negotiation and then presentation to employees.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 208

Division/Agency: Service Delivery Division

Topic: Staff transfers

Proof Hansard page: Written

Senator LUDWIG asked:

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. How many of these people are employed in Canberra?
7. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
8. How many employees have been transferred out of Canberra since the 2013
9. How many of your employees have been transferred to Canberra since the 2013 federal election?
10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

Question: 208 (continued)

14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
15. For every transferred employee please provide an explanation for their transfer?
16. For every transferred employee please provide any other cost incurred by the department because of that transfer?
17. Please provide all relevant dates.

Answer:

1. For response, please refer to QoN 198 from Supplementary Budget Estimates in November 2014, question 2.
2. For response, please refer to QoN 198 from Supplementary Budget Estimates in November 2014, question 2.
3. For response, please refer to QoN 198 from Supplementary Budget Estimates in November 2014, question 2.
4. None.
5. Not Applicable.
6. 1 865 people (headcount) were employed in Canberra as at 31 October 2014.
7. 2 139 people (headcount) were employed in Canberra as at 31 August 2013.
8. The department utilises a flexible workforce. Staff may elect to be transferred between offices from time to time. There have been no forced relocations of officers within the department.
9. See question 8 response.
10. Not applicable.
11. Not applicable.
12. Not applicable.
13. Not applicable.
14. Not applicable.
15. Not applicable.
16. Not applicable.
17. Not applicable.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 209

Division/Agency: Service Delivery Division

Topic: Merchandise or promotional material

Proof Hansard page: Written

Senator LUDWIG asked:

Since 7 September 2013:

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 this 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:

The Department of Agriculture has not purchased any merchandise or promotional material since 7 September 2013.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 210

Division/Agency: Service Delivery Division

Topic: Report printing

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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:

The Department of Agriculture has not pulped, put in storage, shredded or disposed of any reports, budget papers, statements, white papers or report-like documents from 1 June to 30 November 2014.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 211

Division/Agency: Service Delivery Division

Topic: Non Conventional therapies

Proof Hansard page: Written

Senator LUDWIG asked:

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
 - a. What is the process by which these therapies can be approved?
 - b. Who are they available to?
 - c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc).
2. Has the department/agency paid for any non-conventional therapy for any Minister or staff?
 - a. What therapies have been provided?
 - b. What were they used to treat?
 - c. What was the cost of the therapy?

Answer:

1. Yes. The use of any therapies including non-conventional therapies is available to all staff suffering from a workplace injury.
 - a. Payment for treatment would be supported by a recommendation from a legally qualified medical practitioner. Upon receipt of supported medical evidence PGPA 23 approval is requested.
 - b. All departmental staff suffering from a workplace injury.
 - c. For workplace injuries as recommended by a legally qualified medical practitioner.
2. No

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 212

Division/Agency: Service Delivery Division

Topic: Departmental rebranding

Proof Hansard page: Written

Senator LUDWIG asked:

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
2. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
3. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
4. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
 - a. Signage.
 - b. Stationery (please include details of existing stationery and how it was disposed of).
 - c. Logos
 - d. Consultancy
 - e. Any relevant IT changes.
 - f. Office reconfiguration.
5. How was the decision reached to rename and/or rebrand the department?
6. 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.

Answer:

The Department of Agriculture has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Question: 212 (continued)

Australian Fisheries Management Authority

The Australian Fisheries Management Authority has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Australian Grape and Wine Authority

The Australian Grape and Wine Authority has not undergone a name change or any other form of rebranding since its formation at 1 July 2014.

Australian Pesticides and Veterinary Medicines Authority

The Australian Pesticides and Veterinary Medicines Authority has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Cotton Research and Development Corporation

The Cotton Research and Development Corporation has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Fisheries Research and Development Corporation

The Fisheries Research and Development Corporation has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Grains Research and Development Corporation

The Grains Research and Development Corporation has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Rural Industries Research and Development Corporation

The Rural Industries Research and Development Corporation has not undergone a name change or any other form of rebranding since Additional Estimates in February 2014.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 213

Division/Agency: Service Delivery Division

Topic: Executive Coaching and Leadership Training

Proof Hansard page: Written

Senator LUDWIG asked:

Since Budget Estimates in June, 2014:

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 form 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: 213 (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 1 May – 30 November 2014 is provided below.

Agency	Expenditure
Department of Agriculture	\$154 081.18
Australian Fisheries Management Authority (AFMA)	\$22 403.00
Australian Pesticides & Veterinary Medicines Authority (APVMA)	\$156 818.54
Australian Grape and Wine Authority	\$0.00
Cotton Research & Development Corporation (CRDC)	\$9750.00
Fisheries Research & Development Corporation (FRDC)	\$0.00
Grains Research & Development Corporation (GRDC)	\$5077.00
Rural Industries Research & Development Corporation (RIRDC)	\$0.00

2. Executive coaching is available to executive level employees. Generally, leadership training is available to employees at the APS5 (or equivalent) and above classification. Some portfolio agencies offer leadership training 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 1 May – 30 November 2014.

Agency	APS5	APS6	EL1	EL2	SESB1	SESB2	SESB3	Total instances
Agriculture	18	46	42	21	87	36	5	255
AFMA	0	15	9	1	0	0	0	25
APVMA	0	0	13	91	12	0	0	116
Australian Grapes and	0	0	0	0	0	0	0	0

Wine								
CRDC	0	0	1	0	0	0	0	1
FRDC	0	0	0	0	0	0	0	0
GRDC	0	0	1	0	2	0	0	3
RIRDC	0	0	0	0	0	0	0	0

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:

Australian Public Service Commission, Australian Rural Leadership Foundation, Australian Institute of Management, Directions for Change, CEB SHL Talent Measurement, Tempo Strategies, YellowEdge, Rural Training Initiatives, Queensland University of Technology, Bull n Bear Special Assignments, Manager Tools, Cranlana, Australian Government Solicitor, Australia New Zealand School of Government, Peter Cullen Trust, Liquid Learning, Executive Intelligence Group, Culture Zone Organisational Learning.

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:

- Tiwi Islands, Northern Territory
- Darwin Novotel, Northern Territory
- Adina Apartment Hotel, Sydney, NSW
- Quest Apartments, Tamworth, NSW
- Myall Springs, NSW
- Holiday Inn, Darling Harbour, NSW
- Rydges Capital Hill, Canberra, ACT
- Queensland University of Technology, Deakin, ACT
- Black Mountain Tower, ACT
- Intercontinental Hotel, Sydney, NSW
- Old Parliament House, Canberra, ACT
- Hotel Realm, Barton, ACT
- Tuggeranong Homestead, ACT
- Australian Public Service Commission, Woden, ACT

Question: 213 (continued)

- The Australian National University, Canberra, ACT
- Cranlana Programme, Toorak, VIC
- CEB SHL Talent Measurement Offices, Barton, ACT
- YellowEdge Offices, Barton, ACT
- Novotel Canberra, ACT
- Wee Jasper, NSW
- CSIRO Discovery Centre, Canberra, ACT
- The Deck Regatta Point, ACT
- Hyatt Hotel, Canberra, ACT
- Australian Institute of Management, Canberra, ACT
- Pilgrim House Conference Centre, Canberra, 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 964.5 hours. The following table reflects the breakdown of hours by employment classification:

Agency	APS5	APS6	EL1	EL2	SESB1	SESB2	SESB3	Total
Agriculture	0	0	132	391	15	0	0	538
AFMA	0	217.5	127.5	2	0	0	0	347
APVMA	0	0	0	0	0	0	0	0
Australian Grape and Wine	0	0	0	0	0	0	0	0
CRDC	0	0	72	0	0	0	0	72
FRDC	0	0	0	0	0	0	0	0
GRDC	0	0	7.5	0	0	0	0	7.5
RIRDC	0	0	0	0	0	0	0	0

d. A total of \$404 was incurred to use an external location during the reporting period.

Question: 213 (continued)

6. Where an employee participates on the Sir Roland Wilson Scholarship, they are required to return to the department for the equivalent period spent on the scholarship. This requirement is managed through a formal written agreement. The department currently has one employee undertaking an inaugural Sir Roland Wilson Scholarship. No other arrangements of this type are in place.

7. Department of Agriculture 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.

Question on Notice (QoN 213) Approved study leave since Budget Estimates in June 2014

Attachment B	DEPARTMENT	Employee classification		FORMAL COURSE TITLE	HOURS APPROVED
		Classification1	Number		
Semester 2 2014	Department of Agriculture	APS5	2	Diploma of Government	111.30
01 July 2014 - 30 Dec 2014	Department of Agriculture	APS6	1	Internal Audit Basics	30.00
	Department of Agriculture	APS6	1	Bachelor of Accounting	39.00
	Department of Agriculture	APS3	1	Bachelor of Agriculture and Technology	65.00
	Department of Agriculture	APS5	1	Bachelor of Arts	24.30
	Department of Agriculture	APS6	1	Bachelor of Arts in International Studies	45.00
	Department of Agriculture	EL1	1	Bachelor of Behavioural Studies	0.00
	Department of Agriculture	APS4	1		26.00
	Department of Agriculture	APS6	1	Bachelor of Business	44.00
	Department of Agriculture	APS3	1	Bachelor of Business and Commerce	42.00
	Department of Agriculture	APS5	1	Bachelor of Business/Law	44.00
	Department of Agriculture	APS5	2	Bachelor of Commerce	64.00
	Department of Agriculture	APS6	2	Bachelor of Communication	112.40
	Department of Agriculture	APS5	1		6.00
	Department of Agriculture	APS2	2	Bachelor of Health Science	120.00
	Department of Agriculture	APS6	1	Bachelor of Management	93.00
	Department of Agriculture	APS4	2	Bachelor of Science	12.00
	Department of Agriculture	APS5	1		48.00
	Department of Agriculture	EL1	1		61.30
	Department of Agriculture	EL1	1	Bachelor of Wine Science	32.00
	Department of Agriculture	APS4	1	Cert IV in Community Development	37.30
	Department of Agriculture	APS4	1	Certificate III in Fitness	74.00
	Department of Agriculture	APS5	1	Certificate IV in Government (Investigation)	57.00
	Department of Agriculture	APS4	2		108.00
	Department of Agriculture	APS5	2	Certificate IV in Training and Assessment	78.00
	Department of Agriculture	EL2	1	Certified Practising Accountants - Professional Segment	18.15
	Department of Agriculture	APS4	1	Climate Change Vulnerability and Adaptation	30.00
	Department of Agriculture	EL1	1		45.00
	Department of Agriculture	APS5	1	Diploma of Building and Construction	0.00
	Department of Agriculture	APS5	1	Diploma of Business	50.00
	Department of Agriculture	APS5	1	Diploma of Horticulture	76.30
	Department of Agriculture	APS6	1	Diploma of Project Management	117.00
	Department of Agriculture	APS6	1	Diploma of Veterinary Public Health	24.00

Question on Notice (QoN 213) Approved study leave since Budget Estimates in June 2014

Attachment B	DEPARTMENT	Employee classification		FORMAL COURSE TITLE	HOURS APPROVED
		Classification1	Number		
	Department of Agriculture	APS4	1	Doctor of Philosophy (Economics)	60.30
	Department of Agriculture	APS5	2		90.00
	Department of Agriculture	APS5	1	Doctor of Philosophy (Agriculture)	72.00
	Department of Agriculture	EL2	1	Graduate Certificate in Management	60.00
	Department of Agriculture	APS6	1	Graduate Certificate in Science Communication	16.15
	Department of Agriculture	APS5	1	Graduate Diploma in Arts - International Relations	22.30
	Department of Agriculture	APS6	1	Graduate Diploma Education	54.00
	Department of Agriculture	EL2	1	Graduate Diploma in Legal Practice	24.00
	Department of Agriculture	APS4	1	Graduate Diploma in Public Administration	104.15
	Department of Agriculture	APS4	1	Graduate Diploma of Plant Biosecurity	120.00
	Department of Agriculture	EL2	1	Juris Doctor	84.30
	Department of Agriculture	APS6	1		51.00
	Department of Agriculture	APS4	1	Law of the Sea	45.00
	Department of Agriculture	APS5	1	Master of Agriculture	71.50
	Department of Agriculture	EL2	1	Master of Animal Science	42.00
	Department of Agriculture	EL2	1	Master of Applied Linguistics	45.00
	Department of Agriculture	APS6	1	Master of Asia Pacific Studies	35.00
	Department of Agriculture	EL1	1	Master of Business	45.00
	Department of Agriculture	APS6	1		54.30
	Department of Agriculture	EL1	1	Master of Business Administration	15.00
	Department of Agriculture	APS5	2		78.00
	Department of Agriculture	EL1	1	Master of Coaching Psychology	48.45
	Department of Agriculture	EL1	1	Master of Commerce	75.00
	Department of Agriculture	APS4	1	Master of Computing	89.30
	Department of Agriculture	APS4	1	Master of Economics	42.00
	Department of Agriculture	APS5	1	Master of Environment	69.30
	Department of Agriculture	APS5	2	Master of Environmental Law	127.30
	Department of Agriculture	APS6	1	Master of Environmental Management	42.00
	Department of Agriculture	APS4	1	Master of Environmental Management and Development	93.00
	Department of Agriculture	APS6	1	Master of International Affairs	33.30
	Department of Agriculture	APS5	2	Master of International and Development Economics	120.30
	Department of Agriculture	EL4	1	Master of International Trade and Economic Relations	67.00
	Department of Agriculture	APS4	1	Master of National Security Policy	63.00
	Department of Agriculture	EL2	1	Master of Plant Biosecurity	54.00
	Department of Agriculture	EL2	1	Master of Public Policy and Governance	0.00
	Department of Agriculture	APS4	1	Master of Translation	48.30
	Department of Agriculture	APS6	2	Master of Veterinary Public Health Management	78.00
	Department of Agriculture	APS6	1	Master of Veterinary Studies	41.20
	Department of Agriculture	APS4	1	Project Planning and Management	36.00
84					4050.50

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 214

Division/Agency: Service Delivery Division

Topic: Redundancies

Proof Hansard page: Written

Senator LUDWIG asked:

1. How many positions have been made redundant in your department since the 2013 federal election?
 - a. How many of these positions were ongoing?
 - b. How many of these positions were non-ongoing?
 - c. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?

Question: 214 (continued)

- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
- a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 - b. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c. Please specify any other costs incurred by the department because of this redundancy.
 - d. Please provide the reason a voluntary redundancy was offered for their position.
 - e. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
- a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
 - b. Please specify any other costs incurred by the department because of this redeployment.
 - c. Please provide the reason for that redeployment.
 - d. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?

Question: 214 (continued)

10. For employees who were made forcibly redundant since the 2013 federal election please provide:

- a. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
- b. Please specify what component of that figure was paid out entitlements (annual leave etc).
- c. Please specify any other costs incurred by the department because of this redundancy.
- d. Please provide the reason for that redundancy.
- e. Please provide all relevant dates.

Answer:

1. Between 1 August 2013 and 31 October 2014, there have been a total of 441 employees accept a voluntary redundancy.

- a. All of these positions were ongoing.
- b. None of these positions were non-ongoing.
- c. 159 of these positions were based in the ACT.

2. a, b and c. All positions made redundant were done so using voluntary redundancies. This was facilitated in some cases through job swap arrangements using voluntary redeployment of staff. There were no compulsory redeployments of staff.

3. See QoN 214 question 1

- a. See QoN 214 question 1a
- b. See QoN 214 question 1b
- c. See QoN 214 question 1c

4. All 441 redundancies accepted since the 2013 federal election to 31 October 2014 have been voluntary.

- a. See QoN 208 question 1
- b. See QoN 208 question 1a
- c. See QoN 208 question 1b

5. a, b and c. Please refer to the information provided at Questions 2. The department utilises a flexible workforce and employees are regularly redeployed internally to meet business needs. The provision of additional information would entail a substantial diversion of resources.

6. a, b, c, d and e. The provision of this information would entail a substantial diversion of resources.

Question: 214 (continued)

7. a. The provision of this information would entail a substantial diversion of resources.
 - b. No other costs were incurred by the department in relation to redeployment.
 - c. The department utilises a flexible workforce and employees are regularly deployed internally to meet business needs.
 - d. The provision of this information would entail a substantial diversion of resources.
8. No employees have been made forcibly redundant during the period following the 2013 federal election to 31 October 2014.
 - a. Not applicable.
 - b. Not applicable
 - c. Not applicable
9. Not applicable
 - a. Not applicable.
 - b. Not applicable
 - c. Not applicable
10. Not applicable
 - a. Not applicable.
 - b. Not applicable
 - c. Not applicable
 - d. Not applicable
 - e. Not applicable

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2014

Agriculture

Question: 215

Division/Agency: Service Delivery Division

Topic: Hiring

Proof Hansard page: Written

Senator LUDWIG asked:

1. How many people are employed in your department on non-ongoing contracts?
2. How many people are employed in your department on ongoing contracts?
3. How many non-ongoing contracts has your department extended since the 2013 federal election?
4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
5. How many of these extensions were approved by the Public Service Commission?
 - a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
6. How many of these extensions were rejected by the Public Service Commission?
 - a. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
7. How many non-ongoing contracts have been extended by your department without the Public Service Commissions' approval?
 - a. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.

Question: 215 (continued)

8. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 - a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
11. How many of these new non-ongoing engagements were approved by the Public Service Commission?
 - a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 - a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 - a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
16. How many of these new ongoing engagements were approved by the Public Service Commission?

Question: 215 (continued)

a. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.

17. How many of these new ongoing employee applications were rejected by the Public Service Commission?

a. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.

18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

a. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer:

1 and 2. The employment profile (headcount) for the Department of Agriculture as at 31 October 2014 is as follows:

Employment Type	Number of Staff
Ongoing	4 198
Non ongoing	43
Casual	313
Total	4 554

Note: Headcount includes staff on leave without pay and casual staff.

3. There have been 87 non-ongoing specified term contracts and 251 non-ongoing casual contracts extended between 1 August 2013 and 31 October 2014.

4. The department submitted bulk requests for non-ongoing contracts to the Public Service Commission. These requests covered both new engagements and extensions for a total of up to 488 contracts.

5. All of these arrangements were approved by the Public Service Commission.

a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy.

Question: 215 (continued)

6. No extensions were rejected by the Public Service Commission.

a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy.

7. 37

a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy. Extensions were granted without the approval of the Public Service Commission as the Secretary determined these positions were vital to the delivery of the Department's core business.

8. The separation reasons for non-ongoing employees from the 2013 Federal election to 31 October 2014 are as follows:

Reason for Separation	Number of Staff
Completed Fixed Term Engagement	67
Death	1
Early Termination of Non-ongoing Contract	3
Resigned From Contract	49
Retire after age 55	6
Term due to non-performance	2
Grand Total	128

a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy.

9. 164 non-ongoing employees commenced with the department of Agriculture between 1 August 2013 and 31 October 2014.

10. The department submitted bulk requests for non-ongoing contracts to the Public Service Commission. These requests covered both new engagements and extensions for a total of 474 contracts. Please refer to the information provided at Question 4.

11. All of these new non-ongoing engagements were approved by the Public Service Commission.

a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy. Please refer to the information provided at Question 4.

12. None of these new non-ongoing employee applications were rejected by the Public Service Commission.

a. N/A – all applications were approved by the Public Service Commission.

13. 93 employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission. These contracts were issued in line with current APS interim recruitment arrangements.

Question: 215 (continued)

- a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy.
14. 70 ongoing employees have commenced with the department of Agriculture between 1 August 2013 and 31 October 2014.
15. 41 new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election.
16. All 41 new ongoing engagement requests were approved by the Public Service Commission.
- a. The provision of this information would entail a substantial diversion of resources and may also result in the identification of an individual employee, which would be a breach of privacy.
17. No new ongoing applications were rejected by the Public Service Commission.
- a. N/A – all applications were approved by the Public Service Commission.
18. No new employees have been engaged on ongoing contracts without the approval of the Public Service Commission.
- a. N/A – all ongoing recruitment has been approved by the Public Service Commission.