

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Supplementary Budget Estimates
Infrastructure and Regional Development

Question no.: 01

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century* – YouTube Video

Proof Hansard Page: 5 (20 October 2014)

Senator Conroy asked:

Senator CONROY: Do you recall the number of views there had been on the YouTube video?

Mr Mrdak: I do not recall the number.

Senator CONROY: It was about 2,358 when we last discussed it, back in May. Would you be able to hazard a guess at how many additional hits we have had since May?

Mr Mrdak: No, I do not—

Senator CONROY: In the five months?

Mr Mrdak: I do not have that number; I am sorry.

Senator CONROY: I can probably help you here. It has blown out by another thousand-odd. Now, after nearly six months, there have been 3,452 views in total—as at 16 October. Perhaps you could verify that I have not got those numbers wrong; I am sure that it will not take long.

Mr Mrdak: I will check that.

Answer:

The total number of views is 3,458 as at 9.24 am, 20 October 2014.

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Question no.: 02

Program: n/a

Division/Agency: Corporate Services

Topic: IA Code of Conduct

Proof Hansard Page: 74 (20 October 2014)

Senator Conroy asked:

Senator CONROY: I will take you to the Australian Public Service Values and Code of Conduct. Do you agree that you are bound by those?

Mr Fitzgerald: No, I do not believe that I am as CEO of Infrastructure Australia.

Senator CONROY: You do not think that you are bound by the Australian Public Service Values and Code of Practice? Is that just because you are an independent statutory authority?

Mr Fitzgerald: That is right.

...

Mr Mrdak: I would presume that not all of IA staff are APS employees. Some are on secondment from my department. They would certainly, as public servants. I am not too sure that it is all encompassing that the APS values would apply to IA. Most of our statutory bodies and organisations either do apply the APS code or an equivalent. In this circumstance, given how—

Senator CONROY: Or equivalent.

Mr Mrdak: Given how new Infrastructure Australia is I am not too sure.

Senator CONROY: Is it a CAC body? What sort of body is it? Can you help us out here.

Ms O'Connell: It is a PGPA.

Mr Mrdak: It is an authorised authority.

Senator CONROY: Where should I look for their codes of conduct?

Mr Mrdak: I should seek some guidance for you. I am not clear. I think they are required to prepare some form of guidance material in relation to an equivalent of APS code.

...

Mr Mrdak: The organisation has only been in existence since 1 September, so I suspect they probably have not had a chance, given the large number of tasks, as yet to put in place that sort of material.

Senator CONROY: That does not release them from being bound by some equivalent forms of code of conduct and ethics.

Mr Mrdak: I do not disagree. I will get some guidance in relation to what the expectations and requirements are under the PGPA.

Answer:

All officials are subject to general duties under sections 25 to 29 of the PGPA Act. These are:

- a duty of care and diligence;
- a duty to act honestly, in good faith and for a proper purpose;
- a duty in relation to use of position;
- a duty in relation to use of information; and
- a duty to disclose interests.

Guidance on the general duties of officials is provided in Resource Management Guide No. 203.

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Question no.: 03

Program: n/a

Division/Agency: Corporate Services

Topic: Interactions between Government and Private Contractors

Proof Hansard Page: 36 (20 October 2014)

Senator Rice asked:

Senator RICE: What would the usual practice or protocols be in terms of interactions between government staff and private contractors undertaking the project?

Mr Mrdak: We receive a range of invitations to events with the private sector. We apply our guidelines in terms of the appropriateness of the attendance at such events. I do not know the circumstances of that invitation or that event so I cannot comment beyond that. We do apply guidelines in terms of our advice for officers attending functions with industry.

Senator RICE: Could we get a copy of those guidelines?

Mr Mrdak: Certainly. The normal APS values are applied. I will see what additional guidance we provide. Normally we apply the APS values and I ask my senior officers to apply judgment in relation to attendance at all events.

Senator RICE: Specific guidelines; I would like to see that.

Mr Mrdak: I will see what we have available.

Answer:

- Refer to 03 - Attachments A and B.

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Question no.: 04

Program: n/a

Division/Agency: Corporate Services

Topic: Board Representation

Proof Hansard Page: Written

Senator Sterle asked:

I note that, as of 25 September, portfolio Boards consisted of 26% women, but with 17% of positions vacant. Given the Government's 40% target, can you say what percentage of portfolio Board positions will be filled by women by this time next year?

Answer:

Board diversity policies are a matter for the Finance Portfolio.

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Question no.: 05

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing Numbers

Proof Hansard Page: Written

Senator Sterle asked:

1. What is the staff head count within Surface Transport Policy Division broken down into the separate units within that Division? How many redundancies have been made within this Division and the individuals units since 7 September 2013? Can you please provide a breakdown of the numerical number of staff and the APS grade of those staff?
2. What is the staff head count within the Office of Transport Security Division broken down into the separate units within that Division? How many redundancies have been made within this Division and the individuals units since 7 September 2013? Can you please provide a breakdown of the numerical number of staff and the APS grade of those staff?
3. What is the staff head count within Aviation and Airport Division broken down into the separate units within that Division? How many redundancies have been made within this Division and the individuals units since 7 September 2013? Can you please provide a breakdown of the numerical number of staff and the APS grade of those staff?

Answer:

1.

Staff headcount in Surface Transport Policy Division (STP)	
Branch	No. of Employees (Headcount)
Business Services and SCOTI Secretariat	5
Executive	5
Joint Agency Coordination Centre	3
Land Transport Productivity	17
Maritime and Shipping Policy	23
Regulatory Practitioners Forum	1
Road Safety and Transport Access	13
Vehicle Regulation Reform	13
Vehicle Safety Standards	53
Total for STP	133

- Nil redundancies in Surface Transport Policy Division.

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2.

Staff headcount in Office of Transport Security (OTS)	
Branch	No. of Employees (Headcount)
Aviation Security Branch	32
Executive	2
Maritime, Identity & Surface Security	34
OTS Executive Branch	9
Risk and International	62
Supply Chain Security Taskforce	14
Transport Security Operations	144
Total for OTS	297

Number of Redundancies in OTS	
Branch	Redundancies
Aviation Security Branch	-
Executive	-
Maritime, Identity & Surface Security	-
OTS Executive Branch	-
Risk and International	2
Supply Chain Security Taskforce	-
Transport Security Operations	-
Total Redundancies in OTS	2

APS Grade of each redundancy in OTS		
Branch	APS Grade	Redundancies
Risk and International	APS 4	1
Risk and International	EL 2	1
Total Redundancies in OTS	-	2

3.

Staff headcount in Aviation and Airports Division (A&A)	
Branch	No. of Employees (Headcount)
A&A Business Management	3
Air Traffic Policy	14
Airports	40
Aviation Environment	22
Aviation Industry Policy	29
Executive	2
International Air Services Commission	3
Total for A&A	113

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Number of Redundancies in A&A	
Branch	Redundancies
A&A Business Management	-
Air Traffic Policy	-
Airports	1
Aviation Environment	-
Aviation Industry Policy	-
Executive	-
International Air Services Commission	-
Total Redundancies in A&A	1

APS Grade of each redundancy in A&A		
Branch	Classification	Redundancies
Airports	APS 4	1
Total Redundancies in A&A	-	1

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Question no.: 06

Program: n/a

Division/Agency: Corporate Services

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 Infrastructure and Regional Development

1. 29
2. 31
3. 32
4. 28

Airservices Australia

1. 13
2. 15
3. 13
4. Up to 15 anticipated to be confirmed following further planning.

Australian Maritime Safety Authority

1. Nil.
2. Nil.
3. Nil.
4. Nil.

Australian Transport Safety Bureau

1. Nil
2. Nil
3. Five
4. None projected

Civil Aviation Safety Authority

1. Nil.
2. Six.
3. Nil.
4. CASA anticipates there will be six graduates participating in the next graduate programme commencing in January 2016.

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Infrastructure Australia

N/A

National Capital Authority

1-4. Nil.

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Question no.: 07

Program: n/a

Division/Agency: Corporate Services

Topic: Conditions of Government Contracts and Agreements

Proof Hansard Page: Written

Senator Ludwig asked:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?
9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

The Department of Infrastructure and Regional Development

1. No.
2. N/A.
3. No.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. No.

Airservices Australia

1. No.
2. N/A.
3. No.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. N/A.

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Australian Maritime Safety Authority

1. No.
2. Not applicable.
3. No.
4. Not applicable.
5. Not applicable.
6. No.
7. Not applicable.
8. Not applicable.
9. No.

Australian Transport Safety Bureau

N/A

Civil Aviation Safety Authority

1. No.
2. N/A.
3. No
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. N/A.

Infrastructure Australia

1. No
2. Not applicable
3. No
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. Not applicable
9. Not applicable

National Capital Authority

1. No
- 2-9. N/A

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Question no.: 08

Program: n/a

Division/Agency: Corporate Services

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? If yes:
 - a. What therapies have been provided?
 - b. What were they used to treat?
 - c. What was the cost of the therapy?

Answer:

The Department of Infrastructure and Regional Development

1. No.
2. No.

Airservices Australia

1. Non - conventional therapies are able to be provided to Airservices ill or injured employees if they have been recommended by a medical practitioner.
 - a. These therapies can be approved if they have been recommended by a medical practitioner and then approval is provided by the cost centre managers, which in most cases is the Branch Manager.
 - b. These therapies are available to an ill or injured person who is an employee of Airservices.
 - c. The therapies are able to be provided under the Injury Management System.
2. Since 7 September 2013 Airservices has not paid for any non-conventional therapies for any employees. However, there may have been therapies that have been paid for by Comcare under workers' compensation insurance.

Australian Maritime Safety Authority

1. No.
2. No.

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Australian Transport Safety Bureau

1. No.
2. No.

Civil Aviation Safety Authority

1. CASA does not provide non-conventional therapies for staff. However, during Mental Health Month in October 2014, a group meditation session was arranged for CASA staff – see response to Question 2.
2. As a result of a staff suggestion, a group meditation session was conducted as a support activity to help promote mental health month in October 2014.
 - a. A one-hour guided meditation session.
 - b. Promoting awareness of non-conventional therapies that may assist with maintaining good mental health and wellbeing.
 - c. \$100.

Infrastructure Australia

1-2. N/A

National Capital Authority

1. No.
2. No.

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Question no.: 09

Program: n/a

Division/Agency: Corporate Services

Topic: Statutory Review Provisions

Proof Hansard Page: Written

Senator Ludwig asked:

Please list all current legislation, covered by the Department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a work plan for the review.
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date?
6. Who is the Minister responsible for the review?
7. What Department is responsible for the review?
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review?
11. Who is conducting the review? How were they selected? What are the legislated obligation s for the selection of the person to conduct the review?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the Minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review.
16. Will the report will be tabled in parliament or made public. If so, when?

Answer:

The Department of Infrastructure and Regional Development

The Department administers the following legislation that contains statutory review provisions:

- *Local Government (Financial Assistance) Act 1995* (section 17). This review has been conducted and a report was provided to the Hon John Fahey MP (the then) Minister for Finance and Administration on 21 June 2001.
- *Road Charges Legislation Repeal and Amendment Act 2008* (section 4). A copy of the report was tabled in both Houses of Parliament on 18 June 2012.
- Part X of the *Competition and Consumer Act 2010* is subject to periodic review in accordance with the Council of Australian Governments Competition Principles Agreement of 1995. The Treasury determines when these reviews are undertaken and by whom. Part X is currently under review, chaired by Professor Ian Harper <http://competitionpolicyreview.gov.au/>.
- *National Transport Commission Act 2003* (section 51)
 1. The Review process and panel arrangements have been agreed by TISOC and endorsed by the Council. The Terms of Reference were agreed by the Transport and Infrastructure Council (the Council) on 7 November 2014 (09 - Attachment A).
 2. The Act and the Intergovernmental Agreement for Regulatory and Operational Reform in Road, Rail and Intermodal Transport (the IGA) together require that the Council undertake

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and finalise a review of the National Transport Commission (NTC), the Act and the IGA by 6 September 2015. A written report of the review is to be given to the Prime Minister, each of the state premiers, and each of the chief ministers of the territories by that date. The Expert Panel will provide an interim report to the Council (through TISOC) by 15 April 2015, to facilitate a discussion by the Council in May 2015. The final report will be lodged with the Council (through TISOC) by 1 August 2015.

3. See response to Question 1.
4. See response to Question 1.
5. See response to Question 2.
6. The Council is responsible for the review. The Minister for Infrastructure and Regional Development is chair of the Council.
7. The Transport and Infrastructure Senior Officials' Committee (TISOC) is answerable to the Council for the review arrangements. The Department of Infrastructure and Regional Development is the Australian Government member of TISOC and the Secretary of the Department of Infrastructure and Regional Development is chair of TISOC.
8. Section 51 of the Act.
9. See 09 - Attachment A.
10. See 09 - Attachment A.
11. The review will be undertaken by a two person Expert Panel (Ms Mary-Ann O'Loughlin and Mr Norm McIlpatrick) with Secretariat support provided by the Commonwealth. The Act does not specify any requirements for the selection of the reviewers. The review process and panel arrangements were agreed by TISOC and endorsed by the Council.
12. The expected review costs to the Department of Infrastructure and Regional Development in 2014-15 are:

Resource	Cost 2014-15 (\$ exGST)
Staffing (dedicated EL2 and APS6)	152,900
Consultancies (expert review panel)	45,000
Domestic airfares	19,000
Meeting expenses (consultation)	800
TOTAL	217,700

Expenses in 2015-16 have not yet been quantified by the Department.

13. See response to Question 11.
14. See response to Question 2.
15. See response to Question 12.
16. Release of the report will be a matter for the Council of Australian Governments.

Airservices Australia

No current legislation contains a statutory review provision.

Australian Maritime Safety Authority

There are no statutory review provisions in any of the legislation under which the Australian Maritime Safety Authority operates

Australian Transport Safety Bureau

- Questions 1 – 16: Not applicable

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Civil Aviation Safety Authority

Section 39.006 of the Civil Aviation Safety Regulations 1998 (CASR 1998) provides for a person to ask CASA in writing to review the operation of an Australian airworthiness directive on certain grounds. Section 39.007 of CASR 1998 deals with the action that CASA must take on receiving such a request. Although CASA is obliged to act, and if appropriate revoke or amend a directive, there is no formal requirement for a report back to the person who requested the review or to any other body.

1-16 Note that the Minister responsible is the Deputy Prime Minister and Minister for Infrastructure and Regional Development and the responsible Department is the Department of Infrastructure and Regional Development. For further information, see 09 - Attachment B.

Infrastructure Australia

N/A

National Capital Authority

The National Capital Authority is responsible for keeping the National Capital Plan (the Plan) under constant review and proposing amendments to it when necessary in accordance with the statutory provisions set out in section 6 and 14 to 22 of the *Australian Capital Territory (Planning and Land Management) Act 1988* (the Act). On 1 June 2012, the review of the Plan commenced.

The primary aim of the planning review is to clarify and simplify the shared planning responsibilities of the Australian and the ACT Government, while protecting the national interest in the ACT.

An exposure draft of the revised Plan is scheduled for public consultation during 2014–15.

The Plan review is part of the NCA's statutory functions and undertaken within agreed budget resources. The Plan Review will be implemented by a number of amendments to the Plan. Draft amendments to the Plan are subject to public consultation including with the Territory planning authority. The NCA submits amendments to the Assistant Minister for Infrastructure and Regional Development, the Honourable Jamie Briggs MP, (the Minister) who may approve the amendment without alteration; or refer the amendment back with directions to either conduct further consultations or provide suggested alterations. The Minister may also refer draft amendments to the Joint Standing Committee on the National Capital and External Territories before considering the amendment.

Either House of Parliament has 15 days in which it may disallow amendments to the Plan tabled by the Minister. The Act allows six sitting days but the *Legislative Instruments Act 2003* supersedes the Act and allows 15 sitting days. If a resolution disallowing all or part of the Amendment is passed then that whole or part of the Amendment ceases to have effect.

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Question no.: 10

Program: n/a

Division/Agency: Corporate Services

Topic: Sunset Provisions

Proof Hansard Page: Written

Senator Ludwig asked:

Please list all current legislation, covered by the Department's portfolio, which contain a sunset provision/s. For each, please provide:

1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
2. Has any consideration been given to delaying or alerting the sunset provisions?
3. Please provide a schedule or a work plan for the sunset provisions becoming active.
4. When did/will this work begin?
5. When is/was the review due to commence?
6. What is the expected report date?
7. Who is the Minister responsible for the review?
8. What Department is responsible for the review?
9. List the specific clauses or legislation under review caused by the statutory provision.
10. List the terms of reference.
11. What is the scope of the review?
12. Who is conducting the review? How were they selected? What are the legislated obligations for the selection of the person to conduct the review?
13. What is the budgeted, projected or expected costs of the review?
14. When was the Minister briefed on this matter?
15. What decision points are upcoming for the Minister on this matter?
16. List the number of officers, and their classification level, involved in conducting the review
17. Will the report will be tabled in parliament or made public. If so, when?

Answer:

The Department of Infrastructure and Regional Development

The Department of Infrastructure and Regional Development has the following current legislation which contain a sunset provision:

- Interpretation Act (WA) (CI) (Amendment) Ordinance 1992 (Section 74I (after 74H))
- Interpretation Act (WA) (CKI) (Amendment) Ordinance 1992 (Section 74I (after 74H))

Both of these provisions override review and sunset clauses in the laws of WA as applied in the territories of Christmas Island and Cocos (Keeling) Islands unless the contrary intention appears.

As the effect of these provisions is to remove any sunsetting provisions from the laws of WA as applied in the Territories of Christmas Island and Cocos (Keeling) Island there are no reviews or other work that arise from these provisions.

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Airservices Australia

Nil

Australian Maritime Safety Authority

Nil

Australian Transport Safety Bureau

Nil

Civil Aviation Safety Authority

Nil

Infrastructure Australia

Not applicable.

National Capital Authority

Nil

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Question no.: 11

Program: n/a

Division/Agency: Corporate Services

Topic: Domain Usage

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the Minister's Office. Please provide:
 - a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
 - b. Amount of data downloaded and uploaded to the site.
 - c. Number of times the site was accessed.

Answer:

1. a. Refer to 11 – Attachment A
- b. This information is not readily available as the internet access system does not have a data centric report.
- c. Refer to 11 – Attachment A

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Question no.: 12

Program: n/a

Division/Agency: Corporate Services

Topic: Procedure Manual (Departmental)

Proof Hansard Page: Written

Senator Ludwig asked:

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

Answer:

1. No.
2. N/A
3. N/A
4. N/A
5. N/A
6. All ministerial and parliamentary documents are cleared by a Senior Executive Officer prior to transmission to the Ministerial offices.

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Question no.: 13

Program: n/a

Division/Agency: Corporate Services

Topic: Procedure Manual (Ministerial)

Proof Hansard Page: Written

Senator Ludwig asked:

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

Answer:

1. No.
2. N/A
3. N/A
4. N/A
5. N/A

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Question no.: 14

Program: n/a

Division/Agency: Corporate Services

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:

Department of Infrastructure and Regional Development

No.

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Question no.: 15

Program: n/a

Division/Agency: Corporate Services

Topic: G20 Expenses

Proof Hansard Page: Written

Senator Ludwig asked:

Please provide an itemised table of all expenses incurred by the Department since 7 September 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.
11. Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

Answer:

1-3 & 8. Event details and associated costs as follows:

G 20 Event name	Cost	Location & No. of attendees	Date
IDC	\$34.65	PM&C, Canberra, 1	29/1/14
IDC	\$16.87	PM&C, Canberra, 1	27/2/14
IDC	\$39.36	PM&C, Canberra, 1	6/3/14
IDC	\$35.64	DFAT, Canberra, 1	24/3/14
Infrastructure Investment Working Group	\$695.14	Sydney, 1	18/19/3/14
IDC	\$16.49	PM&C, Canberra, 1	19/5/14
Energy Efficiency Working Group	\$747.21	Sydney, 1	17-18/5/14
IDC	\$26.31	Treasury, Canberra, 2	2/7/14
IDC	\$33.08	PM&C, Canberra, 1	2/7/14
IDC	\$37.74	DFAT, Canberra, 1	3/7/14
Total costs	\$1682.49		

4. No service providers involved
5. No contracts were awarded
6. N/A
7. N/A
9. The Ministers did not attend any of the events that were attended by the Department.
10. N/A
11. N/A

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Question no.: 16

Program: n/a

Division/Agency: Corporate Services

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:

Department of Infrastructure and Regional Development

1. Department of Infrastructure and Transport Enterprise Agreement 2011-2014.

The terms and conditions of the Department of Regional Australia, Regional Development and Local Government Enterprise Agreement 2011 also applies to former employees of the Department of Regional Australia, Regional Development and Local Government under the section 24(3) determination of the *Public Service Act 1999* signed by the Minister Assisting the Prime Minister on the Public Service, Senator the Hon Eric Abetz, to preserve, on an interim basis, the terms and conditions of all APS employees affected by the Machinery of Government (MoG) changes arising from the Administrative Arrangements Orders (AAOs) of 18 September 2013

2. Start date: 1 July 2011, Nominal expiry date: 30 June 2014.
3. The Department commenced bargaining on 24 July 2014 and has held seven bargaining meetings to 29 October 2014.

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Question no.: 17

Program: n/a

Division/Agency: Corporate Services

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 of Infrastructure and Regional Development

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

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Question no.: 18

Program: n/a

Division/Agency: Corporate Services

Topic: Commissioned Reports

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

The Department of Infrastructure and Regional Development

1. Preparation of two reports to inform the White Paper on Developing Northern Australia. The first report presents an assessment of prospective dam sites and the relative location of suitable soils in Northern Australia. The report was commissioned on 12 June 2014 and completed on 27 June 2014. The second report presents an assessment of cost-effective surface water storage options in Northern Australia. The report was commissioned on 14 July 2014 and completed on 15 August 2014. It is proposed that the reports will be publicly released at the time the White Paper on Developing Northern Australia is also released. There were no Terms of Reference for either report. There were no Committee members.
2. The first report cost \$70 000 and the second \$100 000. One Departmental EL2 staff member and one APS5 staff member were involved in overseeing the reports. The number of external staff involved and their remuneration is unknown.
3. The reports have been completed. The Government will not respond to the reports. The reports will be used to inform the White Paper on Developing Northern Australia.

Airservices Australia

1 – 3 Nil.

Australian Maritime Safety Authority

Since 1 June 2014, the Government has not commissioned any Reports from the Australian Maritime Safety Authority.

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Australian Transport Safety Bureau

1. Nil
2. N/A
3. N/A

Civil Aviation Safety Authority

Nil.

Infrastructure Australia

Nil.

National Capital Authority

Nil.

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Question no.: 19

Program: n/a

Division/Agency: Corporate Services

Topic: Stationery Requirements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since Budget Estimates in June 2014:

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

Answer:

The Department of Infrastructure and Regional Development

1. \$5,939.22 for stationery.
2. \$133,364.80
- 3.

Type of Stationery	Date requested	Cost
Event specific stationery	October 2014	\$2,228.60

Airservices Australia

1. N/A.
2. Airservices has spent \$376,494 on stationery and office supplies for the period 1 June 2014 to 31 October 2014.
3. N/A.

Australian Maritime Safety Authority

1. Not applicable. The Australian Maritime Safety Authority (AMSA) does not supply stationery for the Minister's office.
2. Between 1 June and 31 October 2014, expenditure by AMSA on stationery was \$84,100.
3. Not applicable.

Australian Transport Safety Bureau

1. N/A
2. Nil
3. N/A

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Civil Aviation Safety Authority

1. N/A.
2. \$98,000.
3. N/A.

Infrastructure Australia

1. Nil.
2. From 1 June 2014 to 31 October 2014 \$1,213.00.
3. Nil.

National Capital Authority

1. Nil.
2. Between 1 July 2014 and 31 October 2014, the National Capital Authority (NCA) spent \$7,080 on departmental stationery and office requirements, including specialist graphic design materials.
3. No.

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Question no.: 20

Program: n/a

Division/Agency: Corporate Services

Topic: Electronic Equipment

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June, 2014:

Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's Office.

1. List the items.
2. List the items location or normal location.
3. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level.
4. List the total cost of the items.
5. List an itemised cost breakdown of these items.
6. List the date they were provided to the office.
7. Note if the items were requested by the office or proactively provided by the Department

Answer:

- Nil

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Question no.: 21

Program: n/a

Division/Agency: Corporate Services

Topic: Media Subscriptions

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. What pay TV subscriptions does your Department/Agency have?
 - a. Please provide a list of channels and the reason for each channel.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your Department/Agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your Department/Agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
4. What publications does your Department/Agency purchase?
 - a. Please provide a list of publications purchased by the Department and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?

Answer:

Department of Infrastructure and Regional Development

1. The department has a subscription with Foxtel.
 - a. The package provided by Foxtel contains a package of channels and has been assessed as the most cost effective and relevant package for the Department.
 - b. \$11,246
 - c. There are two Foxtel subscriptions for the Ministers and their offices.
 - d. \$914
2. The Age, The Australian, The Australian Financial Review, Business Review Weekly, Canberra Times, The Daily Telegraph, Herald Sun, The Land, Sydney Morning Herald, and The West Australian.
 - a. The newspaper subscriptions are relevant to the department's industry and professional work.
 - b. \$10,317
 - c. Adelaide Advertiser, The Age, The Australian, The Australian Financial Review, Business Review Weekly, Canberra Times, Courier Mail, The Daily Telegraph, The Economist, Herald Sun, The Land, The Norfolk Islander, The Spectator and Sydney Morning Herald,
 - d. \$8,816

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3. Australian Aviation, The Mandarin, Crikey, Urban Affairs Bulletin, Cargo Security, Diesel, Railway Digest, How, Australian Taxation Reporter, Kanga News

- a. Annual subscriptions and one off purchases are relevant to the department's industry and professional work.
- b. \$4,394
- c. N/A
- d. Nil

4. See refer to **21 - Attachment A** for list of publications

- a. Any publications purchased are one off and relevant to the department's industry and professional work.
- b. \$18,820
- c. N/A
- d. Nil

Airservices Australia

1. (a) The National Operations Centre and Air Traffic Control centres require Foxtel in order to responsibly manage the air traffic network and gain information regarding relevant alerts and activities within Australia. Airservices subscribes to Parliamentary TV to help ensure the organisation remains up-to-date with relevant aviation legislation and regulatory developments.

The Aviation Rescue and Fire Fighting (ARFF) group subscribe to the standard Foxtel package at fire stations. The ARFF fire fighters cannot leave the immediate vicinity of their fire station whilst on shift. The length of shifts worked at some of the stations, and the fact that some stations are in remote or regional localities with limited choice or duration of standard TV coverage, has prompted ARFF to make it available. Any local arrangements beyond the standard package are financed by those individuals.

(b) The monthly Business Package rate for Foxtel is \$150. We have 24 ARFF stations (most of which have Foxtel) so the cost is approximately \$18,000 for the period 1 June 2014 to 31 October 2014. Any amounts over this are funded by employees.

2. (a) Airservices newspaper subscriptions (The Australian, The Canberra Times, the Financial Review, The Age and The Sydney Morning Herald) ensure the organisation keeps informed on news and current events.

(b) The cost of newspaper subscriptions for the period 1 June 2014 to 31 October 2014 was \$4,955.42.

3. (a) Airservices subscribes to industry and technical magazines to ensure staff are informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards.

(b) The cost from 1 June 2014 to 31 October 2014 for paper magazine subscriptions was \$6,389.86.

4. (a) Airservices purchases a large number of books, articles, and reports to keep staff informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards.

(b) The cost for publications purchased from 1 June 2014 to 31 October 2014 was \$4,762.69.

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Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) subscribes to Foxtel.
 - (a) The channels are those provided with the Business Premium package offered by Foxtel. The reason the Business Premium package has been selected by AMSA is that it provides Sky News to keep staff informed about current events that may be relevant to AMSA's operations.
 - (b) The cost for Foxtel from 1 June 2014 to 31 October 2014 was \$4,366.18 GST exclusive.
 - (c) Nil.
 - (d) Not applicable.
2. AMSA offices have subscriptions for major daily and regional newspapers as a means of keeping staff informed about news and current events which may be relevant to AMSA's operations.
 - (a) AMSA receives the following newspapers on business days Monday to Friday at the following locations:
 - Canberra Office – The Australian, The Canberra Times, Daily Telegraph and The Sydney Morning Herald.
 - Brisbane Office - Courier Mail.
 - Sydney Office – The Sydney Morning Herald.
 - Melbourne Office – The Australian.
 - Fremantle Office – The Australian and The West Australian.
 - (b) The total cost from 1 June 2014 to 31 October 2014 is \$4,282.00 GST exclusive.
 - (c) Nil.
 - (d) Not applicable.
- 3-4: AMSA subscribes to and purchases relevant business, trade, professional and industry magazines and publications relevant to its role as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue. AMSA does not maintain centralised records for each subscription that would make it possible to provide a detailed breakdown in the terms sought in question 3 (a) and (b) and 4 (a) and (b) without an unreasonable diversion of resources.
 - (c) Nil.
 - (d) Not applicable.

Australian Transport Safety Bureau

1. Nil
2. Nil
3. a.
 - *Rail Express*—to keep abreast of rail industry developments.
 - *Australian Aviation*—to keep abreast of aviation industry developments.
 - Flight Comment—Search and rescue magazine sent by Canadian National Defence
 - Vector—Civil flight safety magazine sent by Civil Aviation Safety Authority of New Zealand
 - b. Magazines are provided free of charge.
 - c. Nil
 - d. Magazines are provided free of charge
4. Nil

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Civil Aviation Safety Authority

1. CASA subscribes to Foxtel's Business Premium Package.
 - a. All channels listed below are provided to allow staff with a wider range of access to news and other appropriate channels:

Fox Sports 1	BBC World News	Smooth	V
Fox Sports 2	CNN	BBC Knowledge	V Hits
Fox Sports 3	Sky News Weather	Music Max	MTV Dance
Fox Sports 4	Bloomberg	MTV Music	CMC
Fox Sports 5	Fox Sports News	Nat Geo People	CCTV 9 Documentary
Euro Sport	Fox News	Nickelodeon	Nick Jr
Euro Sport News	CNBC	Cartoon Network	Boomerang
ESPN	A-Pac	Lifestyle Food	Lifestyle
ESPN 2	National Geographic	Fox Classics	Fox 8
Fuel TV	Nat Geo Wild	Aust. Christian Channel	Lifestyle You
Speed	Discovery	Aurora	Arena
Sky News National	Discovery Science	Comedy	MTV
Sky News Local	BBC First	Lifestyle Home	Style
Sky News Business	TLC	Universal Channel	UKTV
Sky News Multiview	Animal Planet	TCM	E
Crime and Investigation	History	Expo	Bio
SyFy Channel	Disney Channel	Studio	111 Greats
Disney Junior	Turbo Max	SoHo	TV Hits
Fox Footy	Aljazeera	CCTV News	13 Street
A & E	TVSN	CBeebies	Kids Co
FX	Disney XD	NHK World	

- b. \$3,986.
- c. N/A.
- d. N/A.

2-4.

- a. CASA subscribes to newspapers and to aviation magazines and publications to allow staff to be kept informed of news items and of aviation industry developments. CASA does not track the titles of individual newspapers and magazines.
- b. \$66,680.
- c. N/A.
- d. N/A.

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Infrastructure Australia

1. Nil.
2. Infrastructure Australia has the following newspaper subscriptions:
 - a. All the following subscriptions enable staff to keep up to date with current media to assist in the performance of their work.
 - (i) The Financial Review
 - (ii) The Sydney Morning Herald
 - (iii) The Australian
 - (iv) The Daily Telegraph
 - (v) The Weekend Australian
 - b. From 1 June 2014 to 31 October 2014 the cost has been \$782.00.
 - c. Nil.
 - d. Nil.
3. Nil.
4. Nil.

National Capital Authority

1. Nil.
2. a. subscriptions to *The Australian*, *The Canberra Times* for media monitoring.
 - b. Between 1 June 2014 to 31 October 2014, subscriptions cost \$1,455.
 - c. Nil.
3. Nil.
4. Nil.

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Question no.: 22

Program: n/a

Division/Agency: Corporate Services

Topic: Media Monitoring

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

The Department of Infrastructure and Regional Development

1. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
 - a. iSentia.
 - b. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
 - c. N/A.
2. The total cost of media monitoring services, including press clippings and electronic media transcripts provided to the Department (includes departmental and ministerial costs) since June 2014 is \$353,782 (GST exclusive).
 - a. iSentia.
 - b. \$353,782 was spent providing media monitoring services between 1 June 2014 and 31st October 2014*.
 - c. Itemised expenses set out below

Month	Amount	Deliverable
June 2014	\$69,017	Press clippings, transcription service
July 2014	\$71,645	Press clippings, transcription service
August 2014	\$71,425	Press clippings, transcription service
September 2014	\$70,050	Press clippings, transcription service
October 2014	\$71,645	Press clippings, transcription service
TOTAL	\$353,782	

**The above departmental costs for the period 1 June 2014 and 31 October incorporate the Joint Agency Coordination Centre functions of the Department of Infrastructure and Regional Development.*

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Airservices Australia

1. N/A
2. (a) iSentia.
(b) The total spend from 1 June 2014 to 31 October 2014 was \$18,609.90 excluding GST.

Service provided	Cost
Monitoring Service June 14 charges	\$ 3,386.86
Monitoring Service July 14 charges	\$ 4,775.51
Monitoring Service Aug 14 charges	\$ 3,454.52
Monitoring Service Sep 14 charges	\$ 3,435.38
Monitoring Service Oct 14 charges	\$ 3,557.63
Total	\$18,609.90

Australian Maritime Safety Authority

1. Nil.
2. The total cost of media monitoring services for AMSA from 1 June 2014 to 31 October 2014 was \$35,772:
 - (a) Media Monitors (iSentia) and CCH Parliamentary Alerts.
 - (b) \$35,772.
 - (c) CCH Parliamentary Alerts - \$2,177; Media Monitors (iSentia) - \$33,595.

Australian Transport Safety Bureau

1. Nil
 - a. Not applicable
 - b. Nil
 - c. Nil
2. Nil. Media Monitoring services to the ATSB are provided by the Department of Infrastructure and Regional Development.
 - a. Not applicable
 - b. Nil
 - c. Nil

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Civil Aviation Safety Authority

1. N/A
2.
 - a. AAP and iSentia
 - b. \$28,151.28
 - c. See Table below:

Company	Date	Cost (\$)
AAP	1/6/2014	654.57
AAP	8/6/2014	24.82
AAP	1/7/2014	654.57
AAP	20/7/2014	202.99
AAP	31/7/2014	38.69
AAP	1/8/2014	654.57
AAP	1/9/2014	654.57
AAP	7/9/2014	19.45
AAP	14/9/2014	1,001.75
AAP	28/9/2014	1,315.96
AAP	30/9/2014	47.17
AAP	1/10/2014	654.57
AAP	19/10/2014	437.26
AAP Total		6,360.94
iSentia	30/6/2014	4,200.10
iSentia	31/7/2014	7,393.75
iSentia	31/8/2014	5,493.68
iSentia	30/9/2014	4,702.81
iSentia Total		21,790.34

Infrastructure Australia

IA uses the Department of Infrastructure and Regional Development's media monitoring services.

National Capital Authority

1-2. Nil

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Question no.: 23

Program: n/a

Division/Agency: Corporate Services

Topic: G20 Brisbane

Proof Hansard Page: Written

Senator Ludwig asked:

1. Which Ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the Minister be in Brisbane?
3. Please provide a copy of the Minister's program and a list of any meetings that are scheduled.
4. Did the Minister request any briefing material from the Department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff will attend with the Minister?
6. How many departmental staff attended the G20?
7. For each Minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each Minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each Minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the Department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the Department be preparing a report following the G20? If yes:
 - a. What will be the scope of the report?
 - b. When will it be complete?
 - c. Will it be available to the public?

Answer:

1 – 9. Nil.
10. No
11. No

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Question no.: 24

Program: n/a

Division/Agency: Corporate Services

Topic: Market Research

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

List any market research conducted by the Department/Agency:

1. List the total cost of this research.
2. List each item of expenditure and cost, broken down by division and program.
3. Who conducted the research?
4. How were they identified?
5. Where was the research conducted?
6. In what way was the research conducted?
7. Were focus groups, round tables or other forms of research tools used?
8. How were participants for these focus groups etc selected?
9. How was the firm or individual that conducted the review selected?
10. What input did the Minister have?
11. How was it approved?
12. Were other firms or individuals considered? If yes, please detail.

Answer:

The Department of Infrastructure and Regional Development

1. (a) The project, which involves undertaking market testing of livery, has not yet been finalised, therefore final cost is not yet known.
(b) Western Sydney Airport project - \$228,901.90 including GST.
2. (a) The project is not yet finalised and therefore we are unable to provide each item of expenditure.
(b) (i) \$139,000 including GST for market research to inform the development of a communications and stakeholder engagement strategy for the Western Sydney airport project, Western Sydney Unit, Infrastructure Growth Package; and (ii) \$89,901.90 including GST for market research to benchmark community awareness and attitudes towards an airport in Western Sydney, Western Sydney Unit, Infrastructure Growth Package.
3. (a) Woolcott Research and Engagement.
(b) (i) Essence Communications; and (ii) GfK Australia.
4. (a) The Department called for tenders from marketing and market research agencies on the Department's Community Engagement and Department of Human Services Communications Panels.
(b) Both firms were identified through the whole of government Communications Multi-Use List.
5. (a) The research was conducted in each capital city, Port Macquarie and Geelong.
(b) Focus groups were conducted primarily in Western Sydney, with a small portion conducted in greater Sydney. In-depth stakeholder interviewees included representatives from Western Sydney, state-wide and some national organisations.

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6. (a) The research was conducted through focus groups, which consisted of semi structured interview sessions, together with questionnaires.
(b) (i) Focus groups, online survey and in-depth stakeholder interviews; and (ii) Online survey.
7. (a) Focus groups and questionnaires were used as outlined at 6 above.
(b) Yes, refer to answer 6.
8. (a) Interviewees were chosen to ensure a mix of respondents in terms of age, gender and socio-economic status.
(b) Participants for the focus groups and online survey were selected based on demographic profile. In-depth stakeholder interviewees were selected by the Department.
9. (a) The Department called for tenders from marketing and market research agencies on the Department's Community Engagement and Department of Human Services Communications Panels. Folk Pty Limited was selected as the preferred tenderer, with Woolcott Research and Engagement conducting the market research component of the project for Folk Pty Limited.
(b) Both firms were contracted following a competitive request for offer process, utilising the whole of government Communications Multi-Use list in accordance with the Commonwealth Procurement Rules
10. (a) Ministerial approval for the project was provided on 18 July 2014.
(b) Nil.
11. (a) The Department provided the Minister with a written brief.
(b) Having regard to the recommendations of the respective procurement evaluation committee, each contract was awarded through the Department's central procurement system with approval from an authorised delegate.
12. (a) Five proposals were received as part of the tender response.
(b) Yes, in relation to each contract awarded, a selection of potential suppliers from the Communications Multi-Use List were invited to tender a submission consistent with an approach to ensure competition and an efficient procurement process.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Market Research conducted by the Australian Maritime Safety Authority in the period 1 June – 31 October 2014 included:

- a) Research into the community's perception of vessel safety;
- b) A satisfaction survey of AMSA's national stakeholders.

Details of the cost, expenditure, providers, and other details sought in answers 1-12 (where applicable) are included at **24 - Attachment A**.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

In relation to a Survey of public attitudes to aviation safety:

1. \$19,800.
2. N/A.
3. Galaxy Research.

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4. Request for quote.
5. National online.
6. Online.
7. NA.
8. N/A.
9. Request for quote from preferred suppliers list.
10. Nil.
11. By the Associate Director of Aviation Safety.
12. Yes, quotes from four research companies were sought; Galaxy, AMR, Newspoll and Roy Morgan.

In relation to a Market Research Survey:

1. \$153,120
2. Division: Safety Education & Promotion, Program: Safety Promotion

Cost breakdown (including GST)

Project scoping and planning workshop for safety focused research	\$4,400
Qualitative research	\$98,230
Preparation and delivery of interim qualitative report	\$2,640
Quantitative research	\$31,790
Analysis, reporting and workshops	\$16,060

3. Colmar Brunton Social Research
4. An RFQ process was conducted. Respondents were selected from the Department of Finance's Communications multi-use list.
5. Qualitative and quantitative fieldwork was conducted. The locations for the face to face groups and depth interviews reflected a mix of capital city locations (smaller and larger centres) as well as regional centres. In-depth interviews were conducted with stakeholders from a range of locations across Australia. The online surveys were open to stakeholders across Australia.
6. The aviation safety research included qualitative (phase 1) and quantitative research (phase 2). Phase 1 was a series of focus groups and interviews with aviation industry stakeholders. Phase 2 included two online surveys – one with aviation stakeholders and the other with the travelling public.
7. Yes.
8. Interested parties were invited to opt-in to the research by Colmar Brunton. CASA also promoted the opportunity to participate in the aviation safety research via its communication channels including e-newsletters, website, and twitter. Colmar Brunton also directly approached some stakeholders and invited them to participate.

Phase 1 participants were selected from the sample of stakeholders who registered to participate in the research. Colmar Brunton developed the final qualitative mix and selected appropriate participants to best achieve the aims of the project. An unlimited number of stakeholders in the aviation industry and with an interest in safety issues were able to opt-in to complete the online survey.

In terms of the travelling public, Colmar Brunton included up to four questions in their weekly online omnibus study which collects responses from a nationally representative sample of n=1000 Australians aged 18+, with the results post weighted to ABS Census data.

9. An RFQ process was conducted. Respondents were selected from the Department of Finance's Communications multi-use list. An evaluation panel appraised and ranked the proposals against the evaluation criteria specified in the RFQ documentation. Two referees were contacted for each of the top two respondents.
10. N/A.
11. The RFQ evaluation panel prepared an evaluation report and based on their assessment, recommended Colmar Brunton to the Financial Approving Officer as the successful tenderer. It was approved by the Director of Aviation Safety.
12. Yes. GfK Australia, Orima, Quantum Market Research, TNS Global and Urbis. However, Urbis advised that after due consideration they decided not to submit a formal proposal.

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Infrastructure Australia

N/A

National Capital Authority

Nil.

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Question no.: 25

Program: n/a

Division/Agency: Corporate Services

Topic: FOI Requests

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - b. For how many has a redacted document been provided?

Answer:

Department of Infrastructure and Regional Development

1. 40 (from 1 June 2014).
2. 2.
3. a. Nil.
b. 2.

Airservices Australia

1. 5.
2. Nil.
3. N/A.

Australian Maritime Safety Authority

1. 12
2. None.
3. Not applicable.

Australian Transport Safety Bureau

1. 8
2. 0
3. a-b. Not applicable

Civil Aviation Safety Authority

1. 44.
2. Nil.
3. N/A.

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Infrastructure Australia

Nil

National Capital Authority

1. Nil.
- 2-3. Not applicable.

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Question no.: 26

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Motor Vehicle

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June, 2014:

Has the Minister been provided with or had access to a motor vehicle? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine if a Minister is entitled to a motor vehicle.
8. Have these guidelines changed since Additional Estimates in February 2014? If so, please detail.
9. Please provide a copy of the guidelines that determine how a Minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed since Additional Estimates in February 2014? If so, please detail.

Answer:

1. The Minister has access to a pool vehicle - Ford Falcon Sedan.
2. \$21,089.
3. 17 September 2013.
4. Yes.
5. Ongoing costs for this motor vehicle including maintenance and fuel costs - \$850 per month.
6. Yes.
- 7 – 10. Guidelines are issued by the Department of Finance.

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Question no.: 27

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Vehicles (non-MoPS)

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
8. Have these guidelines changed during the specified period? If so, please detail.
9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed during the specified period? If so, please detail.

Answer:

No.

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Question no.: 28

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Vehicles

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June, 2014:

Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
8. Have these guidelines changed during the specified period? If so, please detail.
9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed during the specified period? If so, please detail.

Answer:

MoPS Act entitlements are administered by Department of Finance.

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Question no.: 29

Program: n/a

Division/Agency: Corporate Services

Topic: Building Lease Costs

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. What has been the total cost of building leases for the Agency/Department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building is necessary for the operations of the Agency/Department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building was necessary for the operations of the Agency/Department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease. Has this cost been allocated into the budget?
 - e. Why the building is necessary for the operations of the Agency/Department.
5. For each building owned or leased by the Department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

Answer:

The Department of Infrastructure and Regional Development

1. Refer to **29 - Attachment A**.
2. a – b. Refer to **29 - Attachment A**.
 - c. The Department is currently undertaking a review of all accommodation in line with the Department of Finance Property Management Framework.
 - d – e. Refer to **29 - Attachment A**.
 - f. To complete the operational requirements of the Department.
3. Nil.
4. Refer to 2c.
5. a. Refer to **29 - Attachment A**.
 - b. Refer to 2c.

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Airservices Australia

1. Airservices incurred a total lease cost of \$10,773,455 between 1 June and 31 October 2014.
2. Airservices is unable to release this information as it may prejudice future lease negotiations.
3. Nil.
4. At this point in time there is no building leasing planned on top of the current portfolio.
5. Airservices property portfolio primarily supports the National Airways System (NAS) and as such is predominantly infrastructure based e.g. housing navigation aids. In respect of the commercial 'office' occupancies (i.e. non NAS sites) it is estimated that occupancy across the board would run at 95%+.

Australian Maritime Safety Authority

1. The total cost of building leases for the Australian Maritime Safety Authority for the period 1 June 2014 – 31 October 2014 was \$1,729,369.00 GST exclusive.
2. A detailed list of each building that is currently leased, with details sought in parts (a) – (f) of the question, is provided at **29 - Attachment B**.
3. Nil.
4. There are no additional buildings expected to be leased in the next 12 months.
5. The occupancy rate for current buildings, with details sought in parts (a) - (b) of the question is included in the table at **29 – Attachment B**.

Australian Transport Safety Bureau

1. \$705,366.00
2. Refer to **29 – Attachment C**
3. None
a - f: Not applicable
4. None
a - e: Not applicable
5. Leased
a. 100%
b. Not applicable

Civil Aviation Safety Authority

1. \$4,361,857.
2. Refer to **29 – Attachment D**
3. There are no leases that have not been renewed.
4. Refer to **29 – Attachment E**
5. All leased tenancies are fully occupied except Perth. There are two areas within the CASA leased tenancy in Perth of 130m² and 140m² respectively that are not occupied by CASA. The 130m² unit is currently subleased and the 140m² unit is vacant. These units will not be retained by CASA at the end of the current lease which expires on 27 February 2015.

Infrastructure Australia

The IA office lease is administered by the Department of Infrastructure and Regional Development.

National Capital Authority

1. Between 1 July 2014 and 31 October 2014, the total cost of building leases was \$126,134.
2. The National Capital Authority (NCA) leases two buildings; details for each location are as follows.

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Location 1: Treasury Building, Parkes, ACT

- 2.1 17 March 2002
- 2.2 7 March 2017
- 2.3 At the expiry of any lease the NCA makes an assessment to ensure the lease arrangements are efficient and effective use of public money.
- 2.4 Parkes, ACT
- 2.5 Office (\$390 per square meter per annum)
Storage (\$190 per square meter per annum)
- 2.6 Head office for the administrative work associated with the NCA's functional responsibilities under the *Australian Capital Territory (Planning and Land Management) Act 1988* (the Act).

Location 2: Yarralumla Works Depot, Yarralumla, ACT

- 2.1 1 November 2013
- 2.2 31 October 2016
- 2.3 At the expiry of any lease the NCA makes an assessment to ensure the lease arrangements are efficient and effective use of public money.
- 2.4 Yarralumla, ACT
- 2.5 \$31,062.60 (GST exclusive) per annum
- 2.6 Works depot used to support the maintenance and enhancement of the National Capital Estate to a standard all Australians can be proud as per the NCA's functional responsibilities under the Act.
- 3. Nil.
- 4. Nil.
- 5. 100%

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Question no.: 30

Program: n/a

Division/Agency: Corporate Services

Topic: Government Advertising

Proof Hansard Page: Written

Senator Ludwig asked:

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.

Answer:

The Department of Infrastructure and Regional Development

1.

- a) \$19,505
- b)

Item	Exp. (\$)
2015 Graduate advertising	\$7,782
Gazette Notices (various)	\$6,722
University Vacation Employment Program	\$68
Adelaide Airport Curfew	\$957
Sydney Airport Curfew	\$3,858
Has your passport expired?	\$118

- c) GradConnection, Government Gazette, University of Wollongong online career board, Adelaide Advertiser, Sydney Morning Herald, Norfolk Islander
- d) Expenditure was approved by the relevant departmental delegate as per the departments delegations.
- e) Nil
- f) Adcorp, Office of Parliamentary Counsel, University of Wollongong, Mitchell and Partners Australia Pty Ltd and Greenway Press Pty Ltd.

2. Advertising for the remainder of the financial year will depend on the business requirements of the department.
3. Expenditure was approved by the relevant departmental delegate as per the departments delegations.

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Airservices Australia

1. Airservices has spent \$279,578 on marketing and advertising, including job advertisements for the period 1 June 2014 to 31 October 2014.

Reporting systems do not disaggregate advertising expenditure to the requested level. Under the Whole of Government Advertising Arrangement, Airservices' advertising costs were paid through Mitchell & Partners (and Adcorp prior to 1 July 2014).

2. Advertising is not scheduled in advance, and occurs on an 'as-needed' basis. Further, reporting systems do not allow for the disaggregation of budgeted advertising costs from general marketing expenditure.
3. N/A.

Australian Maritime Safety Authority

1. (a) The Australian Maritime Safety Authority (AMSA) spent a total of \$19,975 on government advertising, including for job advertisements, between 1 June – 31 October 2014.
(b) – (f) Details of advertising are provided at [Attachment A](#).
2. The advertising planned for the remainder of the 2014-15 financial year is detailed at [Attachment B](#).
(a) The total expected cost is \$70,715.
(b) – (f) The details sort in parts 2(b) – 2(f) of the question are provided at [Attachment B](#).
3. It is not possible to provide copies of each authorisation without an unreasonable diversion of resources. Invoices for all purchases are authorised by AMSA officials in accordance with AMSA's financial delegations. There were no approvals made by the Prime Minister, the Minister for Infrastructure and Regional Development or the Department of Infrastructure and Regional Development or their delegates.

AMSA

Refer to **30 – Attachment A and B**

Australian Transport Safety Bureau

1. (a) \$3,339 (GST inclusive)
(b) Specialist job ad through the whole of Government media booking authority at \$3,339
(c) Lloyds List DCN
(d) Head of Corporate Services
(e) Nil
(f) Mitchell and Partners Australia Pty Ltd
2. Nil
3. N/A

Civil Aviation Safety Authority

1. \$139,073.

Item (b)	Cost (b)	Approving officer (d)	Outlet paid (f)	Advertising location (c)
General safety promotion	\$791	Mgr Safety Promotion	Sport Aircraft Association of Australia Inc.	SAAA Airsport magazine
General safety promotion	\$982	Mgr Safety Promotion	Hang Gliding Federation of Australia	HGFA Skysailor
General safety	\$1,364	Admin Officer Safety Education and	Flyboys Publishing	Radio Control Model Magazine

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Item (b)	Cost (b)	Approving officer (d)	Outlet paid (f)	Advertising location (e)
promotion		Promotion		
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Aviation Business Online
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Fly Online
General safety promotion	\$1,530	Admin Officer Safety Education and Promotion	Airborne Magazine	Airborne Magazine
General safety promotion	\$1,800	Mgr Safety Promotion	Classic Wings Downunder Ltd	Classic Wings Magazine
General safety promotion	\$4,040	Mgr Safety Promotion	Yaffa Publishing Group	Aviation Business
General safety promotion	\$6,519	Mgr Safety Promotion	Yaffa Publishing Group	Australian Flying
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Fly Online
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Aviation Business Online
General safety promotion	\$677	Mgr Standards Development and Quality Assurance	Mitchell & Partners Aust.	The Australian
General safety promotion	\$677	Mgr Standards Development and Quality Assurance	Mitchell & Partners Aust.	The Australian
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Fly Online
General safety promotion	\$1,400	Mgr Safety Promotion	Yaffa Publishing Group	Aviation Business Online
General safety promotion	\$681	Mgr Standards Development and Quality Assurance	Mitchell & Partners Aust.	The Australian
General safety promotion	\$677	Mgr Standards Development and Quality Assurance	Mitchell & Partners Aust.	The Australian
Recruitment	\$3,062	Mgr Accident Liaison/Investigation Unit	Mitchell & Partners Aust.	The Australian
General safety promotion	\$28,000	Mgr Safety Promotion	Bauer Media Pty Ltd	QANTAS Magazine and Online
General safety promotion	\$2,490	Mgr Standards Development and Quality Assurance	Yaffa Publishing Group	Aviation Business Online
Recruitment	\$179	Mgr Accident Liaison/Investigation Unit	Mitchell & Partners Aust.	Seek
General safety promotion	\$2,700	Mgr Safety Promotion	Wilson Media Pty Ltd	Aero Australia magazine
General safety promotion	\$25,000	Mgr Safety Promotion	Ink Publishing Pty Ltd	Jetstar in-flight magazine
General safety promotion	\$1,675	Project Manager - Standards	Mitchell & Partners Aust.	The Australian
General safety promotion	\$1,114	Project Manager - Standards	Mitchell & Partners Aust.	The Australian and Australian Aviation Magazine
General safety promotion	\$576	Project Manager - Standards	Mitchell & Partners Aust.	Australian Pilot Magazine
General safety promotion	\$682	Project Manager - Standards	Mitchell & Partners Aust.	The Australian and Australian Aviation Magazine
Recruitment	\$9,863	Director of Aviation Safety	Spencer Stuart	The Australian
Recruitment	\$1,448	Senior Mgr Operations Strategy	Niche Media	Helinews Magazine
Recruitment	\$3,062	Executive Mgr - Standards	Mitchell & Partners Aust.	The Australian
Recruitment	\$70	Executive Mgr - Standards	Mitchell & Partners Aust.	The Australian
Recruitment	\$1,448	Senior Mgr Operations Strategy	Niche Media	Helinews magazine
Recruitment	\$179	Assoc. Director of Aviation Safety	Mitchell & Partners Aust.	Seek
Recruitment	\$3,165	Executive Mgr - Standards	Mitchell & Partners Aust.	The Australian
Recruitment	\$2,049	Mgr Flight Standards	Mitchell & Partners Aust.	The Australian
Recruitment	\$358	Mgr Flight Standards	Mitchell & Partners Aust.	Seek
Recruitment	\$3,165	Executive Mgr - Standards	Mitchell & Partners Aust.	The Australian
Recruitment	\$179	Mgr Initial Airworthiness	Mitchell & Partners Aust.	Seek
Recruitment	\$2,049	Senior Mgr Operations Strategy	Mitchell & Partners Aust.	The Australian
Recruitment	\$4,192	Senior Mgr Operations Strategy	Mitchell & Partners Aust.	The Australian
Recruitment	\$8,162	Senior Mgr Operations Strategy	Mitchell & Partners Aust.	The Australian
Recruitment	\$179	Mgr Initial Airworthiness	Mitchell & Partners Aust.	Seek
Recruitment	\$4,098	Executive Mgr Airspace and Aerodrome	Mitchell & Partners Aust.	The Australian
Recruitment	\$179	Executive Mgr Airspace and	Mitchell & Partners Aust.	Seek

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Item (b)	Cost (b)	Approving officer (d)	Outlet paid (f)	Advertising location (e)
		Aerodrome		
Recruitment	\$358	Executive Mgr Airspace and Aerodrome	Mitchell & Partners Aust.	Seek
Recruitment	\$358	Mgr Financial Services and reporting	Mitchell & Partners Aust.	Seek
Recruitment	\$179	Mgr Workplace Environment and Performance	Mitchell & Partners Aust.	Seek
Recruitment	\$179	Mgr Workplace Environment and Performance	Mitchell & Partners Aust.	Seek
Recruitment	\$358	Mgr Knowledge and Information	Mitchell & Partners Aust.	Seek
Recruitment	\$179	Section Head Business Management	Mitchell & Partners Aust.	Seek
Total (a)	\$139,073			

1. (e) Not applicable.
2. The remaining budget for 2014-15 is \$175,800. No specific allocations to vendors or promotions have been made.
3. All approvals for expenditure are executed in the Financial Management Information System (FMIS) using the workflow functionality. Approvals are auditable within the FMIS but are unavailable in a printable format.

Infrastructure Australia

1.
 - a. \$400.13 including GST
 - b. Recruitment advertisement totalling \$400.13 including GST.
 - c. Seek Limited
 - d. Executive Director
 - e. Nil.
 - f. Seek Limited
2. There will be further recruitment advertising this financial year but the details have not been finalised. Recruitment advertising will be approved by the Chief Executive Officer or a Senior Executive Services officer.
3. Seek advertisement for \$400.13 paid by credit card within delegations.

National Capital Authority

Between 25 June and 1 November 2014, the total cost of advertising was \$1,877 excluding GST.

All advertising is 'non-campaign' advertising in accordance with legislative requirements. The main advertising is public notification of matters such as Draft Amendments to the National Capital Plan, road and/or Lake Burley Griffin closures.

Works Approvals notices are run on a cost recovery basis.

Since 1 July 2012, recruitment advertising has been carried out online in accordance with the non-campaign recruitment advertising policy.

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Question no.: 31

Program: n/a

Division/Agency: Corporate Services

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?
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:

The Department of Infrastructure and Regional Development

1. Refer to **31 - Attachment A**
2. Yes.
3. Refer to **31 - Attachment A**

Airservices Australia

1. Between 1 June and 31 October 2014, \$1,836.50 was spent on workplace ergonomic assessments

Item	Cost
CHAIR ASSESSMENT - SPECIALIST WS	613
WORKSTATION ASSESSMENTS X 4	1224
Total	1837

2. No additional equipment was purchased as a result of assessments not related to an existing disability.
3. No costs were incurred as a result of assessments not related to an existing disability.

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Australian Maritime Safety Authority

1. The cost of workplace assessments for the Australian Maritime Safety Authority for the period 1 June to 31 October 2014 was \$5,055 as shown in Table 1.
2. Changes to workplace equipment not relating to an existing disability for the period 1 June to 31 October 2014 cost \$8,493 as shown in Table 2.

Table 1:

Date	Items	Amount \$
24/06/2014	Workstation assessment – 1 employee	302.02
26/06/2014	Comprehensive Workstation Assessment – 2 employees	1,100.74
5/08/2014	Injury Prevention Workstation Assessment – 1 employee	302.02
5/08/2014	Injury Prevention Workstation Assessment – 1 employee	366.51
20/08/2014	Workstation Assessment - 1 employee	380.67
20/08/2014	Injury Prevention Workstation Assessment – 1 employee	432.58
16/09/2014	Workstation Assessment – 1 employee	393.25
14/10/2014	Workstation Assessment – 1 employee	583.44
28/10/2014	Basic Workstation Assessment – 1 employee	262.69
30/10/2014	Comprehensive Workstations Assessment – 1 employee	550.37
30/10/2014	Basic Workstation Assessment – 1 employee	132.13
30/10/2014	Basic Workstation Assessment – 1 employee	248.53
<i>Workplace Assessments Total</i>		5,054.95

Table 2:

Date	Items	Amount \$
27/06/2014	Brindabella Chair	992.20
27/06/2014	Microsoft Arc Keyboard	137.50
8/07/2014	Gregory Manager Chair	695.00
8/07/2014	Oyster Mouse	172.00
24/07/2014	Gregory Man 302	475.00
8/08/2014	Sit to Stand Desk	1,518.00
16/08/2014	Service & Repair of chair	479.60
22/08/2014	Contour Roller Mouse	377.00
25/08/2014	Sit to Stand Desk	2,485.00
10/10/2014	Gregory man 400 Inca	581.00
10/10/2014	Gregory Man 400 Inca	581.00
<i>Changes to Workplace Equipment Total</i>		8,493.30

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Australian Transport Safety Bureau

1. Nil
2. N/A
3. N/A

Civil Aviation Safety Authority

1. \$11,678. This expenditure includes:
 - 19 office based ergonomic assessments – \$8,992
 - 3 home office based assessments – \$2,686.
2. Yes.
3. As a result of the assessments not related to existing disabilities, the following 26 items of ergonomic equipment were purchased:
 - 10 ergonomic chairs (\$7,769)
 - 3 ergonomic mouse (\$476)
 - 3 ergonomic keyboards (\$320)
 - 1 stand-up desk (\$2,800)
 - 9 other minor/unspecifed ergonomic equipment items (\$867).

Infrastructure Australia

Not Applicable

National Capital Authority

1. Nil
2. N/A
3. N/A

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Question no.: 32

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Website

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

1. Departmental staff maintain a number of websites including ministerial websites. Time spent maintaining each individual website is not recorded.
2. The Department is responsible for uploading information.
3. No.

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 33

Program: n/a

Division/Agency: Corporate Services

Topic: Multiple Tenders

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

List any tenders that were re-issued or issued multiple times:

1. Why were they re-issued or issued multiple times?
2. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
3. Were those applicants asked to resubmit their tender proposal?

Answer:

The Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Since 1 February 2014, Airservices has re-issued approach to market documentation on two occasions.

- 1) On both occasions this was due Airservices receiving no responses or non-compliant responses.
- 2) Only non-compliant responses were received prior to the market documentation being re-issued.
- 3) All applicants were contacted and the respondents who were able to meet the compliance requirements were invited to submit new proposals.

Australian Maritime Safety Authority

There were no tenders re-issued or issued multiple times by the Australian Maritime Safety Authority since the 1 June 2014.

Australian Transport Safety Bureau

There were Nil tenders since the Budget estimates that had been re-issued or issued multiple times.

Civil Aviation Safety Authority

No CASA Open Tender procurements have been re-issued. In the period, one CASA Request For Quotation (RFQ) has been re-issued.

This was for an Information and Communications Technology (ICT) Sharepoint Contractor for 8 months.

1. The RFQ was re-issued as no candidates were deemed suitable, nor offered CASA value for money in the original approach to market.
2. Yes. They were received and deemed non suitable by the Tender Evaluation Committee for the specified requirements set out in the original RFQ.
3. No. Six other vendors were approached from the designated Panel so that a new set of candidates could be evaluated.

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Infrastructure Australia

N/A

National Capital Authority

1-3. Nil. Not applicable.

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Question no.: 34

Program: n/a

Division/Agency: Corporate Services

Topic: Departmental Upgrades

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

1. If so, list these.
2. If so, list the total cost for these changes.
3. If so, list the itemised cost for each item of expenditure.
4. If so, who conducted the works?
5. If so, list the process for identifying who would conduct these works
6. If so, when are the works expected to be completed?

Answer:

Department of Infrastructure and Regional Development

1. Reconfiguration of 111 Alinga St.
2. \$576,658.
3. Works tendered as a lump sum.
4. FM Projects.
5. A tender process was undertaken in accordance with Commonwealth Procurement Rules.
6. Works were completed on 24 July 2014.

Airservices Australia

1 – 6. Please see below table.

Project	Contractor	Scope of Work	Method of procurement	Actual Costs \$000 Sept 2014	Expected Completion Date
Brisbane Da-Vinci office fit out	Formula Interiors	Construction	Restricted RFT	3,581	TBC
	Service Point	Video conference	Sole source (compatibility with existing system)	275	
	API	Communication switches	Preferred supplier	97	
	Optical Solutions	Security – Secure locks	Preferred supplier	12	
	TBD	Communications – patch leads	Preferred supplier	12	
	Cooltöne	First Aid Supplies	Preferred supplier	6	
	Dimension Data	Security Film	Preferred supplier	5	

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	Rider Levett Bucknall	Quantity Surveyor	Preferred Supplier Arrangement	26	
	GHD	Engineering Review	Preferred Supplier Arrangement	11	
	Gaskin Construction Services	Construction Management	Sole Source	46	
	Concept Safety Solutions	Fire Evacuation Plans	Preferred Supplier Arrangement	9	
	Office Movers	Relocation	RFQ	19	
	Various	Incidentals (i.e. Travel)		15	
	Internal Labour			166	
			TOTAL	4,280	
Townsville Tender Bay Reconfiguration	Not yet selected, in procurement	Construction, supply & install, asbestos removal, electrical, civil works	Restricted Market Approach	0	Q4 2014-15
Launceston Fire training ground	Continental Builders	Construction	Preferred Supplier – trade services contract	109	28/8/14
Rockhampton Control Tower Rectification	Badge	Rectification works to construction	Direct Negotiation with Existing Supplier (Badge built original building)	7	TBA
Halls Creek SGS Access road repair	Hutch Corporation	Civil works, roadworks	Restricted Market Approach	141	30/12/14
New Melbourne Tower- Fire protection system	Not yet selected, in procurement	Minor modifications to detection & alarm system, Replacement of underground piping system sprinklers & hydrant in new tower	Restricted Market Approach	2	Q4 2014-15
Karratha Fire station Car park/Workshop Asphalt	Hutch Corporation	Civil works, roadworks	Direct Negotiation with Existing Supplier (Hutch was subcontractor for Northerly)	1	9/6/14
	Northerly Group (Liquidated)		Restricted Market Approach		
Mel/Bris ATSC Mobile Chiller pipe work	GHD Pty Ltd	Provide assistance to Airservices Australia to prepare tender documentation, Construction phase services	Direct Negotiation with Existing Supplier (on preferred supplier panel)	34	31/12/14
AWB Bus Tie Switch Board	Not yet selected, procurement not yet commenced	Electrical work	Procurement not yet commenced	3	Q2 2015-16
Bris, Mel, Perth ATSC modernisation	Not yet selected, in procurement	Construction & Fit out	Open RFT	0	Q2 2017-18
TAAATS Power control and monitoring replacement	Not yet selected, in procurement	Replacement of electrical software system	Open Market	244	Q1 2016-17
Melbourne Building 24 Demolition	Badge	Demolition	Open Market	78	22/12/14

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Australian Maritime Safety Authority

AMSA has not engaged in any new refurbishments, upgrades or changes to any buildings or facilities since 1 June 2014.

Australian Transport Safety Bureau

1. Nil
- 2 - 6. Not applicable

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 35

Program: n/a

Division/Agency: Corporate Services

Topic: Wine Coolers / Fridges

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including eskies?

1. If so, list these.
2. If so, list the total cost for these items.
3. If so, list the itemised cost for each item of expenditure.
4. If so, where were these purchased?
5. If so, list the process for identifying how they would be purchased.
6. If so, what is the current location for these items?
7. If so, what is the current stocking level for each of these items?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 36

Program: n/a

Division/Agency: Corporate Services

Topic: Office Plants

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency purchased or leased any office plants?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 37

Program: n/a

Division/Agency: Corporate Services

Topic: Office Recreation Facilities

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Infrastructure and Regional Development

Question no.: 38

Program: n/a

Division/Agency: Corporate Services

Topic: Vending Machines

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency purchased or leased or taken under contract any vending machine facilities?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 39

Program: n/a

Division/Agency: Corporate Services

Topic: Legal Costs

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. List all legal costs incurred by the Department or Agency.
2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external.
3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial).
4. How was each piece of advice procured? Detail the method of identifying legal advice.

Answer:

Department of Infrastructure and Regional Development

1.

Expense	Internal	External
Employee Salary related	393,537.49	-
Legal Fees & Disbursements – invoiced and paid	-	2,125,789.20

2. The government does not generally disclose content of legal advice received by the Government or its agencies. It is important for government to be able to make fully informed decisions based on comprehensive and confidential legal advice.

The Department does not record information that would readily allow a 'summary of hours retained' or 'level of counsel used'. Refer to Q1 response for internal/external breakdown and total expenditure

3. Total spend on disbursements for this period equals \$42,498.81. Gender ratio is 2 female : 4 male. All briefed indirectly (via solicitors) and all engaged departmentally.
4. All procurement categorised as prequalified tender and effected under Legal Services Multi-Use List. All matters identified under LEX (Legal matters management system)

Airservices Australia

- 1-4. Please refer to **39 – Attachment A**

Australian Maritime Safety Authority

1. Legal costs incurred by the Australian Maritime Safety Authority (AMSA) in the period 1 June 2014 – 31 October 2014 are \$955,000.
2. The cost for internal and external legal services are detailed below:

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	Cost
Internal Legal Costs*	\$851,000
External Legal Costs	\$104,000

**based on 100% allocation of internal solicitors, excluding costs associated with drafting of legislative instruments.*

3. The cost of briefing Counsel was \$41,000.
4. AMSA generally sources all of its legal advice, other than Counsel, through the Government wide legal services multi-use list (LSMUL).

Australian Transport Safety Bureau**Questions 1 & 2**

	Lawyer	Hours	Cost	Subtotals
Internal	Manager Legal	405.40	\$48, 648	
	Principal Lawyer	352.80	\$38, 808	\$87, 456
External (Advice 1)	Partner	57.3	\$30, 942	
	Senior Associate	26.2	\$11, 659	
	Associate	7.9	\$2, 923	
	Lawyer	99.9	\$29, 970	
	Graduate	7.7	\$1, 586.2	\$77, 080.20
Total Expenditure:			Total Cost	\$164, 536.20

Question 3: Not applicable

Question 4: External Advice referred to in the table was procured from the Legal Services Multi-Use List.

Civil Aviation Safety Authority

- 1 & 2. CASA does not record time spent on preparing internal legal advice. The following information relates to external legal advice (external law firms and counsel (barristers)):

	Source	Total Cost	Level of Counsel	Internal/External
1.	Ian Harvey	\$20,790.00	Barrister	External
2.	Elenne Ford	\$638.31	Barrister	External
3.	Ian Harvey	\$2,497.50	Barrister	External
4.	Justin Bourke	\$3,300.00	Barrister	External
5.	AGS	\$3,630.00	Professional	External
6.	Ian Harvey	\$385.00	Barrister	External
7.	Foley's List	\$2,477.25	Barrister	External
8.	Ashurst Australia	\$7,244.63	Professional	External
9.	Brett Shields	\$25,126.37	Barrister	External
10.	Ron Ashton	\$25,114.10	Barrister	External
11.	AGS	\$37,628.80	Professional	External
	TOTAL	\$128,831.96		

3. CASA does not record time spent on briefing counsel, so cannot provide a response to that aspect of the question. Otherwise, see below.

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Source	Cost Spent Briefing Counsel	Hours Spent Briefing	Direct/Indirect Briefing	Gender	Engagement	Briefs
Ian Harvey	N/A	N/A	Direct	Male	CASA	3
Elenne Ford	N/A	N/A	Direct	Female	CASA	1
Justin Bourke	N/A	N/A	Direct	Male	CASA	1
Foley's List	N/A	N/A	Direct	Male	CASA	1
Brett Shields	N/A	N/A	Direct	Male	CASA	1
Ron Ashton	N/A	N/A	Direct	Male	CASA	1

4. External legal advice was obtained through the Attorney-General's Department Legal Services Multi-Use List in accordance with the Commonwealth Procurement Rules.

The method of identifying legal advice related to the need to identify appeal prospects in a proposed appeal to the Federal Court from a decision of Fair Work Australia. CASA also sought advice on employee management issues.

Infrastructure Australia

Legal costs incurred since Budget Estimates in June 2014 total \$39,326.00 including GST.

National Capital Authority

1. From 1 June to 31 October 2014, the National Capital Authority (NCA) has spent \$206,202 on legal costs.
2. The NCA does not record this level of detail. All legal services and advice to the NCA is provided by external law firms
3. Nil.
4. Each piece of advice was procured from a firm on the Legal Services Multi-Use List. Business units identify the need for legal advice on a case by case basis.

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Question no.: 40

Program: n/a

Division/Agency: Corporate Services

Topic: Lobbyist Register Meetings

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

Department of Infrastructure and Regional Development

1-3. The Department does not record this information.

Airservices Australia

Airservices has dealt with two companies represented on the lobbyist register:

- KPMG was engaged for an FBT review, an ICT ‘independent health check’ and a number of advisory projects related to Airservices safety taskforce.
- John Connolly and Partners was engaged for advice on marketing, stakeholder management and media.

Australian Maritime Safety Authority

1. Nil.
- 2-3. Not applicable.

Australian Transport Safety Bureau

1. Nil.
- 2-3. Not applicable.

Civil Aviation Safety Authority

Nil.

Infrastructure Australia

N/A.

National Capital Authority

Nil.

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Question no.: 41

Program: n/a

Division/Agency: Corporate Services

Topic: Provision of Equipment - Ministerial

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. For Departments/Agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?
Itemise equipment and cost broken down by staff or minister classification
2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:
3. What is provided?
4. The purchase cost.
5. The ongoing cost.
6. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
7. A breakdown of what staff and staff classification receives each item.

Answer:

Department of Infrastructure and Regional Development

1. Mobile Phones types and purchase costs (excl GST) are: iPhone 5 and 6 \$999-\$1,500

Classification	No. of Staff	Approx Cost
Advisor	6	6,124
Assistant Advisor	2	2,128
Assistant Advisor/Assistant Media Advisor	1	999
Assistant Minister	1	999
Chief of Staff	2	2,499
Diary and Office Manager	1	999
Executive Assistant	1	1,129
Media advisor	2	2,258
Minister	1	1,500
Office Manager	1	1,500
Program and Diary Manager	1	999
Receptionist	1	1,129
Senior Media advisor	1	999
Senior Advisor	3	3,127

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2 - 4 . Yes. Equipment provided to Ministerial staff includes computers, Blackberries, iPhones and iPads. The purchase price of the equipment currently provided is approximately \$0.15M (excl GST).

5. Ongoing Costs

Data cards (for Laptops)	\$45 to \$64 per month plus charges where plan usage is exceeded
iPads	\$16 - \$45 per device per month
iPhones	Data at \$16 - \$45 per device per month plus: Optus - voice calls based on usage Telstra – voice calls based on usage with a minimum voice cost of \$4.50 per device per month.
Blackberry's	Data at \$45 per device per month plus voice calls based on usage with a minimum voice cost of \$4.50 per device per month.

6. Nil

7. The equipment is available to all levels of staff across the Department and is issued depending on the business requirement and the nature of the officer's work

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Question no.: 42

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Turnover

Proof Hansard Page: Written

Senator Ludwig asked:

1. List the current staffing allocation for each Minister and Parliamentary Secretary.
2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification.
3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification.
4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification.
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.

Answer:

- 1-5. This is a matter for the Department of Finance.

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Question no.: 43

Program: n/a

Division/Agency: Corporate Services

Topic: Unallocated Equipment

Proof Hansard Page: Written

Senator Ludwig asked:

1. Please detail how much electrical equipment, phones and computers the Department/Agency has in storage or unallocated to staff.
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

Answer:

Department of Infrastructure and Regional Development

1. The Department has the following electrical equipment, phones and computers in storage and unallocated to staff:

Item	Count	Description
Electrical Equipment	1	Samsung 46" TV Model UA46D6000
Mobile Phones	15	2 x iPhone 5 & 13 x iPhone 6
iPads	29	21 x iPad 2, 1 x iPad 3, 5 x iPad 4 & 2 x iPad Air
Desktop Computers	142	Dell Optiplex 9010 and 9020 Computers
Monitors	68	Samsung 24" Monitors
Laptops	58	Dell E6330s

2. There are no additional storage or ongoing costs associated with these items. Purchase costs were as follows;

Item	Purchase Costs
Electrical Equipment	\$1,299
Mobile Phones	\$15,120
iPads	\$24,360
Desktop Computers	\$128,387
Monitors	\$18,700
Laptops	\$61,601

Airservices Australia

1. Airservices has 20 computers and related items as surplus and not allocated to staff, equating to a monthly operating cost of \$683. Airservices also holds 74 end of lease items that are in the process of being returned to the lease company and are no longer allocated to staff.
2. Airservices holds a number of phones (purchased). These phones are either in the process of being retired through the asset lifecycle or awaiting re-allocation.

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Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) has no known electrical equipment in storage or unallocated to staff. In regard to stored or unallocated phones and computer equipment, AMSA currently has 13 phones and 17 computers unallocated to staff.
2. The estimated cost of replacement, storage and ongoing costs for phones and computer equipment in storage or unallocated is \$26,270. This figure includes the current replacement cost for these items which is indicative of the original purchase cost.

Australian Transport Safety Bureau

1.

Equipment Type	Quantity in Storage
BlackBerry	9
Network Security Tokens	10
Desktop Computers	18
Tablets	102
Monitors	27
Voice recorders	10
Cameras	9

2.

Equipment Type	Purchase Cost (per unit)	Storage Cost (per unit)	Ongoing costs (per unit)
BlackBerry	\$610.00	Nil	Nil
Network Security Tokens	\$75.00	Nil	\$13.00 per year
Desktop Computers	\$2145.16	Nil	Nil
Tablets	\$1,248.00	Nil	Nil
Voice recorders	\$800.00	Nil	Nil
Monitors	\$200.00	Nil	Nil
Cameras	\$300 - \$1000	Nil	Nil

Civil Aviation Safety Authority

1-2. See Table below:

Electronic Equipment Item	Quantity	Purchase Cost	Storage Cost*
Sanyo Microwave	1	\$240.00	Not Applicable
400ltr Bosch Fridge	1	\$1,200.00	Not Applicable
Laptops	51	\$126,174.00	Not Applicable
iPads	32	\$31,680.00	Not Applicable
Wireless Cards (Next G Modem)	9	\$1,260.00	Not Applicable
Blackberry	18	\$10,008.00	Not

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Mobile Phones	4	\$1,800.00	Applicable
iPhones	204	\$201,960.00	Not Applicable
Blackberry Playbook	15	Awaiting Disposal	Not Applicable
Desktop Computers	68	\$85,584.00	Not Applicable

* CASA stores all unallocated computers, phones and other IT equipment on premises, and no additional storage costs are incurred.

Infrastructure Australia

N/A

National Capital Authority

1. Nil
2. Nil

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Question no.: 44

Program: n/a

Division/Agency: Corporate Services

Topic: Functions

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:

1. The guest list of each function
2. The party or individual who initiated the request for the function
3. The menu, program or list of proceedings of the function
4. A list of drinks consumed at the function
5. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

Answer:

Department of Infrastructure and Regional Development

- 1-4. There have been no formal functions or forms of hospitality conducted by the Department for the Deputy Prime Minister and Minister for Infrastructure and Regional Development or the Assistant Minister for Infrastructure and Regional Development.
5. There is no wine, beer or other alcoholic beverages held in stock or on order by the Department for the office of the Deputy Prime Minister and Minister for Infrastructure and Regional Development or the Assistant Minister for Infrastructure and Regional Development.

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Question no.: 45

Program: n/a

Division/Agency: Corporate Services

Topic: Red Tape Reduction

Proof Hansard Page: Written

Senator Ludwig asked:

1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?
What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit?
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Answer:

Department of Infrastructure and Regional Development

1. As part of the Government's election commitment to reducing red tape, the Department has established a Deregulation Unit within the Policy and Research Division to progress and coordinate the portfolio's work on this agenda, under the leadership of the Chief Operating Officer. The Unit has been placed within Policy and Research to better coordinate across the portfolio and to take a strategic view of deregulation priorities. Over the first three quarters, the portfolio has achieved \$36.57 million in regulatory savings (as at 30 September 2014).
2. EL2—1, EL1—2, APS6—1, APS5—1 an SES Band 1 officer oversees the unit as part of other functions.
3. Through expression of interest process, the Department has reallocated existing staff resources to support the functioning of the Deregulation Unit.
4. See Q3.
5. \$0.7m
6. \$0.7m
7. Members of the unit may access cabinet documents on a need-to-know basis.
8. No new security vetting processes have been undertaken for Deregulation Unit members since the establishment of the team. Team members are using existing AGSVA clearances.
9. Deregulation Unit.

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Question no.: 46

Program: n/a

Division/Agency: Corporate Services

Topic: Land Costs

Proof Hansard Page: Written

Senator Ludwig asked:

1. How much land (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer:

The Department of Infrastructure and Regional Development

1. 588 land holdings
2. Refer to **46 - Attachment A**.
3. Refer to **46 - Attachment B**.
 - a. Across the territories, the Commonwealth occupies some of its buildings and leases out a portion. Buildings that are leased out are occupied by Commonwealth agencies, state government agencies and the Norfolk Island Government. Housing is also leased to the community. Other buildings house machinery for service delivery purposes and there are also buildings used as storage facilities and mechanical workshops. Buildings used for administrative purposes are fully occupied.
 - b. Refer to **46 - Attachment B**.
 - c. In relation to leased premises:
Indian Ocean Territories - There are 68 leases in place for commercial properties or parts of commercial properties and 23 leases in place for staff housing. These have varying rental amounts and expiry dates.
Jervis Bay Territory - There are 26 houses that are leased out on a commercial basis. These have varying rental amounts and expiry dates.
Norfolk Island – There are some buildings within the Kingston and Arthurs Vale Historic Area (KAVHA world heritage site) that are occupied under lease (Golf Club and the Lions Club). There is no rental income collected in relation to these properties.
4. 338.
- 5-6. Refer to **46 - Attachment B** (3. a)

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Airservices Australia

1. Airservices has 753 sites, of which 128 are freehold, 401 leased, 201 licenced, 9 permissive and 14 vested responsibilities.
2. Freehold Land Valuation as at 30 June 2013 is \$ 48,150,000.
3. Primarily used to site national airways equipment such as navigation aids.
4. Refer to question 1.
5. Buildings are generally 'hut' or 'equipment rooms'.
6. Airservices property portfolio primarily supports the National Airways System (NAS) and is such is predominantly infrastructure based eg housing navigation aids. In respect of the commercial 'office' occupancies (i.e. non NAS sites) it is estimated that occupancy across the board would run at 95%+.

Australian Maritime Safety Authority

1. The land owned or leased by the Australian Maritime Safety Authority (AMSA) is detailed in Table 1 at **46 - Attachment C**.
2. The detail for the land owned or leased by AMSA is provided in Table 1 at **46 - Attachment C**.
3. The building assets and facilities on the land identified in the answer to part 1 and 2 of the question are detailed in Table 1 at **Attachment C**. The answer does not include those assets which make up AMSA's aids to navigation network.
4. The buildings owned or leased by AMSA are included in Table 2 at **46 - Attachment D**.
5. The details sought in part 5 of this question are included in Table 2 at **46 - Attachment D**.
6. The occupancy rate for each building identified in answer to part 4 of this question is included in Table 2 at **46 - Attachment D**.

Australian Transport Safety Bureau

1. None.
2. Not applicable.
3. Not applicable.
4. The Department of Infrastructure and Regional Development sub-leases 4 buildings to the ATSB.
5. Not applicable.
6. 100% occupancy rate within each sub-lease arrangement.

Civil Aviation Safety Authority

1. CASA does not own or lease land.
- 2-3. N/A
4. CASA does not own any buildings. CASA leases seventeen office accommodation tenancies and one storage tenancy.
5. N/A.
6. All but the Perth office tenancy is fully occupied by CASA. There are two areas within the CASA leased tenancy in Perth of 130m² and 140m² respectively that are not occupied by CASA. The 130m² unit is currently subleased and the 140m² unit was subleased up to 27 February 2014. These units will not be retained by CASA at the end of the current lease, which expires on 27 February 2015.

Infrastructure Australia

N/A

National Capital Authority

The National Capital Authority (NCA) manages Commonwealth assets with a combined value of over \$800 million on behalf of the Australian Government. Assets managed by the NCA include Anzac Parade and its memorials, the Parliamentary Zone, the diplomatic estate (including managing leases with foreign missions), roads, bridges, Scrivener Dam and Lake Burley Griffin. Refer also to the NCA's response to Building Lease Costs (QoN No. 29).

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Question no.: 47

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Code

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
 - a. If so, list the breaches identified, broken by staffing classification level
 - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
 - a. If not, how many staff don't comply, broken down by classification level?
 - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment? If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level

Answer:

The administration and management of the Ministerial Staff Code of Conduct is not the responsibility of the Department.

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Question no.: 48

Program: n/a

Division/Agency: Corporate Services

Topic: Boards

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014 for each board in the portfolio or agencies:

1. How often has each board met, break down by board name;
2. What travel expenses have been incurred;
3. What has been the average attendance at board meetings;
4. List each member's attendance at meetings;
5. How does the board deal with conflict of interest;
6. What conflicts of interest have been registered;
7. What remuneration has been provided to board members;
8. How does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. What have been the catering costs for the board meetings held during this period? Please break down the cost list.

Answer:

Please refer to **48 - Attachment A**

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Question no.: 49

Program: n/a

Division/Agency: Corporate Services

Topic: Shared Resources following MOG Changes

Proof Hansard Page: Written

Senator Ludwig asked:

1. Following the Machinery of Government changes does the Department share any goods/services/accommodation with other Departments?
2. What resources/services does the Department share with other Departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the Department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Answer:

Department of Infrastructure and Regional Development

1. No
- 2-3. N/A

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Question no.: 50

Program: n/a

Division/Agency: Corporate Services

Topic: Departmental Rebranding

Proof Hansard Page: Written

Senator Ludwig asked:

Has the Department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February 2014? If so:

1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
2. 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.
3. How was the decision reached to rename and/or rebrand the Department?
 - a. Who was involved in reaching this decision?
 - b. 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:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

Nil.

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Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 51

Program: n/a

Division/Agency: Corporate Services

Topic: Contracts under \$10 000

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

Answer:

The Department of Infrastructure and Regional Development

Departmental officers are not required to record contracts below \$5,000 in the Department's financial system. A list of all recorded contracts entered into for a value between \$4,000 and \$10,000 is provided in **51 -**

Attachment A.

Airservices Australia

Contracts entered into since 1 June 2014 with a value between \$4000 to \$10,000 are detailed below:

Expense contracts

Agreement Title	Contract value (inc GST) (\$)	Commencement date
Updated Line of Sight drawings for Sydney Control Tower	5,000.00	9-Oct-14
Flight Information Broker system knowledge transfer	5,750.00	1-Oct-14
Tabletop UHF Antenna relocation - Rigger Engagement	6,997.00	13-Oct-14
Melbourne Advanced Surface Movement Guidance and Control System (ASMGCS) Relocation Project RU07 design work	8,818.70	10-Sep-14
Melbourne ASMGCS Relocation Project - Engineering Design	8,818.70	9-Sep-14
Lylelee Pty Ltd - Hamilton Island Existing Fire Station Cleaning Contract (interim)	9,607.00	1-Jul-14
PeckVonHartel :Interior Design for civil-military ATM system (CMATS) Transition	4,400.00	2-Sep-14
Brisbane ARFF Pressure Cleaners	4,545.00	11-Jul-14
Supply of Mk8 fire truck spare parts	8,696.00	2-Jul-14
Supply tyres for Sydney Aviation Rescue Fire Fighting (ARFF)	8,699.00	1-Jul-14
Secure Fencing - Cairns Security Fencing Upgrade	6,116.00	2-Jun-14
Kapish Services: Renewal of Kapish software site licenses	6,162.00	4-Sep-14
ARFF Workshop Tools & Equipment	5,500.00	6-Jun-14
Minor Building Works - Alan Woods Building Plaza and Workstation Moves	6,011.00	15-Aug-14
Additional Priming Pumps for ARFF stock	6,851.00	16-Jun-14
Hamilton Island Enterprises - Hamilton Island Early Works Package (Design)	8,151.00	10-Sep-14
Tyres for Sydney ARFF	8,200.00	8-Aug-14
Tyres - Gladstone ARFF	8,519.00	9-Jul-14
Supply of data migration tool for Sharepoint 2013	8,800.00	29-Oct-14

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Airbiz Aviation - Final Airbiz reports for 2 ARFF stations	9,350.00	16-Jun-14
Consultancy costs for wastewater studies Melbourne	10,025.00	14-Oct-14
G & B AGMIN SOLUTIONS: Navigation Aid Hazard Prevention Fencing Project Emerald	9,768.00	23-Jul-14

Unregulated revenue contracts

Agreement Title	Contract value (inc GST) (\$)	Commencement date
Timor-Leste NOTAM	4,950.00	1-Jun-14
Airlines of Tasmania (Cambridge) - Flight Billing Data Agreement	7,398.00	3-Jun-14
Forbes Shire Council - NDB Maintenance Forbes Aerodrome	8,598.00	4-Jul-14
Avsoft Australia Pty Ltd - Dynamic Data Agreement	8,228.00	25-Aug-14
Brewarrina Shire Council - NDB Maintenance Agreement	6,918.00	8-Sep-14
Honeywell UK Limited - Standard Data Licence Agreement - Commercialisation Purposes	7,027.00	25-Sep-14

Australian Maritime Safety Authority

The Australian Maritime Safety Authority (AMSA) Procurement Policy states that a contract does not need to be entered into if the value of the procurement is less than \$10,000. Purchases under \$10,000 are generally paid on receipt of a correctly rendered invoice with no contract in place. However, the following list includes one contract that has been entered into between \$4,000 and \$10,000 since 1 June 2014:

Supplier	Description	Start Date	End Date	Value (GST exclusive)	Procurement Method
Hays Specialist Recruitment	Project Management and Program Coordination Services	1 July 2014	14 July 2014	\$8,245.60	Open Tender (off a panel)

Australian Transport Safety Bureau

Supplier Name	Description of Goods & Services	Amount (GST exclusive)	Required Date – From	Required Date - To
Hays Specialist recruitment (Australia)	Short Term Clerical Assistant	\$6,454.55	02/07/2014	23/07/2014
Brindabella Enterprises Pty Ltd	Contract Extension Specialist Contractor	\$7,590.90	26/09/2014	07/11/2014

Civil Aviation Safety Authority

Please refer to **51 - Attachment B**.

Infrastructure Australia

N/A

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National Capital Authority

- West Basin Design Review Panel- Tecknos -\$7,920
- West Basin Design Review Panel- Catherine Bull -\$4,000

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Question no.: 52

Program: n/a

Division/Agency: Corporate Services

Topic: Media Training

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. In relation to media training services purchased by each Department/Agency, please provide the following information:
 - a. Total spending on these services
 - b. An itemised cost breakdown of these services
 - c. The number of employees offered these services and their employment classification
 - d. The number of employees who have utilised these services and their employment classification
 - e. The names of all service providers engaged
 - f. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the Department or Agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - 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

Answer:

Department of Infrastructure and Regional Development

1. Nil.

2-3. N/A

Airservices Australia

1-3. Nil

Australian Maritime Safety Authority

1. No media training services were purchased by the Australian Maritime Safety Authority in the period 1 June – 31 October 2014.
- 2-3 N/A.

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Australian Transport Safety Bureau

1-3. Nil

Civil Aviation Safety Authority

Nil.

Infrastructure Australia

Nil.

National Capital Authority

1. Nil
- 2-3. Not Applicable

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Question no.: 53

Program: n/a

Division/Agency: Corporate Services

Topic: Prequalified Multiuse List Tenders

Proof Hansard Page: Written

Senator Ludwig asked:

1. Does the Department/Agency have existing prequalified or multiuse list panels for tenders?
2. Please list all prequalified or multiuse list panels, and the firms on them, compiled or used by the Department/Agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any ministerial staff have directorships in any of the firms on your panels?
5. Do any ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the Minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

Answer:

Department of Infrastructure and Regional Development

1. Yes
2. A list of all Departmental panels and associated suppliers is available on the AusTender website.
3. The Department's conflict of interest policy requires all departmental employees to declare any actual or potential conflict of interest. Declarations are considered and retained on file.
4. Issues regarding ministerial staff conflict of interest declarations are matters for the Department of Finance.
5. Issues regarding ministerial staff conflict of interest declarations are matters for the Department of Finance.
6. No
7. No

Airservices Australia

1. Yes
2. Airservices prequalified or multiuse list panels are available in Attachment A. In addition to these, Airservices also utilises a number of Government prequalified or multiuse list panels where available and fit for purpose.
3. No
4. No
5. No
6. No
7. No

53 - Attachment A.

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Australian Maritime Safety Authority

1. Yes.
2. The list of multiuse panels used by the Australian Maritime Safety Authority is as follows:

Multi Use List - Opportunity Based Search and Rescue Services
Aerial Agriculture Pty Ltd
Ambulance Victoria
Arafura Helicopters Pty Ltd t/a Alice Springs Helicopters
Aerial Agriculture t/a Fleet Helicopters
Attorney-General (SA)
Aus Air Services Pty Ltd
Australian Helicopters Pty Ltd
Broome Aviation Pty Ltd
Capricorn Helicopter Rescue Services Ltd
Careflight QLD Limited
Central Queensland Helicopter Rescue Services Ltd
Chinta Air Pty Ltd
Department of Community Safety
Department of Fire and Emergency Services Western Australia
Emergency Management Queensland
Execujet Australia Pty Ltd t/a Execujet Australasia
Falcon Operations Australia Pty Ltd
GSJB Group Pty Ltd t/a Altitude Aviation
Helifish Pty Ltd
Heli-Serv Pty Ltd
Hunter region SLSA Helicopter Rescue Service Ltd
Little Aviation Pty Ltd
Mike Gribble Pty Ltd t/a Alpine Work
Microflite Pty Ltd
Northern Region SLSA Helicopter Rescue Service Pty Ltd
Redcliffe Aero Club
Revesco Aviation Pty Ltd
State of Queensland (Acting through Queensland Health)
Sunshine Coast Helicopter Rescue Service Ltd
The Trustee for ABC Brick Sales Trust t/a ABC Heli
Tude's Choppers Pty Ltd
Whitsunday Helicopter Group Pty Ltd
Multi Use List - Oil Spill Control Agents (Dispersants)
Spill Tech Pty Ltd

3. Through compulsory induction and governance awareness training, all AMSA employees are informed of their responsibilities to avoid any potential or actual conflict of interest as set out in AMSA's code of conduct.
4. AMSA is not in a position to provide an answer to this question.
5. AMSA is not in a position to provide an answer to this question.
6. No.
7. No.

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Australian Transport Safety Bureau

1. No.
2. The ATSB has accessed the following multiuse lists:
 - a) Standing Offer Deed for Recruitment Service Providers
 - Hay's Specialist Recruitment; and
 - Cantlie Recruitment Services Pty Ltd.
 - b) Consultancy and Business Services under a Standing Offer Panel
 - Trisigma Pty Ltd
 - c) Legal Services multiuse list
 - Minter Ellison
 - Australian Government Solicitor
3. We are not aware of any interests, financial or otherwise that ATSB staff have in relation to any firms/suppliers the ATSB have engaged for the procurement of goods or services. Through internal processes, no staff have made any declarations of conflict of interest in relation to the procurement of goods or services.
4. Not applicable to the ATSB.
5. Not applicable to the ATSB.
6. Not applicable to the ATSB.
7. No.

Civil Aviation Safety Authority

1. Yes.
2. Please refer to **53 - Attachment B**.
3. No.
- 4 – 6. N/A.
7. No.

Infrastructure Australia

Nil

National Capital Authority

1. No.
- 2-7. Not applicable.

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Question no.: 54

Program: n/a

Division/Agency: Corporate Services

Topic: Credit Cards

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
 5. Please list staff classification and what the misuse was, and the action taken.
 6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
 7. Have any credit cards been made available to the Minister or their office? If so, please list by classification. Has there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

The Department of Infrastructure and Regional Development

1. No change.
2. No.
3. No.
4. No.
5. N/A
6. No.
7. No.

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Question no.: 55

Program: n/a

Division/Agency: Corporate Services

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:

The Department of Infrastructure and Regional Development

1. Refer to **55 – Attachment A**.
2. Yes
 - a. Case 1: An Executive Level 2 employee was found to have breached subsections:
 - i. 13.1: An APS employee must behave honestly and with integrity in connection with APS employment;
 - ii. 13.2: An APS employee must act with care and diligence in connection with APS employment;
 - iii. 13.9: An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment; and
 - iv. 13.12: While on duty overseas, an APS employee must at all times behave in a way that upholds the good reputation of Australia.
 - Case 2: An APS 3 employee was found to have breached subsections:
 - i. 13.3: An APS employee must, when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
 - ii. 13.5: 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; and
 - iii. 13.11: An APS employee must at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS.
 - b. Case 1: The employee received a sanction under Section 15(1)(c) of the *Public Service Act 1999* - reassignment of duties.
 - Case 2: The employee received a sanction under Section 15(1)(f) of the *Public Service Act 1999* - a reprimand.
 - c. Case 1: The breach was determined on 23 July 2014 by the authorised Decision Maker.
Case 2: The breach was determined on 8 September 2014 by the authorised Decision Maker.
No.
 - d. There were no legal ramifications for the department or the staff members.

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Question no.: 56

Program: n/a

Division/Agency: Corporate Services

Topic: Cloud Services and Storage

Proof Hansard Page: Written

Senator Ludwig asked:

1. Is the Department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the Department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

Answer:

The Department of Infrastructure and Regional Development

1. Yes, the Department is currently using SAP SuccessFactors for their Recruitment Management Solution, and planning an implementation of SAP SuccessFactors Learning Management Solution
2. Recruitment Management – 3 July 2013
Learning Management Solution - May 2015
3. SAP SuccessFactors Recruitment Management and Learning Management Solution
4. Recruitment Management -\$ 80,000 per annum
Learning Management Solution - \$64 735 per annum
5. There is currently no storage limit applied to the Departments usage of the Recruitment or Learning Solution.
6. The solution and storage costs breakdown per month equal to:
Recruitment Management – \$6667 per month
Learning Management Solution - \$5395 per month.
7. Services and storage are reviewed against requirements of the Protective Security Policy Framework and Information Security Manual
8. Yes
9. \$24,900 for a security risk management plan and system security plan for recruitment management

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Question no.: 57

Program: n/a

Division/Agency: Corporate Services

Topic: Disability Access

Proof Hansard Page: Written

Senator Ludwig asked:

1. Please provide a list of all premises owned, leased or otherwise operated by the Department/Agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
 2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
 3. What plans are in place to make the premises compliant with the act?
 4. When will these plans commence and when they are expected to be complete.
 5. Has the Minister or the Minister's Office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the Minister's Office and the Department regarding this issue.
 6. What is the expected cost of making the premises compliant? Please break down the costs.
 7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since 7 September 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
 8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

Answer:

Department of Infrastructure and Regional Development

- All premises operated by the Department are compliant.

Airservices Australia

- 1-2. All buildings, when constructed, would comply with the requirements of the relevant standard of that day unless granted an exemption from a statutory body such as the appointed Airport Building Controller. Buildings constructed prior to the 2010 standard being released would not necessarily comply with the standard unless there has been a major refurbishment conducted requiring a building permit.
3. There are currently no plans or requirements to bring existing building up to the 2010 standard. Buildings are only required to meet the new standard when there is a building permit triggered for construction or refurbishment or there is a change of use of the building.
4. As per above, only when there is a requirement from a building permit.
5. N/A.
6. Unknown, generally would form part of the overall refurbishment or construction costs.
7. No.
8. No.

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Australian Maritime Safety Authority

1. AMSA does not own, lease or otherwise operate from premises that do not comply with the *Disability Discrimination Act 1992*.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

Australian Transport Safety Bureau

1. Nil. All premises operated by the ATSB are fully compliant.
- 2 - 8. Not applicable.

Civil Aviation Safety Authority

1. Nil.
- 2-8. N/A.

Infrastructure Australia

Nil

National Capital Authority

1. Nil.
- 2 - 8. N/A.

Rural & Regional Affairs and Transport Legislation Committee
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Question no.: 58

Program: n/a

Division/Agency: Corporate Services

Topic: Documents Provided to Minister

Proof Hansard Page: Written

Senator Ludwig asked:

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

Answer:

Department of Infrastructure and Regional Development

1. The Department does not record this information.
2. The Department does not record this information.
3. Documents are transmitted in hard and soft copy.
4. The Department provides a daily courier service to Ministerial Offices and electronically through the whole of government parliamentary workflow solution.
5. All documents are provided to the relevant Departmental Liaison Officer (Executive Level).

Airservices Australia

1-5. Nil. Airservices does have obligations for regular reporting to the Minister under the *Airservices Act 1995*.

Australian Maritime Safety Authority

1. Excluding policy or correspondence briefs, the Australian Maritime Safety Authority does not provide any other documents to the Minister's office.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.

Australian Transport Safety Bureau

1. Nil
- 2-5. Not applicable

Civil Aviation Safety Authority

Nil.

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Infrastructure Australia

N/A

National Capital Authority

1. Nil.
- 2-5. Not applicable.

Rural & Regional Affairs and Transport Legislation Committee
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Infrastructure and Regional Development

Question no.: 59

Program: n/a

Division/Agency: Corporate Services

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 these materials 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 Infrastructure and Regional Development

1. The department has not purchased any merchandise or promotional material. The department produces supporting information for the government's programmes.

A video was produced to support the 2014-15 Budget. Refer to written questions on notice from May 2014 Senate Estimates QoN No. 01 through to QoN No. 05.

2- 11. N/A

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Question no.: 60

Program: n/a

Division/Agency: Corporate Services

Topic: Freedom of Information - Statistics

Proof Hansard Page: Written

Senator Ludwig asked:

1. How many FOI requests were received between 7 September 2013 to date?
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under section 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under section 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

Answer:

Department of Infrastructure and Regional Development

1. 125 (from 7 September 2013 to 31 October 2014).
2. 119. 6 requests are currently in progress and are within statutory timeframes.
3. The Department does not record this information.
4. The Department does not record this information.
5. Nil.

Airservices Australia

1. 27 requests received between 7 September 2013 and 5 November 2014.
2. 25.
3. 2.
4. Nil.
5. Nil.

Australian Maritime Safety Authority

1. A total of 39 requests were received from 7 September 2013 to date.
2. 37 requests were finalised within regular time frames.
3. 2 requests were granted an extension of time under s15AA.
4. None were granted extensions under s15AB.
5. No requests were finalised out of time.

Australian Transport Safety Bureau

1. 26 FOI requests were received between 7 September 2013 to 31 October 2014.
2. 7 requests were finalised within the regular timeframes. 15 requests were withdrawn.
3. 0.
4. 0.
5. 3 requests were finalised out of time. 1 request on foot.

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Civil Aviation Safety Authority

1. 135.
2. 123 (a further six remain outstanding).
3. Six.
4. Nil.
5. Nil.

Infrastructure Australia

1. Seven.
2. Six, one is still in progress.
3. Nil.
4. Nil.
5. Nil.

National Capital Authority

1. Eight requests between 7 September and 31 October 2014.
2. Eight.
- 3-5. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 61

Program: n/a

Division/Agency: Corporate Services

Topic: Contracts for Temporary Staff

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How much did the Department/Agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer:

The Department of Infrastructure and Regional Development

1. \$846,617
2. 36
3. 28
4. nil
5. Contract staff can only be engaged for 6 months before a vacancy must be advertised internally and the Redeployment Register checked.

Airservices Australia

1. From 1 June 2014 to 31 October 2014 Airservices spent \$5.57 million on temporary and contract staff.
2. 56 temporary staff have been employed from 1 June 2014 to 31 October 2014.
3. As at 31 October 2014, 102 temporary staff were employed.
4. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
5. No. The policy governing the appointment of all staff remains Personnel: Engagement of Workers Management Instruction and no amendments have been made to this policy.

Australian Maritime Safety Authority

1. From 1 June 2014 to 31 October 2014 the Australian Maritime Safety Authority (AMSA) has spent \$2,709,790.80 (GST exclusive) on temporary or contract staff.
2. 33 temporary or contract staff were hired in the period 1 June to 31 October 2014.
3. As at 31 October 2014, 40 temporary or contract staff were employed by AMSA.
4. Nil.
5. No.

Australian Transport Safety Bureau

1. \$0.3M
2. 8
3. 3
4. Nil.
5. No changes.

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Civil Aviation Safety Authority

1. \$4,096,674 from 1 June 2014 to 15 November 2014 for contract of temporary staff.
2. 56.
3. 56.
4. Nil.
5. No.

Infrastructure Australia

1. From 1 June 2014 to 31 October 2014 \$82,593.13 was spent on contract staff.
2. From 1 June 2014 to 31 October 2014 three contract staff were employed.
3. As at 19 November 2014 there is one contract staff.
4. Nil.
5. Nil.

National Capital Authority

1. \$2,670.
2. Two.
3. Nil.
4. Nil.
5. No.

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Question no.: 62

Program: n/a

Division/Agency: Corporate Services

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 from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the Department or Agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - 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:

Department of Infrastructure and Regional Development

- 1-5. Refer to **62 – Attachment A**.
6. The Department does not make agreements with employees in regards to continuing employment after education/executive coaching and/or other leadership training paid for by the Department has been completed.
7. No graduate or post graduate study was approved in relation to executive coaching and/or other leadership training.

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Airservices Australia

- 1-3. See **62 – Attachment B**.
4. See **62 – Attachment C**.
5. See **62 – Attachment D**.
6. Study Assistance Agreement – requires employees to continue working for Airservices for a period of twelve (12) months after the final reimbursement of fees.
7. See **62 – Attachment E**.

Australian Maritime Safety Authority

The Australian Maritime Safety Authority has not purchased any executive coaching or leadership training services in the period 1 June – 31 October 2014.

1. Nil.
2. Nil.
3. Nil.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable for this type of training/coaching.

Australian Transport Safety Bureau

Nil

Civil Aviation Safety Authority

1. \$77,495.50.
- 2 – 5 See **62 – Attachment F**.
- 6 CASA does not have a return-of-service obligation in relation to executive coaching or leadership development.
- 7 Refer to table below:

Classification	Qualification	Course Name
SMGC	Masters	Business
SMGC	Masters	Aviation Management
SMGC	Masters	MBA Computing
SMGD	PHD	Juris Doctorate
FOI2B	Masters	Aviation Management
FOI2	Masters	MBA
ASR3	Masters	Aviation Management
ASR2C	Masters	Aviation Management
CS3	Masters	Professional Accounting
CS4	Masters	Professional Accounting
CS4	Masters	Business Administration
CS4	Masters	Management IT
CS3G	Masters	Human Factors & Safety Management Systems
CS3	Bachelor	Bachelor of Accounting
CS2	Graduate Diploma	Law

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Infrastructure Australia

Nil

National Capital Authority

1. Nil.
- 2-7. Not applicable.

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Question no.: 63

Program: n/a

Division/Agency: Corporate Services

Topic: Savings and Efficiency Measures

Proof Hansard Page: Written

Senator Ludwig asked:

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
 - a. What is the timeframe for implementation?
 - b. Who is the responsible agency for actioning these measures, guidelines or tasks?
 - c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the Department?
 - d. What action has the minister asked be done on this policy?

Answer:

Department of Infrastructure and Regional Development

1. Action has commenced in relation to all measures, savings tasks and efficiency measures contained in the appropriation bills.
2. N/A.

Airservices Australia

N/A

Australian Maritime Safety Authority

1. All measures, including efficiency measures, contained in the Appropriation Bills 2014 have been actioned. The Australian Maritime Safety Authority did not have any savings tasks contained in the Appropriation bills.
2. Not applicable.

Australian Transport Safety Bureau

1. There were nil measures, savings tasks or efficiency measures contained in the Appropriation bills that have not been actioned.
2. Not applicable.

Civil Aviation Safety Authority

1. All measures actioned.
2. N/A.

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Infrastructure Australia

Please refer to the answer provided by the Department of Infrastructure and Regional Development.

National Capital Authority

Nil

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Question no.: 64

Program: n/a

Division/Agency: Corporate Services

Topic: Provision of Equipment - Departmental

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the Department/Agency to departmental staff? If yes provide a list of:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
6. A breakdown of what staff and staff classification receives each item.

Answer:

Department of Infrastructure and Regional Development

1. Yes.
2. The Department supplies Laptops, Blackberries, Mobile Phones, iPads and iPhones to staff based on business requirements.
3. At the time of purchase the ex-GST cost of each was:

Laptop	\$2,145
Blackberry	\$591
Mobile Phone	\$245
iPad	\$943
iPhone	\$999 - \$1,500

4. The ongoing cost is as follows:

Data cards (for Laptops)	\$45 to \$64 per month plus charges where plan usage is exceeded
iPads	\$16 - \$64 per device per month
iPhones	Data at \$16 - \$45 per device per month plus: Optus voice – call charges based on usage Telstra voice – call charges based on usage with a minimum voice cost of \$4.50 per device per month.
Blackberry's	Data at \$27 - \$45 per device per month plus: Optus voice – call charges based on usage Telstra voice – call charges based on usage with a minimum voice cost of \$4.50 per device per month.
Mobile Phones	Optus –call charges based on usage. Telstra –calls charges based on usage with a minimum voice cost of \$4.50 per device per month.

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5. Nil.
6. The equipment is available to all levels of staff across the Department and is issued depending on the business requirement and the nature of the officer's work.

Airservices Australia

Airservices provides electronic equipment to staff as outlined in Table below.

Item		Number of Devices (as of 12/11/2014)	Upfront Cost (ex GST)	Ongoing Cost (ex GST)	Equipment Custodian Classifications
Laptops	Basic Laptop	1277 leased	No upfront cost as leased over 36 months.	\$51/month*	Any level staff that has a requirement to travel or work remotely
	Lightweight Laptop	343 leased	No upfront cost as leased over 36 months.	\$70/month*	Primarily senior managers or staff who have WH&S restrictions
RSA Tokens		1938	\$50	No ongoing cost	Any staff member that has a requirement to connect remotely or work from home
Standard Mobile Phones		746 reduction of 12 standard mobile phone since June 2104	\$167	\$5 per month plus call costs	Any staff member that has a requirement for remote or after hours contact
iPhones **		218	\$726	\$5 monthly fee plus \$30 per month on the standard 3GB data plan	Primarily senior managers unless an approved business case is received
iPads **		35	\$925	\$29/month on the standard 4GB data plan	Primarily senior managers unless an approved business case is received
IronKey USB***		25	\$331 for 16GB \$221 for 4GB	Approx \$93 every additional 3 years for updated security and virus protection	Any staff member that has a requirement for secure and protected USB connectivity
Wireless Data Cards This includes SIM cards to provide data services		525	\$215	\$29/month on the standard 4GB data plan**	Any level staff that has a requirement to travel or work remotely

* Lease price varies depending on upfront cost at time of acquisition. This price is based on current models.

** Not all services are standard depending on the requirements. More expensive plans may have been implemented to save on the overall costs.

*** This covers only approved IronKey USB devices. Currently an End Point Protection Solution which will allow Airservices to manage and monitor the use of USB ports is being developed for in the Information and Communication Technology (ICT) environment.

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Australian Maritime Safety Authority

1. Other than desktop computers, equipment provided to staff of the Australian Maritime Safety Authority (AMSA) includes laptop computers and screens, mobile phones and smartphones, iPads, small printers, cameras and consumable equipment such as thumb drives.
- 2-6. AMSA is unable to provide a breakdown in the terms sought without an unreasonable diversion of resources. The initial purchase cost is generally not specifically recorded as it falls below the required recording threshold included in AMSA's Fixed Assets Register.

Ongoing costs to provide the equipment vary per device, depending on voice and data usage plans. The equipment is available to all levels of staff across the agency and is issued dependent upon operational need and business requirements and the nature of the officer's work.

Australian Transport Safety Bureau

1. Yes

2.	3	4	5	6
Equipment Type	Purchase Cost (per unit)	Ongoing costs (per unit)	Accessories	Staff numbers and Classification
BlackBerry	\$610.00	\$15.00 per month	Charger, Screen protector	87 - management, corporate and investigation staff
Mobile Phones (Nokia 6720)	\$424.00	\$5.00 per month	Charger	2 - corporate staff
Network Security Tokens	\$75.00	\$13.00 per year	Nil	98 - management, corporate and investigation staff
Data Cards	\$318.00	\$49.00 per month	Nil	4 - management, corporate and investigation staff
Voice recorders	\$800.00	Nil	Nil	87 - investigation staff
GPS units	\$355.00	Nil	Nil	15 - investigation staff
Personal gas detectors	\$2,500.00	Calibration \$814.6 monthly	Carry bag	4 - investigation staff
Satellite phones	\$1,000.00	\$7.19 per month		11 - investigation staff
Video cameras	\$1,000.00	Nil		9 - investigation staff
Cameras	\$300 - \$1000	Nil		73 - management, corporate and investigation staff
Laptops	\$2145.00	Nil	Docking station, charger, keyboard and mouse	76 - management, corporate and investigation staff
Tablets	\$1,248.00	Nil	Docking station, charger, Keyboard and mouse	10 - management, corporate and investigation staff

Civil Aviation Safety Authority

CASA provides the following electronic equipment to agency staff:

Electronic Equipment Item	Net Movement	Purchase Cost	Ongoing Cost
Laptops	9	\$22,284.00	Not Applicable
iPads	366	\$300,412.80	\$35 (4 GB) per month
Wireless Cards (Next G Modem)	4	\$560.00	\$19 per month (1 GB) \$29 (4 GB) \$39 (8 GB)
Blackberry	0	Not Applicable	\$34.95 per month
Mobile Phones	8	\$3,600.00	\$5 per month – phone \$10 per month (1 GB) \$19 (2 GB) \$29 (3 GB) \$39 (5 GB)
iPhones	23	\$22,770	\$5 per month – phone \$29 per month (2 GB)
Blackberry Playbook	0	Not Applicable	Not Applicable

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Accessories provided to CASA staff:

Electronic Equipment Item	Quantity	Total Purchase Cost
Chargers	41	\$1,228.00
iPad audio visual cables	76	\$3,458.00
Laptop carry bags	60	\$2,400.00
iPad Keyboards	363	\$23,129.10

Mobile device allocation by staff 'actual' classification:

Classification	Laptop	Blackberry	G Modem	iPad	iPhone	Mobile
DAS				1		
ADAS				1	1	
DDAS				1		
SMGA				1		
SMGB				8	6	
SMGC				12	8	
SMGD				15	6	1
ASR1	1		1	68		2
ASR2				67		4
ASR3	1			6		
CMTL				37		
Contractors				4		
CS5	1			14		
CS4	3			21	2	
CS3	1			11		1
CS2	1			21		
FOI1				19		
FOI2	1			31		
FOI3				16		
FTE1				5		
FTE2				3		
PS			3	4		
Total	9	0	4	366	23	8

Infrastructure Australia

N/A

National Capital Authority

The National Capital Authority (NCA) provides a variety of mobile devices to staff from APS 4 to SES and the Chief Executive, including laptops, mobile phones and mobile devices. These devices support employees involved in field work, out of hours contact and general day to day NCA business. Most NCA employees, except casual employees and those employees on a short-term contract, have been provided with a mobile

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device, where they have been able to demonstrate an appropriate level of work use for the device to his/her supervisor.

As at 1 November 2014, the total number of devices currently allocated to NCA staff and Authority Members consists of four iPhones, 19 mobiles, 41 iPads and six laptops. The purchase cost of the equipment listed above is \$36,082 (exc.GST).

The ongoing cost of this equipment varies based on the usage by the individuals and the terms of the relevant plan for each device. For example, most iPads work on the regular NCA Wi-fi network and incur little to no ongoing cost.

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Question no.: 65

Program: n/a

Division/Agency: Corporate Services

Topic: Computers

Proof Hansard Page: Written

Senator Ludwig asked:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Minister's office as provided by the Department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used.
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the Department, listing the equipment cost and location.
3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs.

Answer:

Department of Infrastructure and Regional Development

1. All computers are being used. Laptops are \$2,145 each and Desktop PCs are \$1,215 each (ex GST)

Classification	No. of Staff	Laptops	PC at APH	PC at Electoral Office	PC at CPO	PC in Residence(s)
Advisor	6	4	5	1	2	
Assistant Advisor	2	1	2			
Assistant Advisor/Assistant Media Advisor	1	1	1		1	
Assistant Minister	1		1		1	1
Chief of Staff	2	1	2		1	1
Diary and Office Manager	1		1		1	
Executive Assistant	1	1	1			
Media advisor	2	1	1		1	
Minister	1		1	1		2
Office Manager	1	1	1			
Program and Diary Manager	1		1			
Receptionist	1		1			
Senior Media advisor	1		1			
Senior Advisor	3	2	3			

2. The Department has 1,164 Desktop PCs and 143 Laptops, located primarily at Head Office in Canberra, but also has computers located at regional offices, the Indian Ocean Territories and Norfolk Island.
3. The Department primarily runs Microsoft Windows 7 on its computers, with some legacy computers running Microsoft Vista. The contractual arrangement is the Head Agreement for the Provision of Microsoft Software to the Whole of Government Volume Sourcing Agreement (VSA) II (SON1595911) and specifically the Core Desktop Licence (CDL) enrolment under that head agreement. The VSA II and the CDL are in place until 30 June 2016. The ongoing cost of software assurance for Windows Pro is approximately \$28 ex GST per year.

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Question no.: 66

Program: n/a

Division/Agency: Corporate Services

Topic: Travel Costs - Department

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Is the Minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the Minister notified, when is approved provided?
8. Detail all travel (domestic and international) for departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
9. Detail all travel for departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
10. What date was the Minister or their office was notified of the travel?
11. What date did the Minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

Department of Infrastructure and Regional Development

1. No
- 2-7. N/A
8. Nil
9. The following table shows the breakdown of travel costs for departmental staff. All travel is for official government business.

	Domestic	International
Airfares – Economy Class	\$717,951	\$389,603
Airfares – Business Class	\$306837	\$375,000
Accommodation	\$384,005	\$210,600
Meals	\$122,859	\$44,142
Other Travel Expenses	\$41,704	\$46,202
Total Cost	\$1,573,356	\$1,065,547

- 10-11. N/A
12. Travel for the remainder of the calendar year will depend on the business requirements of the department. Departmental staff travel for official government business.

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Question no.: 67

Program: n/a

Division/Agency: Corporate Services

Topic: Travel Costs - Ministerial

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. Please detail all travel conducted by the Minister/parliamentary secretary.
2. List each location, method of travel, itinerary and purpose of trip.
3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.
5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

The Department of Finance is responsible for this matter.

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Question no.: 68

Program: n/a

Division/Agency: Corporate Services

Topic: Grants

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail. Can these restrictions be waived? If yes, please detail the process for waiving them and list any grants where the restrictions were waived.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the Minister or the Minister's Office play any role in awarding grants? If yes, please detail. Has the Minister or the Minister's Office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, and intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, and the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answer:

The Department of Infrastructure and Regional Development

1. All grant guidelines are available on the Department's website.
2. Grants are applied for through the mechanism outlined in the grant programmes guidelines.
3. All granting activities are required to have grant guidelines which specify the process by which grant recipients will be selected, including all criteria on which funding will be based.
4. All granting activities are assessed through a merit process against the selection criteria outlined in the grant programmes guidelines.
5. A range of staff in the Department are required to evaluate and assess proposals in accordance with each programmes grant guidelines. Where required ministerial approval is sought prior to entering into any funding agreements.
6. The Department assesses proposals in accordance with each programmes grant guidelines. In some instances the minister has delegation to approve the funding proposals based on the Department's recommendations.
7. Information on grants awarded by the Department are available on the Department's website: <http://www.infrastructure.gov.au/department/grants/index.aspx>.
8. Details on approved grants prior to the specified period can be found in the Department's Senate Order on Grants.

Information on grants awarded by the Department are available on the Department's website: <http://www.infrastructure.gov.au/department/grants/index.aspx>.

Rural & Regional Affairs and Transport Legislation Committee

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Infrastructure and Regional Development

Civil Aviation Safety Authority

1. CASA Sponsorship Guidelines.
2. Organisations are invited to apply for sponsorship in two rounds conducted during the financial year.
3. No.
4. Applications are assessed by relevant subject matter experts in line with the key safety priorities listed in the relevant sponsorship guidelines.
5. Relevant subject matter experts, the Manager Safety Promotion and the Executive Manager, Safety Education and Promotion.
6. N/A.
7. See table below.

Recipient	Amount	Description	Location	Electorate
Model Aeronautical Association	\$3,000	Advertising of safety messages in house magazine	National	n/a
Outback Rescue Qld	\$10,000	UAV Outback Rescue Challenge 22-25 Sept 2014	Kingaroy Qld	Maranoa
Australian Airport Association	\$30,000	Sponsorship of National Airport Safety Week 29 Sep – 3 Oct 14	National	n/a
Aircraft Owners & Pilots Association	\$10,000	Sponsorship of Pilot Safety Seminars	National	n/a
Australian Warbirds	\$7,500	Sponsorship of Formation and Safety Training	National	n/a
Royal Federation of Aero Clubs	\$5,000	Annual Flying Training Conference, 12-19 April 2015	Echuca, Victoria	Murray
Australian Piper Society	\$2,185	Proficiency Program 13-15 March 2015	Merimbula, NSW	Eden Monaro
Royal Aero Club of WA	\$5,000	Sponsorship of monthly aviation workshops for local pilots	Jandakot, WA	Fremantle
East Coast Balloon Club	\$2,000	National Safety Conference	Billimari, NSW	Hume
Safe Skies Australia	\$50,000	CASA Sponsorship of Safe Skies Conference October 2015	Canberra City	Fraser
University of South Australia	\$5,000	SMS Workshop, 24-28 Nov 14	Mawson Lakes, SA	Makin
Total	\$129,690			

8. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

Question no.: 69

Program: n/a

Division/Agency: Corporate Services

Topic: Government Payment of Accounts

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. What has been the average time period for the Department/Agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

The Department of Infrastructure and Regional Development

1. The average time period for the Department to pay its accounts to contractors, consultants or others is in accordance with Government policy of 30 days from the receipt of a correctly rendered invoice.
2. The Department has paid 9,000 invoices or 99.01% of the total number of invoices in under 30 days.
3. The Department has paid 50 invoices or 0.56 % of the total number of invoices in between 31 and 60 days.
4. The Department has paid 14 invoices or 0.16% of the total number of invoices in between 61 and 90 days?
5. The Department has paid 4 invoices or 0.04% of the total number of invoices in between 91 and 120 days.
6. No interest has been paid since Estimates.
7. N/A

Please refer to the table below for a breakdown of questions 2, 3, 4, 5 & 6:

Timeframe	Number of invoices	Percentage
Paid within 30 days	8911	99.01%
Paid within 31 to 60 days	50	0.56%
Paid within 61 to 90 days	14	0.16%
Paid within 91 to 120 days	4	0.04%
Greater than 120 days	21	0.23%
Total	9000	

Rural & Regional Affairs and Transport Legislation Committee**ANSWERS TO QUESTIONS ON NOTICE****Supplementary Budget Estimates****Infrastructure and Regional Development****Airservices Australia**

Airservices has an internal accounts payable policy that follows the standard terms of trade of 28 days. Most of the invoices are paid within this time period, with exceptions due to not enough information provided in a timely manner by the vendor, queried charges or contractual dissonance.

	Invoice Date to Payment Date		Invoice Receipt Date to Payment Date	
	Number	Percentage	Number	Percentage
1. Average time to pay accounts	35.05	N/A	13.52	N/A
2. Paid in under 30 days	8547	73.92%	11325	97.95%
3. Paid between 30 and 60 days	1823	15.77%	217	1.87%
4. Paid between 60 and 90 days	670	5.79%	15	0.13%
5. Paid between 90 and 120 days	283	2.45%	2	0.02%
6. Paid in over 120 days	239	2.07%	3	0.03%
7. Nil interest payments on overdue amounts since June 2014				

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) pays its accounts to suppliers upon acceptance of the good and/or service. Where the acceptance is immediate, AMSA pays its accounts in accordance with the terms and conditions applicable to each procurement. Although these are generally 30 days, other payments are agreed from time to time between the parties for business reasons. Accounts in dispute are paid in a timely manner upon resolution of the dispute.
- 2-7. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought in parts 2-7 of the question without an unreasonable diversion of resources.

Australian Transport Safety Bureau

All responses represent the period 1 June 2014 to 31 October 2014

1. Since the Budget Estimates Hearings held in June 2014, the average time period the ATSB took in paying contractors, consultants or others, in accordance with “Finance Circular 2012/02 – Procurement on-time payment policy for small business” was 7 days.
2. Table A below identifies the number of invoices paid to Small Business and the value and number within specified payment periods. The ATSB is conscious of the Government policy as outlined in Finance Circular No. 2012/02 and continues to review its processes to ensure invoices are paid within the timeframes outlined in the Government Policy.

Table A

Timeframe	Number of invoices	% of Number	Value \$	% of Value
Paid within 30 days	93	99	12,956,462	100
Paid within 31 to 60 days	1	1	693	0
Paid within 61 to 90 days	0	0	0	0
Paid within 91 to 120 days	0	0	0	0
Greater than 120 days	0	0	0	0
Total	94	100	12,957,155	100

3. 4, refer Table A.
4. Nil, refer Table A.
5. Nil, refer Table A.
6. Nil, refer Table A.
7. No, interest is not being paid as the overdue amounts were settled before 60 days and no requests or invoices were received from any of the vendors in relation to interest on overdue accounts. This adheres to the advice obtained within “Finance Circular 2012/02”.

Rural & Regional Affairs and Transport Legislation Committee

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Civil Aviation Safety Authority

1. 28 days after receipt of correctly rendered invoice.
2. 3,990 invoices (99.7%).
3. Ten invoices (0.3%).
4. Nil.
5. Nil.
6. No.
7. N/A.

Infrastructure Australia

Infrastructure Australia's payment statistics are included in the Department of Infrastructure and Regional Development payment information

National Capital Authority

Between 1 June 2014 and 31 October 2014 (all amounts are GST inclusive):

1. 17 days
2. \$14,704,443 (88.24%)
3. \$533,116 (7.78%)
4. \$130,482 (3.64%)
5. \$28,247 (0.34%)
6. Nil.
7. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Regional Development

Question no.: 70

Program: n/a

Division/Agency: Corporate Services

Topic: Consultancies

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
3. Have any consultancies not gone out for tender?
 - a. List each, including name, cost and purpose
 - b. If so, why?

Answer:

The Department of Infrastructure and Regional Development

1. A list of consultancies valued at \$10,000 or more can be found on the AusTender website.
2. Planned consultancies for the 2014 calendar year are covered in the Department's Annual Procurement Plan list which can be found on the AusTender website.
3. Yes. For details please refer to **70 – Attachment A**.

Airservices Australia

1. Airservices has undertaken 31 consultancies since Budget Estimates in June 2014. The total value for these consultancies is \$1,879,463.
2. There is no fixed number of planned consultancies for the remainder of the calendar year, as consultancies are undertaken on an as-required basis. As a Commonwealth Entity under the *Public Governance, Performance and Accountability Act 2013*, Airservices is not required to publish an Annual Procurement Plan.
3. The majority of the consultancies undertaken during this period have been as a result of restricted market approach or direct negotiation with existing suppliers or panel providers which have been implemented through competitive approaches to the market.

Australian Maritime Safety Authority

1. From 1 June 2014 to 31 October 2014, 10 consultancies were let. The total value of contracts executed by the Australian Maritime Safety Authority (AMSA) on all consultancies for the period 1 June 2014 to 31 October 2014 is \$677,804.53. Other details of the 10 consultancies let during the period are provided at **70 – Attachment B**.
2. Planned consultancies, that meet the reporting criteria, are outlined in AMSA's Annual Procurement Plan list which can be found on the Australian Government Tender System website (AusTender).
3. All consultancy procurements have been undertaken in accordance with the Commonwealth Procurement Rules.

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Australian Transport Safety Bureau

1. The details and number of consultancies undertaken, valued at more than \$10,000, from 1 June 2014 to 31 October 2014 are available on the Australian Government Tender system (AusTender) website.
2. Planned consultancies for the 2014 calendar year are covered in the ATSB's Annual Procurement Plan (APP) list which can be found on the AusTender system website. Please refer to AusTender for further detail.
3. Yes, one consultant was directly engaged.
 - a. Sherrell Offshore Services at a cost of \$35,000, for the purpose of providing specialist skills in relation to the search for missing Malaysia Airlines Flight MH370.
 - b. The consultant provided by Sherrell Offshore Services, had previous expertise and experience gained from his involvement in the search and recovery of Air France 447.

Civil Aviation Safety Authority

1. One. The Contract was placed with Gartner Australia Pty Ltd, for IT Research and Advisory Services for a 12 month subscription service (with a 12 month extension option) for \$177,100 per year. The Procurement methodology was a prequalified tender utilising an existing inter-agency Panel. The total for all CASA consultancy contracts for this period was therefore \$177,100.
2. Nil. CASA, as a corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*, is not required to produce an Annual Procurement Plan.
3. No.

Infrastructure Australia

1. From 1 June 2014 to 31 October 2014 there was one consultancy undertaken as follows:

Name	Subject Matter	Duration	Cost	Procurement Method	Total Value
Freebody Cogent Pty Ltd	Advice to assist IA prepare to transition to the new governance arrangements for the IA Amendment Bill 2013.	1.5 months	\$19,897.35	Open tender – panel	\$19,897.35

2. Nil.
3. Nil.

National Capital Authority

1. Six consultancies to the value of \$80,756 have been undertaken as listed below;
(a) P&A Walsh Consulting – Expert Review of National Capital Plan- 13/6/14 to 16/7/14 -\$10,500 – Direct Source
(b) Macroplan Dimasi – Expert Review of National Capital Plan- 13/6/14 to 16/7/14 -\$11,200 – Direct Source
(c) Bellchambers Assurance – Review of NCA's Risk management Framework -10/6/14 to 30/6/14 -16,256.36 – Direct Source.
(d) Cogent Business Solutions – Expert advice for implementation of Works Approval Electronic Lodgement System – 8/8/14 to 1/10/14 -\$17,800 – Direct Source.
(e) Cogent Business Solutions – Expert advice for IT steering committee – 15/7/14 to 30/6/15 -\$10,000 – Direct Source.
(f) Godden Mackay Logan Pty Ltd – Heritage Management Plan for the Commencement Column -22/9/14 to 30/6/15 - \$15,000 – Direct Source.
2. One consultancy for the place renewal plan for Kings and Commonwealth Avenues.
 - Austender ATM ID is C14/125
 - Duration is Mid December to 30 June 2015.
 - Estimated cost between \$225,000 to \$275,000.
 - Procurement method – Open Tender.
3. No consultancies have been of a value that would require open tender.

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Question no.: 71

Program: n/a

Division/Agency: Corporate Services

Topic: Freedom of Information

Proof Hansard Page: Written

Senator Ludwig asked:

Consultations with Other Departments, Agencies and the Minister

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
 - a. The Department/Agency which was consulted;
 - b. The document;
 - c. The purpose of the consultation;
 - d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 - e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension.
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
 - a. The requests with respect to which the Minister or Ministerial office was consulted;
 - b. The Minister or Ministerial office which was consulted;
 - c. The purpose of the consultation;
 - d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 - e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension;
 - f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office.

Staffing

1. From 18 September 2013, what was the average FTE allocated to processing FOI requests?

FOI Disclosure Log

1. For the purposes of meeting its obligations under 11C of the Act, does the Department/Agency:
 - a. Maintain a webpage allowing download of documents released under section 11A (direct download)?
 - b. Require individuals to contact the Department/Agency to ask for the provision of those documents (request for provision)?
 - c. Facilitate to those documents in a different manner (if so, specify).
2. If the Department/Agency has moved from a system of meeting its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
 - a. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
 - b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;

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- c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
- d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
- e. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department/Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
 - a. On how many occasions charges have been imposed;
 - b. The amount charged for each document;
 - c. The total amount charged;
 - d. What is the highest charge that has been imposed.

With respect to FOI requests

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
 - a. Released in full
 - b. Released in part
 - c. Refused access on the grounds that release of the document would be contrary to the public interest
 - d. Other (please specify)

Answer:

Department of Infrastructure and Regional Development

Consultations with Other Departments, Agencies and the Minister

1. Yes.
2. a – e. The Department does not record this information.
3. Yes.
4. a - e. Not applicable.
 - f. The Department provided formal 'For Information' briefs to the ministers' offices for 5 FOI requests during the period 1 June 2014 to 31 October 2014.
Ministers' offices are also informed of all requests on hand through a weekly FOI status report.

Staffing

1. 1.97 FTE in the FOI and Client Service Team.

FOI Disclosure Log

1. a. Yes.
 - b. Yes, but only where an individual seeks access to the document in an alternate format to what is already published.
 - c. No.
2. a - e. Not applicable
3. No.
4. a – d. Not applicable.

With respect to FOI requests

1. The Department does not record this information
2. a – d. The Department does not record this information

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Regional Development

Question no.: 72

Program: n/a

Division/Agency: Corporate Services

Topic: Hospitality and Entertainment

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

1. Refer to **72 - Attachment A**.
2. Nil.
3. Refer to **72 – Attachment B**.
4. Nil.
5. The Department does not have detailed plans for future potential hospitality spending.
6. The Department does not have detailed plans for future potential hospitality spending.
7. The Department does not have detailed plans for future potential entertainment spending.
8. The Department does not have detailed plans for future potential entertainment spending.
9. The Department seeks to find efficiencies and savings against all elements of its operating expenses.

Airservices Australia

1. From 1 June 2014 to 31 October 2014 the total hospitality & entertainment expenditure was \$91,093. These costs predominately related to functions with external stakeholders and industry events, graduation ceremonies, and staff workshops.
2. N/A.
3. See response to question one, hospitality and entertainment costs are not split for reporting purposes.
4. N/A.
5. The budget for hospitality and entertainment costs for the remainder of the year is \$270,883. This funding is for industry events, graduation ceremonies and staff workshops.
6. N/A.

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7. See response to questions five, hospitality and entertainment costs are not split for reporting purposes.
8. N/A.
9. During a review of the budget in the July to September quarter of this year, the budget for hospitality and entertainment expenses was reduced by \$52,118.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority's (AMSA) expenditure on hospitality costs for the period 1 June 2014 – 31 October 2014 was \$12,878.
2. Not applicable. AMSA does not fund hospitality for the Minister's office.
3. AMSA's expenditure on official entertainment for the period 1 June 2014 – 31 October 2014 was \$2,097. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
4. Not applicable. AMSA does not fund entertainment for the Minister's office.
5. The budget for hospitality costs for 2014-15 is \$170,620. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
6. Not applicable. AMSA does not have a hospitality budget for the Minister's office.
7. The budget for entertainment costs for 2014-15 is \$5,000. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
8. Not applicable. AMSA does not have an entertainment budget for the Minister's office.
9. All spending, before being budgeted for, is assessed to ensure that spending is essential and that AMSA is receiving 'value for money'. Only spending that meets this outcome is incurred. This includes costs in relation to hospitality.

Australian Transport Safety Bureau

Question 1: The total amount spent on hospitality between 1 June 2014 and 31 October 2014 for the ATSB was \$2,084.00, detailed in the table below.

Date	Location	Purpose	Cost
23/07/2014	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course delegates	\$2,056.00
09/10/2014	Jamies Italian , CIVIC Canberra Centre	Lunch with Mr Martin Pluggard, Director of Accident Investigation Board Denmark.	\$28.00
Total			\$2,084.00

*All figures are GST Exclusive

Question 2: Not applicable to ATSB.

Question 3: The total amount spent on entertainment between 1 June 2014 and 31 October 2014 for the ATSB was \$344.00, detailed in the table below.

Date	Location	Purpose	Cost
23/07/2014	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Four attendees from the ATSB to attend the function dinner and beverages for Human Factors Course	\$316.00
09/10/2014	Jamie's Italian , Canberra Centre, CIVIC	One attendee from the ATSB to attend lunch with Mr Martin Pluggard, Director of Accident Investigation Board Denmark.	\$28.00
Total			\$344.00

*All figures are GST Exclusive

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Question 4: Not applicable to ATSB.

Question 5: Hospitality expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of hospitality expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2014-15 and it is anticipated that this trend will continue.

Question 6: Not applicable to ATSB.

Question 7: Entertainment expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of entertainment expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2014-15 and it is anticipated that this trend will continue.

Question 8: Not applicable to ATSB.

Question 9: ATSB manages its overall budget, both employee and supplier expenses, through prioritisation and careful management of business activities. The level of hospitality and entertainment expenditure is less than 0.1 per cent of the overall ATSB expenditure budget in 2014-15. Any savings in this area would be of minimal effect.

Civil Aviation Safety Authority

1. \$41,391. This expenditure includes venue and catering for aviation safety seminars, venue hire and catering for consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors.
2. N/A.
3. \$2,552. This includes expenditure for event dinners and staff awards.
4. N/A.
5. \$27,134 has been planned on hospitality for the remainder of the financial year. This planned expenditure includes venue and catering for aviation safety seminars, venue hire and catering for consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors. Details on date and location of these events are yet to be determined.
6. N/A.
7. \$114,200 has been planned for entertainment for the remainder of this financial year. This includes expenditure for event dinners and staff awards. Details on date and location of these events are yet to be determined.
8. N/A.
9. CASA has no particular initiatives in place to reduce spend on these items.

Infrastructure Australia

1. From 1 June 2014 to 31 October 2014 \$2,099.58 was spent on hospitality.
2. Nil.
3. Nil.
4. Nil.
5. There are no plans for spending on hospitality. Spending on hospitality is approved on a case by case basis.
6. Nil.
7. Nil.
8. Nil.
9. There are no plans to reduce spending on these items. Spending on hospitality is approved on a case by case basis.

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National Capital Authority

1. The hospitality expense for the period 1 June 2014 to 31 October 2014 was \$1,510. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) activities. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. Not applicable.
3. Nil.
4. Not applicable.
5. \$5000. This represents the total available hospitality budget for 2014–15. The majority of this is reserved for the NCA Public Forum, an open community engagement event, held annually in Canberra. In December 2014, the NCA will hold an end of year celebration of the achievements for the board and key staff.
6. Not applicable.
7. The NCA has no allocated budget for entertainment in the current financial year. No specific events are currently planned.
8. Not applicable.
9. The NCA is reviewing how it conducts its annual public forum which may result in a reduction in light refreshments.

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Question no.: 73

Program: n/a

Division/Agency: Corporate Services

Topic: Senate Estimates Briefing

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How many officers have been responsible for preparing the Department, Agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information? Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? If so, when did this occur? How many versions of this information were shown to the minister or their office?
4. Did the Minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when did this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 - c. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the Department for the Additional Estimates hearings in February 2014.

Answer:

- 1-2. The Department/Agencies do not record this information.
3. No.
4. No.
5. Requests for ministerial briefs should be made directly to the relevant minister.

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Question no.: 74

Program: n/a

Division/Agency: Corporate Services

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:

The Department of Infrastructure and Regional Development

1. Yes.
- 2.

APS Level Classification	Headcount as at 31 May 2014	Headcount as at 31 October 2014
APS2	1	1
APS3/Grads	50	49
APS4	84	86
APS5	191	190
APS6	276	273
EL1	363	358
EL2	173	165
SEB1	35	33
SEB2	10	10
SEB3	2	2
SEC	1	1
Total	1,186	1,168

Division	Headcount as at 31 May 2014	Headcount as at 31 October 2014
Aviation & Airports	132	113
Corporate Services	215	205
Executive	8	7
Infrastructure Australia	9	9
Infrastructure Investment	142	153
Local Government and Territories	126	115
Office of Transport Security	303	297
Policy and Research	109	105
Surface Transport Policy	142	133
Western Sydney Unit		31
Total	1,186	1,168

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Town/City and State	Headcount as at 31 May 2014	Headcount as at 31 October 2014
Aust. Capital Territory	986	972
Canberra	984	969
Jervis Bay	2	3
New South Wales	58	53
Sydney	44	39
Newcastle	5	5
Orange	5	5
Wollongong	4	4
Northern Territory	6	6
Alice Springs	1	1
Darwin	5	5
Overseas	15	14
Abu Dhabi	2	2
Bangkok	2	2
Jakarta	4	4
Manila	2	1
Montreal	2	2
Port Moresby	2	3
Washington DC	1	-
Queensland	36	37
Brisbane	31	33
Townsville	5	4
South Australia	22	22
Adelaide	22	22
Tasmania	3	2
Hobart	3	2
Victoria	27	28
Melbourne	24	26
Bendigo	3	2
Western Australia	31	33
Perth	31	33
Indian Ocean Territories	2	1
Norfolk Island	2	1
Total	1,186	1,168

Airservices Australia

1. There has not been a significant change to the staffing profile for Airservices Australia.
2. Attached are the differences by Classification, Division, State and City.

Classification Differences

	Jun 2014	Oct 2014	Difference
Simulator Support Officer	125	124	-1
Flight Data Co-ordinator	26	26	0
Agency	42	35	-7
Air Traffic Control (ATC) (Non-Shift)	151	154	3
Access Only	1	3	2
Air Traffic Control (ATC) (Shift)	1,014	1,027	13
Australian Workplace Agreement (AWA) Other	2	2	0
Senior Manager (Contractor)	262	263	1
Corporate/Technical and Asset Services(TAS) Agreement	1,232	1,240	8
Corporate National Operations Centre (NOC)	55	56	1

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Contractor Full Time Equivalent (FTE)	2	2	0
Consultants	0	0	0
Corporate/Technical and Asset Services(TAS) – (Shift)	6	6	0
Corporate Upper Air Space (UAS) High Frequency (HF)	62	62	0
Airways Data Team	12	12	0
Air Traffic Control (ATC) Line Manager	12	12	0
Air Traffic Control (ATC) Line Manager (Shift)	24	26	2
Service Contractor. Non- Full Time Equivalent (FTE)	0	0	0
Aviation Firefighter	850	870	20
Senior Managers	23	22	-1
Technical (Non-Shift)	424	431	7
Technical (Shift)	51	51	0
Executive Manager	79	77	-2
	4,455	4,501	46

Division Differences

	Jun 30 2014	Oct 31 2014	<i>Difference</i>
Chief Executive Office	2	2	0
Air Traffic Control	1,375	1,377	2
Aviation Rescue & Fire Fighting	921	947	26
CEO Office Administration	9	9	0
Corporate & Industry Affairs	43	46	3
Finance & Corporate	246	244	-2
Future Service Delivery	50	47	-3
Learning Academy	460	468	8
People & Culture	101	112	11
Projects & Engineering	1,067	1,068	1
Safety Environment & Assurance	181	181	0

State Differences

	Jun 30 2014	Oct 31 2014	<i>Difference</i>
Australian Capital Territory	949	958	9
New South Wales	405	415	10
Northern Territory	99	99	0
Queensland	1,310	1,330	20
South Australia	140	150	10
Tasmania	66	72	6
Victoria	1,191	1,180	-11
Western Australia	295	297	2

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City Differences

	Jun 30 2014	Oct 31 2014	<i>Difference</i>
Canberra	949	958	9
Albury	6	5	-1
Coffs Harbour	8	9	1
Dubbo	1	1	0
Llandilo	2	2	0
Sydney	342	353	11
Tamworth	12	12	0
Wagga Wagga	34	33	-1
Alice Springs	35	36	1
Darwin	64	63	-1
Brisbane	992	997	5
Cairns	100	103	3
Charleville	1	1	0
Coolangatta	57	59	2
Gladstone	2	17	15
Hamilton Island	15	14	-1
Mackay	38	36	-2
Maroochydore	27	28	1
Oakey	2	2	0
Rockhampton	35	32	-3
Townsville	41	41	0
Adelaide	140	150	10
Hobart	33	38	5
Launceston	33	34	1
Melbourne	1,191	1,180	-11
Broome	22	23	1
Karratha	20	21	1
Newman	0	2	2
Perth	239	236	-3
Port Hedland	14	15	1

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Australian Maritime Safety Authority

1. Yes there have been changes to the staffing profile of the Australian Maritime Safety Authority since 1 June 2014.
2. **74 - Attachment A** provides details of the changes.

Australian Transport Safety Bureau

1. Yes, an increase of three non-ongoing FTE primarily in support of the MH370 search project. All three are Canberra based.
2. ACT (Canberra) profile APS5 (increased from 10 to 12) and EL1 (increased from 13 to 14).

Civil Aviation Safety Authority

1. Yes.
2. Please refer to **74 – Attachment B**.

Infrastructure Australia

1. There has not been any change to the staffing profile of the Agency between 1 June 2014 and 31 October 2014.
2. The following staff have been seconded to Infrastructure Australia between 1 June 2014 and 31 October 2014:

Classification	Division	Home Base Location	City
Executive Level 1	Infrastructure Australia	Department of Prime Minister and Cabinet	Sydney
APS 6	Infrastructure Australia	Department of Prime Minister and Cabinet	Sydney
Clerk 9/10	Infrastructure Australia	NSW Treasury	Sydney

The following staff have left Infrastructure Australia between 1 June 2014 and 31 October 2014:

Classification	Division	Home Base Location	City
Executive Level 1	Infrastructure Australia	Department of Infrastructure and Regional Development	Sydney
Executive Level 1	Infrastructure Australia	Department of Infrastructure and Regional Development	Sydney
SES	Infrastructure Australia	Department of Infrastructure and Regional Development	Sydney

National Capital Authority

Please refer to **74 – Attachment C**.

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Question no.: 75

Program: n/a

Division/Agency: Corporate Services

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? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position.
9. How do the packages differ from the default public service package?
10. How is the Department/Agency funding the packages?

Answer:

Department of Infrastructure and Regional Development

1. Five voluntary redundancies. These were excess to the requirements of the department.
2. No.
3. No.
4. N/A.
5. Nil.
6. 21 ongoing employees left the Department

APS Classification	Headcount
APS3/Grads	1
APS 4	1
APS 5	3
APS 6	6
EL 1	5
EL 2	5
Total	21

7. Eight non-ongoing employees left the Department

APS Classification	Headcount
APS 2 Cadets	2
APS 4	1
APS 6	4
EL 1	1
Total	8

8. The Voluntary Redundancy packages are in line with the Enterprise Agreements of former Department of Regional Australia and Local Government and former Department of Infrastructure and Transport through consideration period and notice in lieu and outstanding annual leave and long service leave entitlements.

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9. Departmental packages are in line with APS package.
10. These were within the Departmental budget. The Department has reduced non-ongoing workforce and not recruiting ongoing employees.

Airservices Australia

1. Six (6) reductions occurred between 1 June and 31 October due to changes in business requirements resulting in positions becoming surplus to requirement, change in function or design of role, or skill requirements due to changing business needs.
2. None
3. There are no plans for further staff reductions at this time.
4. N/A.
5. N/A.
6. 68 ongoing staff have left the agency since 1 June 2014.

Classifications:

ACADEMY	5
Airservices Admin Level 3	2
Airservices Admin Level 4	2
Airservices Admin Level 5	2
Airservices Admin Level 6	3
Airservices Admin Level 7	9
Airservices Admin Level 8	2
Airservices Admin Level 9	1
Air Traffic Controller	7
Technical BAND 2	1
Technical BAND 3	1
Technical BAND 4	1
Technical BAND 5	1
Technical CADET	1
Check and Standardisation Supervisor	2
Senior Manager	5
Fire Commander	2
ATC FIELD Trainee	3
High Frequency Senior Manager	1
Leading Fire Fighter	2
Manager	9
Simulator Support Officer	4
Technology Professional Band 2B	1
Technology Professional Band 3C	1
Grand Total	68

7. 21 non-ongoing staff have left the agency since 1 June 2014.

Classifications:

Agency	14
Airservices Admin Level 4	1
Airservices Admin Level 5	2
Airservices Admin Level 7	2
Air Traffic Controller	1
Senior Manager	1
Grand Total	21

8. The terms and conditions for all voluntary packages are outlined in the Airservices Corporate Enterprise Agreements or Management Contract.

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All voluntary packages across Airservices include the following package components:

Benefit	Applicable to Corporate Enterprise Agreement staff
1. 4 weeks' notice (plus an additional 2 weeks if over 45, or have service of 2 years plus) Payment of the relevant notice period paid in lieu of notice if employee does not work out the notice period, plus 3. Payment of 4 weeks' salary for each of the first 5 years service and 3 weeks' salary for each subsequent year of service and pro rata for each month of service for any part completed year, up to a maximum of 75 weeks' salary, plus 4. Payment of accumulated leave such as annual and LSL. A range of additional support services/benefits are offered to assist the individual transition to a new role/career outside of the organisation.	Across all levels and positions in the organisation

Managers receive the severance payment prescribed in their employment contract. The standard management redundancy payment consists of payment of 3 months' total remuneration payment in lieu of notice, plus payment of one months' total remuneration payment for each completed year of service, up to a maximum of 6 months' payment, plus any accrued untaken annual leave and long service leave.

9. Australian Public Service provisions don't apply to Airservices employees as our staff are not employed under the APS Act.
10. The packages are funded through current provision for separations and redundancies.

Australian Maritime Safety Authority

1. Nine redundancies have occurred during the period 1 June – 31 October 2014. All reductions were voluntary redundancies which occurred as a result of the Australian Maritime Safety Authority (AMSA) Information Technology Business Redesign Program.
2. None of these reductions were involuntary redundancies.
3. There are potentially up to another three positions which may be subject to redundancy resulting from further business redesign in AMSA's Information Technology area. The specific details are yet to be determined.
4. If there are further staff reductions, they will be the result of organisation restructure arising from business redesign.
5. No. There are no plans for involuntary redundancies.
6. 13 ongoing staff left AMSA:
 - AMSA 3 - one employee
 - AMSA 4 - one employee
 - AMSA 5 - two employees
 - AMSA 6 - four employees
 - AMSA 7 - two employees
 - AMSA 8 – one employee
 - Contract manager - one employee
 - Search and Rescue Officer - one employee

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7. Three non-ongoing staff left AMSA:
 - AMSA 5 - one employee
 - AMSA 6 - one employee
 - AMSA 8 - one employee
8. See table below for details of AMSA voluntary redundancy packages offered by position title and level. Please note that the details of the individual packages offered are defined in the AMSA Enterprise Agreement which mirrors the terms of the Public Service default package provisions.

Position Title	Position Level
Windows Administrator	AMSA 5
Windows Administrator	AMSA 4
Service Desk Officer	AMSA 3
Network Administrator	AMSA 5
Database Administrator	AMSA 6
Database Administrator	AMSA 6
Unix Administrator	AMSA 6
System Administrator/System Developer	AMSA 6
Service Support Manager	AMSA 7

9. The AMSA redundancy packages reflect the terms of the default public service package.
10. The packages are funded from the existing AMSA staffing budget.

Australian Transport Safety Bureau

1. Nil
2. NA
3. Yes, two Brisbane based staff (specialist rail investigators) have been identified as potentially excess to requirements
4. This reduction in staff is required to offset the shortfall in projected revenue as a result of the Queensland Government's recent decision to withdraw from the National Rail Safety Regulation and Investigations Reforms
5. The staff that have been identified as potentially excess to requirement may result in involuntary redundancies
6. One (EL2)
7. Nil
8. NA
9. NA
10. NA

Civil Aviation Safety Authority

1. 28.
2. Yes, two CASA staff have been made involuntarily redundant. Both staff occupied Corporate Services level 5 positions, which became obsolete.
3. No.
4. N/A.
5. No.
6. 25 (excluding the 28 redundancies listed at the response to Question 1). The classification of those employees was as follows:

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Classification	No of Separations
ASR1	3
ASR2	4
CS2-A	2
CS2-B	1
CS3-A	2
CS3-B	2
CS4	3
CS5	1
CMTL	1
FOI1	1
FOI2	2
FOI3	2
DAS	1

7. 35. The classification of those employees was as follows:

Classification	No of Separations
ASR1	1
ASR2	1
CS1	1
CS2-A	2
CS2-B	16
CS3-A	2
CS3-B	2
CS4	7
CS5	2
PS	1

8. Please refer to **75 – Attachment A**.

9. The CASA Enterprise Agreement 2012-2014 provides for differing redundancy packages for a specific group of employees who were covered by redundancy provisions prior to 2006. Those employees who attracted those provisions have been identified in Attachment A.

10. CASA has funded all redundancy packages through yearly operational expenses.

Infrastructure Australia

N/A

National Capital Authority

1. Three.
 1. The work was outsourced to a private company.
2. No.
3. No.
4. Not applicable.
5. No.
6. Six ongoing employees have ceased with the National Capital Authority (NCA) from 1 June 2014 to 31 October 2014.
Classifications were:
APS 3 – 2 employees

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APS 4 – 1 employee

APS 5 – 1 employee

APS 6 – 1 employee

EL 1 – 1 employee.

7. Six non-ongoing employees have ceased with the NCA from 1 June 2014 to 31 October 2014.

Classifications were:

APS 2 – 2 employees

APS 3 – 1 employee

EL 1 – 3 employees.

8. There are no voluntary redundancy packages currently on offer. For information on the three voluntary redundancies that have been actioned since June 2014 refer to question SQ14-000467 (Redundancies).

9. All payments have been made in accordance with the redundancy provisions in the NCA's Enterprise Agreement – these provisions are standard APS provisions.

10. From departmental funding.

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Question no.: 76

Program: n/a

Division/Agency: Corporate Services

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:

The Department of Infrastructure and Regional Development

1. 16

APS Classification	Headcount
APS4	3
APS5	3
APS6	4
EL1	3
EL2	3
Total	16

2. Nil

3.

Number of contractors	Average length of employment period
33	18.89 working days

Airservices Australia

1. Between 1 June 2014 and 31 October 2014 there were 141 ongoing Recruitments.

Classification	Number
Air Traffic Control Academy Recruit	13
Airservices Admin Level 3	10
Airservices Admin Level 4	17
Airservices Admin Level 5	4
Airservices Admin Level 6	8
Airservices Admin Level 7	14
Airservices Admin Level 8	6
Air Traffic Control	14
Technical BAND 3	9
Technical BAND 4	4
Aviation Rescue Fire Fighting Recruit	24
Manager	6
Sydney Terminal Control Unit	2
Trainee Fire Fighter Level 2	1

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Technology Professional Band 3B	6
Technology Trainee	3
Total	141

2. Total number of non-ongoing positions: 56 between 1 June and 31 October 2014.
Recruitments of non-ongoing staff: 44 between 1 June and 31 October 2014.

Classification	Number
Agency	10
Airservices Admin Level 3	6
Airservices Admin Level 4	8
Airservices Admin Level 5	2
Airservices Admin Level 6	6
Airservices Admin Level 7	4
Airservices Admin Level 8	2
Air Traffic Controller	2
Sydney Terminal Control Unit	2
Technology Professional Band 3B	2
Total	44

3. 56 employees on non-ongoing contracts between 1 June and 31 October 2014
Average Contract Length: 18 months.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) employed eleven ongoing staff between 1 June – 31 October 2014. The classifications are as follows:
 - AMSA 4 - one employee
 - AMSA 5 - one employee
 - AMSA 6 - two employees
 - AMSA 7 - one employee
 - AMSA 7 - one employee
 - AMSA Entry level Port Marine Surveyor - five employees
2. As at 31 October 2014, AMSA has 36 non-ongoing positions. AMSA has created 10 non-ongoing positions since 1 June 2014. The classifications are as follows:
 - AMSA 2 - one position
 - AMSA 3 - one position
 - AMSA 4 - two positions
 - AMSA 5 - one position
 - AMSA 6 - three positions
 - AMSA 7 - one position
 - AMSA 8 - one position
3. AMSA has engaged 33 contractors through various recruitment agencies since 1 June 2014 with an average length of engagement of five months.

Australian Transport Safety Bureau

1. One (EL2)
2. Six (3 x APS5, 1 x EL1 and 2 x EL2)
3. Eight (approximately 4 months).

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Civil Aviation Safety Authority

1. Eight; three Corporate Services (CS) classification, two Flying Operations Inspector (FOI) classification and three Aviation Safety Regulator (ASR) classification.
2. Nine have been created; four Corporate Services (CS) classification, two Aviation Safety Regulator (ASR) classification, one Senior Management Group (SMG) classification, two Professional Services (PS) classification.
3. 56. CASA estimates the average length of employment will be 15 months.

Infrastructure Australia

1. Nil.
2. From 1 June 2014 to 31 October 2014 there were three non-ongoing positions created. All three positions were Executive Level 1 positions.
3. From 1 June 2014 to 31 October 2014 there were three contract staff. The average length of employment period was ten weeks.

National Capital Authority

1. The National Capital Authority (NCA) has engaged one ongoing Executive Level 1 employee since 1 June 2014.
2. Between 1 June and 31 October 2014, six non-ongoing APS employee positions have been created. The classifications are:
 - 2 APS Level 2
 - 1 APS Level 5
 - 1 APS Level 6
 - 1 Executive Level 1
 - 1 Executive Level 2.
3. Between 1 June to 31 October 2014, the NCA has engaged 10 non-ongoing APS employees for a fixed-term or on an irregular/intermittent arrangement.
The average length of the employment contract for the fixed-term employees is 9.97 months.

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Question no.: 77

Program: n/a

Division/Agency: Corporate Services

Topic: Coffee Machines

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

Has the Department/Agency purchased, leased or rented any coffee machines for staff usage?

1. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

The Australian Maritime Safety Authority has not purchased, leased or rented any coffee machines for staff usage since 1 June 2014.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

Infrastructure Australia

No.

National Capital Authority

No.

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Question no.: 78

Program: n/a

Division/Agency: Corporate Services

Topic: Printing

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

The Department of Infrastructure and Regional Development

1. 17 documents, with a total of 4,401 copies were printed after June 2014. Where relevant these documents were published online.
2. Yes
 - a. Canprint, Partech, New Millennium Print, and qprint; .
 - b. Quotes for service are sought from relevant companies as per the Commonwealth Procurement Rules.
 - c. Total cost by item as follows:

Name	Cost per item
Printing / Building Stronger Regional Communities	715.51
Printing of hard copies of Future Outlook Aug 2014	3,465.00
Printing for Infrastructure Australia Amendment Bi	239.25
Explanatory Mem. printing for National Law Amendme	238.15
Printing of Building Stronger Regional Communities	890.99
Printing - supporting Minister's speech	1,595.00
printing costs - IA Act	238.10
Printing of NHVR Annual Report for tabling	2,498.50
Printing of Report 137 - 300 copies	4,134.86
PBS delivered and job finalised	8,020.00
PSAES Printing	1,180.00
Reprinting 'Are we there yet?'	586.90
File Setup and Print supply of ASRR Report	4,296.04
Print Setup and Printed copies of ASRR Final Repor	1,119.76
Printing of ASRR report	1,119.76
2014 NALG - Printing of Winners Book	549.11
IASC Annual Report 2013/14	2,832.00

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Airservices Australia

1. Airservices printed three major corporate publications from 1 June 2014. All three documents – Airservices Annual Report 2013-14, Airservices Corporate Plan 2014-2019 and Airservices Environment Strategy 2014-19 were also published online.
2. Annual Report 2013-14 - \$5434.00 (700 copies) - Canprint
Corporate Plan 2014-19 - \$3658.60 (700 copies) – New Millennium
Environment Strategy 2014-19- \$1881.00 (250 copies) - New Millennium

Australian Maritime Safety Authority

1. Details of published documents printed for the Australian Maritime Safety Authority using external printing services, between 1 June and 31 October 2014, are as follows:

<i>Publication</i>	<i>Printer</i>	<i>Quantity</i>	<i>Cost (GST exc)</i>	<i>Published Online</i>
AMSA 2013-14 Annual Report	Union Offset Printers	500	\$5,970	Yes
AMSA Corporate Plan 2014-18	Zoo Advertising P/L	600	\$9,044	Yes
Working Boats Newsletter	Instant Colour Press	1,000	\$2,423	Yes
On Scene (National Plan for Maritime Environmental Emergencies Newsletter)	Instant Colour Press	300	\$1,478	Yes
Human Factors Brochure	Elect Printing	600	\$296	No
Shipping Registration FAQ Brochure	Elect Printing	2,000	\$625	Yes
Total Cost:			\$19,836	

2. Yes.
 - (a) As above.
 - (b) Printing companies are selected using a comparative quotation process.
 - (c) As above.

Australian Transport Safety Bureau

1. Four different documents, totalling 3,250 copies were commercially printed. All are available online.
2. Yes
 - a. Union Offset Printers
 - b. We obtained quotes for the services in accordance with the Commonwealth Procurement Rules.
 - c. Total cost of commercial printing for the period is \$9,463.64 excluding GST.

Civil Aviation Safety Authority

1. See Table A.

Table A

<i>Quantity</i>	<i>Document</i>	<i>Online</i>
25	AWI Learner guides	
4	AWI Facilitator guides	
500	Exam confirmation letters	
100,000	Flying with control flyers	Yes
2	OJT journals	
18	FOI Mandatory Training guides	
20	Core Regulatory Training guides	
1,000	Form 946	
23	Airworthiness Learner Guides	
23	Airworthiness Reference material	
20	Core Learner Guides	
7,500	Chief Engineers Guides	
376	iPad info booklets	
15,000	aircraft registration forms	
200	200 Form 925	
200	Book 902	
30	Training Books	

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80	Workbooks	
2,500	Fact sheets	Yes
1,500	Flying with control flyers	Yes
13	Learner Guides	
16	OJT journals	
800	Form 924	
1,000	Form 946	
490	Exam confirmation letters	
400	Form 905	
524	Activity cards	
7	OJT journals	
24	Airworthiness Learner Guides	
25	R44 Maintenance course	
500	Form 918	
600	Form 926	
100	Flyers	
300,000	Dangerous Goods flyers	
100,000	RPA bushfire flyer	Yes
2,000	Tank cards	
500	GNSS booklets	
1,000	HF for Engineers booklets	
490	Exam confirmation letters	
1,500	Part 61 booklet	Yes
600	Fact sheet	Yes
500	GNSS Training Kit	
1,225	2013-14 Annual Report	Yes
30	Interim Corporate Plan	

2. Yes

a.

Bluestar Group
Bytes 'n Colours
Canberra Label Makers
CanPrint Communications
Digital Synergy Pty Ltd
Fats Digital Services
Focus Press Pty Ltd
Focus Print Group
Impress Printers
Kwik Kopy
Paragon Printers
Print Media Group
Regency Media
The Printing Factory Group
Worldwide Printing Solutions

b. All print companies were selected following CASA Procurement processes.

c. See Table B:

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Table B

Document	Amount (\$)
Business cards	3,304
AWI Facilitator guides	672
AWI Learner guides	1,704
Exam confirmation letters	570
AME Examination letters	2,042
Flying with control flyers	1,741
OJT journals	169
FOI Mandatory Training guides	1,816
Core Regulatory Training guides	1,197
Form 946	1,680
Airworthiness Learner Guides	736
Airworthiness Reference material	1,699
Core Learner Guides	340
Triennial Reports	1,828
Posters	1,980
Chief Engineers Guides	19,032
iPad info booklets	1,355
Aircraft registration forms	765
200 Form 925	328
Book 902	594
Training Books	730
Reg Reform posters	1,150
Workbooks	4,032
Fact sheets	11,555
Learner Guides	912
Form 924	2,440
Exam confirmation letters	560
Form 905	1,348
Activity cards	5,615
Airworthiness Learner Guides	908
R44 Maintenance course	211
Form 918	35,018
Form 926	1,650
Flyers	168
AME Examination letters	2,052
Dangerous Goods flyers	4,330
RPA bushfire flyer	2,588
Tank cards	2,132
GNSS booklets	8,794
HF for Engineers booklets	16,839
DG posters	3,830
Exam confirmation letters	557
Part 61 booklet	2,438
GNSS Training Kit	550
Posters	654
2013-14 Annual Report	7,330
Interim Corporate Plan	580

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Infrastructure Australia

1. Since Budget Estimates twenty copies each of two documents have been printed. None were published online.
2. Yes.
 - a. Kwik Kopy.
 - b. Limited tender.
 - c. The total cost was \$2,443.10 (\$1,750.10 plus \$693.00)

National Capital Authority

The NCA used a number of different local printing companies such as Paragon Printers, Union Offset and CanPrint. These companies are selected through a value for money process. The NCA printed one publication since June 2014 for \$982.00 (exc. GST). All NCA documents are available as HTML, PDF, DOCX or RTF from the NCA's website.

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Question no.: 79

Program: n/a

Division/Agency: Corporate Services

Topic: Corporate Cars

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How many cars are owned by each Department/Agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car travel during the specified period?
2. How many cars are leased by each Department/Agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car travel during the specified period?

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. 16.
 - a. In each State/Territory office
 - b. Official Government Business
 - c. Refer to the below table
 - d. Refer to the below table

Vehicle Name	*Cost (exl GST)	* Kms Travelled (*1st June 2014 – 31st October 2014)
ACT 1	\$3,940.05	1662
ACT 2	\$4,066.55	5322
WA 1	\$4,465.50	2748
WA 2	\$4,367.10	7279
NSW 1	\$4,402.80	3498
NSW 2	\$4,346.55	9914
NSW 3	\$4,450.35	2448
NSW 4	\$3,930.85	5147
VIC 1	\$4,441.90	4688
VIC 2	\$4,451.10	4259
VIC 3	\$4,160.80	4927
BNE 1	\$4,342.80	6065
BNE 2	\$4,256.70	5724
NT/SA 1	\$3,679.90	2557
NT/SA 2	\$3,642.10	3459
NT/SA 3	\$4,237.25	4285

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Airservices Australia

1. Airservices owns 11 vehicles.
 - a) Vehicles by state:
 - ACT - 2
 - NSW - 1
 - QLD - 4
 - VIC - 0
 - WA - 2
 - TAS - 1
 - NT - 1
 - SA - 0
 - b) The vehicles are used for operational and business administration purposes.
 - c) From 1 June 2014 to 31 October 2014 the running costs of all owned vehicles was \$10,932 (ex GST).
 - d) From 1 June 2014 to 31 October 2014 the total kilometres travelled by all owned vehicles was 11,212 kilometres.
2. A total of 236 vehicles are leased by Airservices.
 - a) Vehicles by state:
 - ACT - 16
 - NSW - 42
 - QLD - 64
 - VIC - 37
 - WA - 31
 - SA - 15
 - TAS - 10
 - NT - 21
 - b) The leased vehicles are used for operational purposes.
 - c) The total running costs of all leased cars from 1 June 2014 to 31 October 2014 was \$1,202,301.10.
 - d) From 1 June 2014 to 31 October 2014 Airservices leased cars travelled 1,761,250 km.

Australian Maritime Safety Authority

1. Nil. The Australian Maritime Safety Authority (AMSA) does not own any cars.
2. AMSA leases 52 cars.
 - a) Table below identifies where the number of vehicles are located per state and territory and estimated annual kilometres for each car:

State/Territory	NSW	NT	Qld	SA	Vic	WA	Tas
No of vehicles	9	2	15	3	5	15	3
Kilometres travelled (estimated annual kilometres)	235,000	40,000	288,333	45,000	140,000	333,333	110,000
Lease costs / year	\$110,599	\$21,719	\$176,647	\$29,953	\$62,666	\$203,688	\$42,622
Kilometres travelled 1/06/14 to 31/10/14	97,917	16,667	120,139	18,750	58,333	138,889	45,833
Lease Costs 1/06/14 to 31/10/14	\$46,083	\$9,049	\$73,603	\$12,480	\$26,110	\$84,870	\$17,759

- b) To meet the operational needs of the Australian Maritime Safety Authority.
- c) Table in part 2(a) identifies the costs of each car during the specified period.
- d) Table in part 2(a) includes the kilometres travelled based upon the estimated annual kilometres rather than actual kilometres travelled for the period specified in the question.

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Australian Transport Safety Bureau

1. Nil.
a - d. Not applicable.

2. 4

a.

b.

c.

d.

Location	Use	Cost	Distance Travelled
Canberra	Operational / Pool	\$6,473.20	5861 km
Brisbane	Operational / Pool	\$4,756.20	3441 km
Adelaide	Operational / Pool	\$5,440.90	6678 km
Perth	Operational / Pool	\$3,564.35	1405 km

Civil Aviation Safety Authority

1. Nil.
2. 40.
a. See below Table.
b. Provision of regulatory services.
c. See below Table.
d. See below Table.

Location	State	Total running costs 1 June to 31 October 2014	Kilometres travelled 1 June to 31 October 2014
Adelaide	SA	\$3,979.55	3,715
Adelaide	SA	\$1,880.10	727
Brisbane	Qld	\$4,584.04	5,261
Brisbane	Qld	\$3,566.47	1,450
Brisbane	Qld	\$3,282.19	4,764
Brisbane	Qld	\$2,288.18	3,853
Brisbane	Qld	\$2,144.15	477
Brisbane	Qld	\$4,637.30	4,934
Brisbane	Qld	\$3,126.57	3,724
Brisbane	Qld	\$3,644.51	5,979
Brisbane	Qld	\$3,476.95	6,276
Brisbane	Qld	\$4,703.94	2,043
Cairns	Qld	\$3,924.59	699
Cairns	Qld	\$3,882.71	1,817
Canberra	ACT	\$5,479.80	13,148
Canberra	ACT	\$3,563.40	5,342
Canberra	ACT	\$3,105.65	3,018
Darwin	NT	\$3,053.47	1,191
Darwin	NT	\$3,702.78	1,879
Darwin	NT	\$5,682.31	1,971
Melbourne	Vic	\$3,694.70	8,039
Melbourne	Vic	\$4,063.75	8,773
Melbourne	Vic	\$3,699.50	7,451
Melbourne	Vic	\$3,391.25	5,875

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Melbourne	Vic	\$3,236.31	7,820
Melbourne	Vic	\$2,711.72	2,998
Melbourne	Vic	\$4,267.41	6,761
Melbourne	Vic	\$5,148.65	6,189
Melbourne	Vic	\$4,856.51	10,146
Melbourne	Vic	\$3,822.20	9,524
Perth	WA	\$3,921.33	5,108
Perth	WA	\$3,109.99	2,937
Perth	WA	\$3,387.10	2,584
Sydney	NSW	\$2,514.63	2,471
Sydney	NSW	\$3,391.50	7,851
Sydney	NSW	\$3,185.65	2,784
Sydney	NSW	\$3,391.60	8,189
Tamworth	NSW	\$4,032.65	8,968
Townsville	Qld	\$3,466.51	4,145
Townsville	Qld	\$2,613.20	367

Infrastructure Australia

N/A

National Capital Authority

1. The National Capital Authority (NCA) does not own any cars.

2. Four

2.1 Canberra

2.2 Three cars are used by our Estate staff and Maintenance team to visit sites and assets managed by the NCA. The fourth car is available for general use for all staff to travel to sites, assets or to attend meetings with other agencies.

2.3 Between 1 July 2014 and 31 October 2014, the total lease vehicle cost including fuel was \$31,322.24. Breakdown is as follows:

YJS 19T - \$5,884.68

BX 04 JF - \$14,363.53 (Lease pay out)

YJP 81U - \$3,579.65

BV 27 WR - \$7,494.38

2.4

YJS 19T – 5,256 kilometres

BX 04 JF – 3,126 kilometres

YJP 81U – 3,405 kilometres

BV 27 WR – 4,955 kilometres.

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Question no.: 80

Program: n/a

Division/Agency: Corporate Services

Topic: Taxi Costs

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How much did each Department/Agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?
3. How much did the Department spend on taxis during the specified period for their Minister or Minister's Office?

Answer:

Department of Infrastructure and Transport (standard response)

The Department does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Airservices Australia

1. The total amount spent on taxis from the 1st of June 2014 to the 31st of October 2014 was \$265,512.
2. Reasons for taxi hire are travel to and from the airport, external and internal meetings, in between Airservices locations and site visits when a private vehicle is unavailable.
3. N/A.

Australian Maritime Safety Authority

1. The total and breakdown of expenditure on taxis for the Australian Maritime Safety Authority for the period 1 June 2014 to 31 October 2014 is as follows:

ASMA Division	1 June - 31 October 2014
Chief Executive Officer/Deputy CEO (including Board and corporate	\$1,134
Corporate Services Division	\$5,912
Corporate Relations Division	\$3,009
Domestic Vessels Division	\$15,829
Emergency Response Division	\$12,859
Marine Environment Division	\$9,399
Navigation Safety and International Division	\$15,514
Ship Safety Division	\$28,071
Total	\$91,727

2. Taxis are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra for operational requirements and to represent AMSA at meetings with maritime industry and state/territory government stakeholders.
3. Not applicable. AMSA does not fund taxi services for the Minister's office.

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Australian Transport Safety Bureau

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. ATSB staff generally use taxis to attend meetings and whilst on official travel.
3. Nil

Civil Aviation Safety Authority

1. \$128,925.
 - a. \$59,305 (46%) related to CASA's core activities (such as surveillance, audit, regulatory services, drug testing, enforcement, oversight of sports aviation organisations, safety analysis, flying standards, safety education and promotion and standards development and implementation, industry complaints and international activities such as representation at the International Civil Aviation Organization).
 - b. \$69,620 (54%) related to support activities (such as finance, human resources, information technology, governance and executive management).
2. CASA uses taxi services to travel for many reasons including travel to perform assessments and investigations, drug testing, training, airport transfers and meeting engagements.

While CASA is unable to provide details on the specific nature of the use reflected in each individual case, all taxi use must be acquitted in accordance with applicable policies on appropriate use and expenditure.

3. Nil.

Infrastructure Australia

1. Since last Budget Estimates \$6,557.12 was spent on taxi costs for Infrastructure Australia.
2. Taxi costs are incurred by staff to attend meetings.
3. Nil.

National Capital Authority

1. Between 1 June to 31 October 2014, the National Capital Authority (NCA) spent \$2,310 on taxis. The breakdown of taxi costs per Business Unit was:
 - Corporate – \$650
 - Plan – \$137
 - Executive (including Board members) – \$659
 - Inform and Educate - \$598
 - Estate Development - \$266.
2. Taxis are used by NCA employees or Authority Members to attend official meetings when the NCA's single fleet vehicle is not available.

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Question no.: 81

Program: n/a

Division/Agency: Corporate Services

Topic: Hire Cars

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How much did each Department/Agency spend on hire cars during the specified period? Provide a breakdown of each business group in each Department/Agency.
2. What are the reasons for hire car costs?
3. How much did the Department spend on hire cars during the specified period for their Minister or Minister's Office?

Answer:

Department of Infrastructure and Regional Development

1. Cost and business group breakdown as follows:

Infrastructure Investment	\$1,707
Aviation and Airports	\$1,520
Office of Transport Security	\$8,552
Surface Transport Policy	\$5,529
Corporate Services	\$2,673
Local Government and Territories	\$1,412
Policy and Research	\$1,670
Western Sydney Unit	\$280
Office Inspector of Transport Security	\$199

2. Official government business.
3. For the Minister's Office - \$8648.66.

Airservices Australia

1. The total amount spent on hire cars from 1 June 2014 to 31 October 2014 was \$418,818.
2. Reasons for car hire are mainly for travel between remote locations, internal and external meetings, in between Airservices locations and site visits when a private vehicle is unavailable or when a hire car is a more cost effective option than taxis.
3. N/A.

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Australian Maritime Safety Authority

1. A breakdown of and the total expenditure on hire cars for the period 1 June 2014 to 31 October 2014 is as follows:

ASMA Division	1 June 2014 - 31 October 2014
Chief Executive Officer/Deputy CEO (including Board and corporate	\$812
Corporate Services Division	\$316
Corporate Relations Division	\$893
Domestic Vessels Division	\$9,882
Emergency Response Division	\$18,216
Marine Environment Division	\$6,256
Navigation Safety and International Division	\$7,740
Ship Safety Division	\$5,748
Total	\$49,863

2. Hire cars are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra for operational requirements and to represent AMSA at meetings with maritime industry and state/territory government stakeholders.
3. Not applicable. AMSA does not fund hire car services for the Minister's office.

Australian Transport Safety Bureau

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
2. ATSB staff rarely use hire cars, however if used it is for airport transfers due to reliability of taxis in the area.
3. Nil

Civil Aviation Safety Authority

1. \$77,367. The breakdown into business group is reflected in the table below:

Division	Amount
Airspace and Aerodrome Regulation	\$9,254
Corporate Services	\$354
Industry Permissions	\$3,798
Legal Services	\$4,163
Office of the Director of Aviation Safety	\$4,556
Operations	\$9,859
Safety Education and Promotion	\$5,448
Standards	\$39,935

2. CASA uses hire cars when it is more cost effective than the use of taxis and when CASA officials are conducting regulatory work in non-metropolitan locations.
3. N/A.

Infrastructure Australia

Nil.

National Capital Authority

1. Nil
2. N/A
3. N/A

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Regional Development

Question no.: 82

Program: n/a

Division/Agency: Corporate Services

Topic: Communications Staff

Proof Hansard Page: Written

Senator Ludwig asked:

1. For all Departments and Agencies, please provide – in relation to all public relations, communications and media staff – the following:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

Answer:

Department of Infrastructure and Regional Development

2. 29 ongoing staff. All staff are located in Canberra.
3. Nil.
4. Nil.
5. 3
6. 2
7. 3 staff responsible for event organisation which includes internal department events and ministerial events, however other staff assist with event organisation, when required.

Airservices Australia

1 & 2

Function	Classification
Manager Corporate Communication - deliver internal and external communications. Location: Canberra	1 x Level 3
Senior Communication Advisor - deliver internal and external communications. Location: Canberra	1 x Senior Advisor
Communication Advisor - deliver internal and external communications. Location: 6 Canberra based, 1 Melbourne based	5 x FTE (1 x contract manager, 2 x ASA7, 3 x ASA6 1 x ASA4 admin)
Graphic designers Provide graphic design work for Airservices. The work ranges from large publications, including the Annual Report, corporate and business plans to small promotions including posters and one page documents. Maintain Airservices web site. Location: Canberra	1 x ASA7 1 x ASA6

3. Nil.
4. Nil.
5. Graphic Designers – 2 FTE, included in the table above.
6. Media manager – 1 FTE - senior advisor, included in table above.
7. Event organiser – 0.5 FTE (role includes 0.5 FTE communication advisor), included in the table above.

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Australian Maritime Safety Authority

1-4. Details of ongoing, non-ongoing and contract staff in public relations, communications and media roles for the Australian Maritime Safety Authority (AMSA) are as follows:

Function (type of work they undertake)	Ongoing staff (as at 31/10/14)	Non-ongoing staff (as at 31/10/14)	Contractors (as at 31/10/14)	Classification	Location
Website management, writing and editing, publishing and design	3	0	0	AMSA Level 6	Canberra
Publishing and design	2	0	0	AMSA Level 5	Canberra
Media officers	3	0	0	AMSA Level 5	Canberra
Engagement officers (organising events, marketing)	1	0	0	AMSA Level 6	Canberra
Engagement officers (organising events, marketing)	3	0	0	AMSA Level 5	Canberra
Manager	2	0	0	Manager*	Canberra
Website Management	1	0	0	AMSA Level 4	Canberra
Publishing and Design	0	0	1	AMSA Level 4	Canberra

**AMSA Managers are employed on renewable term contracts.*

5. One.

6. One.

7. Three are engaged in functions related to the organisation of AMSA events and conferences.

Australian Transport Safety Bureau

1-6: See table below

Function	Classification
Media Officers Provide media assistance such as: <ul style="list-style-type: none">• developing media releases, articles and web news items that promote ATSB investigation reports and findings to industry and travelling public• managing media enquiries for MH370 search operations• monitoring media• handling general enquiries from the public via email and telephone• liaising with media agencies to respond to enquiries.	1 x EL1 (non-ongoing) 1 x EL1 (ongoing)
Location: Canberra Graphic design/web management/publishing Provide design work for ATSB publications such as ATSB reports, information material, annual report, safety promotion material.	1 x EL1 (ongoing) 1 x APS5 (ongoing)
Provide web management and support to ATSB. Includes publishing reports online, managing web content and ensuring web accessibility requirements are met.	
Location: Canberra Strategic Communications Duties involve: <ul style="list-style-type: none">• managing the communication team priorities, budget and people• developing and implementing communication plans to promote ATSB safety messages to industry and travelling public• managing strategic communications activities for MH370 search effort• distributing letters to directly involved parties of an investigation• briefing the Minister's office of upcoming report releases• coordinating the ATSB's industry engagement program to help reach industry with safety advice	1 x EL2 (ongoing) 1 x EL1 (non-ongoing)
Location: Canberra	

7. Not applicable

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Civil Aviation Safety Authority

1. The details of CASA's public relations, communications and media staff are as follows:
2. As at 31 October 2014, CASA employs two ongoing staff members in the Corporate Communications section:
 - a. Section Head Corporate Communications (Corporate Services level 5)
 - b. Corporate Communications Officer (Corporate Services level 3, Above Barrier)

Based in Canberra, the Corporate Communications section provides advice on CASA's approach to aviation safety issues occurring in the media and develops internal and external corporate communications. This includes liaison with media organisations and the development of media releases. The section also develops CASA's monthly electronic briefing to industry and a fortnightly electronic briefing to staff.

3. As at 31 October 2014, CASA employs one non-ongoing staff member in the Corporate Communications section:
 - a. Corporate Communications Officer (Corporate Services level 3, Above Barrier – temporarily filling a CS4 position).

Based in Canberra, the Corporate Communications section provides advice on CASA's approach to aviation safety issues occurring in the media and develops internal and external corporate communications. This includes liaison with media organisations and the development of media releases. The section also develops CASA's monthly electronic briefing to industry and a fortnightly electronic briefing to staff.

4. Nil.
5. Nil.
6. One staff member undertook media manager duties.
7. Nil.

Infrastructure Australia

2. Nil
3. Nil.
4. One. Located in Melbourne. Communications, Media, Events, Government Relations and Board Secretariat.
5. Nil
6. One.
7. One.

National Capital Authority

Refer to **82 – Attachment A.**

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Regional Development

Question no.: 83

Program: n/a

Division/Agency: Corporate Services

Topic: Meeting Costs

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

Department of Infrastructure and Regional Development

The Department does not record meeting data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Airservices Australia

1. For the period 1June 2014 to 31October 2014 the approximate total spend for meeting costs for the period was \$102,106 and related to events such as:
 - Airline Safety Forum Conference
 - Waypoint Conference
 - Senior Leadership Team Conference.
2. N/A.
3. The budget for meeting costs is not split into the required detail.
4. N/A.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) does not record data in a way that would readily answer the question and it would be an unreasonable diversion of agency resources to do so. Expenditure on catering for meetings is included in the sums provided in answer to question titled 'Hospitality and Entertainment'.
2. Not applicable. AMSA does not fund meetings for the Minister's office.
3. It is not possible to provide the details sought about planned expenditure on meetings as this type of expenditure is incurred on an ad hoc, case by case, basis and is demand driven.
4. Not applicable. AMSA does not fund meetings for the Minister's office.

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Australian Transport Safety Bureau

1. The ATSB does not record meeting cost data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. Not applicable to ATSB.
3. The ATSB is unable to provide a detailed response to this question, following on from the answer in (1) above.
4. Not applicable to ATSB.

Civil Aviation Safety Authority

1. \$34,867. Meetings were with the aviation industry and international visitors at various locations, and costs included venue, audio-visual hire and catering.
2. N/A.
3. For the remainder of 2014-15, CASA has forecast \$24,259 will be spent on meeting costs. Details on date, location and purpose of all events are yet to be determined.
4. N/A.

Infrastructure Australia

1. Since Budget Estimates \$814.50 has been spent.

Date	Location	Purpose	Cost
19 June 2014	IA office	National Infrastructure Audit and Plan	\$247.00
24 July 2014	IA office	National Infrastructure Audit and Plan	\$209.00
4 August 2014	IA office	National Infrastructure Audit and Plan	\$161.50
19 August 2014	IA office	Northern Australia Audit	\$76.00
12 September 2014	IA office	National Infrastructure Audit and Plan	\$121.00

2. Nil.
3. Nil.
4. Nil.

National Capital Authority

1. For the period 1 June to 31 October 2014, the National Capital Authority (NCA) spent \$210.00 on meeting costs. The NCA holds a small number of meetings in the process of its routine business. Given the relatively low value of the meeting costs, a detailed list of events has not been provided.
2. N/A.
3. \$5,290. This represents the total available meeting cost budget. Around \$5,000 of this is allocated to the NCA Annual Public Forum.
4. N/A.

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Question no.: 84

Program: n/a

Division/Agency: Corporate Services

Topic: Reviews

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 - a. the date they were ordered;
 - b. the date they commenced;
 - c. the Minister responsible;
 - d. the Department responsible;
 - e. the nature of the review;
 - f. their terms of reference;
 - g. the scope of the review;
 - h. who is conducting the review;
 - i. the number of officers, and their classification level, involved in conducting the review;
 - j. the expected report date;
 - k. the budgeted, projected or expected costs; and
 - l. if the report will be tabled in parliament or made public.
2. For any review commenced or ordered since Budget Estimates in June 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names;
 - b. If so, please list their managing director and the board of directors or equivalent;
 - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item;
 - d. If yes, for each, what is the nature of their involvement;
 - e. If yes, for each, are they on the lobbyist register, provide details;
 - f. If yes, for each, what contact has the Minister or their office had with them;
 - g. If yes, for each, who selected them;
 - h. If yes, for each, did the minister or their office have any involvement in selecting them,
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provided input to a short list
 - iii. If yes, on what dates did this involvement occur
 - iv. If yes, did this involve any verbal discussions with the department
 - v. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
 - a. Please list them.
 - b. What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
 - a. When will each planned review be commenced?
 - b. When will each of these reviews be concluded?
 - c. When will government respond to each review?

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d. Will the government release each review?
If so, when? If not, why not?

Answer:

The Department of Infrastructure and Regional Development

1. One review: a review of the 'New International Airport' process
 - a. May 2014
 - b. June 2014
 - c. the Minister for Infrastructure and Regional Development
 - d. the Department of Infrastructure and Regional Development
 - e. to review the government's processes for considering applications by airports to become international airports, following consultation with industry
 - f. no formal terms of reference have been agreed
 - g. the review will examine the government's processes for considering applications by international airports
 - h. the review is being conducted within the Department of Infrastructure and Regional Development
 - i. there are no officers dedicated to the review at present
 - j. the review is intended to conclude in March 2015
 - k. the review will be undertaken within existing Departmental resources
 - l. this will be a matter to be considered by the Minister, once the review is finalised
2. No.
3. a. (i) Review of Full Impacts of Road Trauma
(ii) *The Motor Vehicle Standards Act 1989* review
b. (i) \$0.1m
(ii) \$81,447.92 (GST inc.).
4. No
5. The National Road Safety Strategy 2011-2020 (NRSS).
6. A report on the NRSS review was submitted on 10 October 2014 to the Transport and Infrastructure Council, which is chaired by the Australian Government.
7. On 7 November 2014, the Transport and Infrastructure Council released the National Road Safety Action Plan 2015-2017 in response to the NRSS review
8. Nil

Airservices Australia

1-8. Nil.

Australian Maritime Safety Authority

1. Since 1 June 2014, the Australian Maritime Safety Authority (AMSA) has commenced one new review. AMSA is undertaking a review of its website.
 - a. 11 September 2014.
 - b. 4 November 2014.
 - c. Not applicable. The review has been commissioned by AMSA.
 - d. Not applicable.
 - e. The review has been commissioned to assess how effectively AMSA's external website (www.amsa.gov.au) makes information available to stakeholders.
 - f. See answer to part e.
 - g. See answer to part e.
 - h. Symplicit Pty Ltd.

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- i. Not applicable. The review is being undertaken by an external company.
- j. April 2015.
- k. The expected cost is \$74,800 (GST exclusive).
- l. The report will not be tabled in Parliament or made public.

2. Yes.

- a. Symplicit Pty Ltd.
- b. Mr Cameron Owens, Chief Executive Officer.
- c. Not applicable.
- d. Not applicable.
- e. No.
- f. Nil.
- g. AMSA selected Symplicit Pty Ltd through a limited tender process in accordance with the Commonwealth Procurement Rules.
- h. No.

3.(a) and 3.(b) The following reviews are ongoing:

(a) Ongoing Review	(b) Cost expended to date:
ii. IT Business Redesign Program	\$202,321

4. No reviews have been stopped, paused or ceased.
5. The following reviews have been concluded:
 - i. AMSA Streamlining Review of Regulatory Arrangements under the National Law for Domestic Commercial Vessels.
 - ii. Service Delivery and Funding Review for the National System for Domestic Commercial Vessels.
 - iii. The Independent Review of the Service Delivery and Funding Review for the National System.
 - iv. AMSA Performance Measurement Review.
6. The Streamlining Review, Service Delivery and Funding Review for the National System for Domestic Commercial Vessels and the Independent Review of the Service Delivery and Funding Review for the National System were provided to Government at the Transport and Infrastructure Council meeting on 7 November 2014. The Performance Measurement Review is an internal review that will not be presented to Government.
7. These reviews in relation to National System for Domestic Commercial Vessels do not envisage a Government response.
8. AMSA has no further reviews planned at the current time.

Australian Transport Safety Bureau

1. Nil
a-1. N/A
2. N/A
3. Nil
a-b. N/A
4. Nil
5. N/A
6. Nil
7. N/A
8. Nil
a-e. N/A

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Civil Aviation Safety Authority

Nil.

Infrastructure Australia

Nil.

National Capital Authority

Nil.

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Question no.: 85

Program: n/a

Division/Agency: Corporate Services

Topic: Existing Resources Program

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

The Department of Infrastructure and Regional Development

Nil.

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Question no.: 86

Program: n/a

Division/Agency: Corporate Services

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 2014 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 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.
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 and 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:

The Department of Infrastructure and Regional Development

1- 17. Refer to **86 – Attachment A.**

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Question no.: 87

Program: n/a

Division/Agency: Corporate Services

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?
 - 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?

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- 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?

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:

The Department of Infrastructure and Regional Development

1. 17
 - a. 17
 - b. Nil
 - c. 14
2. Nil – positions not refilled
 - a. N/A
 - b. N/A
 - c. N/A
3. 17
 - a. 17
 - b. N/A
 - c. 14
4. 17
 - a. 17
 - b. Nil
 - c. 14
5. 17
 - a. 17
 - b. N/A
 - c. 14
6. Refer to **87 – Attachment A**.
7. N/A
8. Nil
 - a. N/A
 - b. N/A
 - c. N/A
9. Nil
 - a. N/A
 - b. N/A
 - c. N/A
10. N/A

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Question no.: 88

Program: n/a

Division/Agency: Corporate Services

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 Commission's 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.
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 2014 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-

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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?
 - 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:

The Department of Infrastructure and Regional Development

Refer to **88 – Attachment A**.

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Question no.: 89

Program: n/a

Division/Agency: Corporate Services

Topic: Fee for Service

Proof Hansard Page: Written

Senator Ludwig asked:

Since 7 September 2013:

1. Have any existing services provided by the Department/Agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:
2. Name of the fee and a short description of what it covers.
3. How much is the fee (and is it a flat fee or a percentage of the service).
4. The date the fee came into place.
5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?

Answer:

The Department of Infrastructure and Regional Development

1. No
2 – 8. N/A

Airservices Australia

1. No
2 – 8. N/A

Australian Maritime Safety Authority

1. No
2 – 8. N/A

Australian Transport Safety Bureau

1. No
2 – 8. N/A

Civil Aviation Safety Authority

1. No
2 – 8. N/A

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Infrastructure Australia

1. No
2 – 8. N/A

National Capital Authority

1. No
2 – 8. N/A

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Question no.: 90

Program: n/a

Division/Agency: Corporate Services

Topic: Appointments

Proof Hansard Page: Written

Senator Ludwig asked:

Since Budget Estimates in June 2014:

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

Answer:

1. Refer to the response to Senate Order 13 tabled prior to each hearing.
2. As at 31 October 2014:

Board	Gender Ratio
Airservices Australia	Total = 9 M = 5 (55%) F = 4 (45%)
Australian Maritime Safety Authority	Total = 9 M = 7 (77%) F = 2 (23%)
Australian Transport Safety Bureau	Total = 3 M = 2 (67%) F = 1 (33%)
Civil Aviation Safety Authority	Total = 7 M = 4 (57%) F = 0 (0%) Vacant = 3 (43%)
Infrastructure Australia	Total = 13 M = 7 (54%) F = 2 (15%) Vacant = 4 (31%)
National Capital Authority	Total = 5 M = 2 (40%) F = 2 (40%) Vacant = 1 (20%)
National Transport Commission	Total = 8 M = 6 (75%) F = 2 (25%)
Across the portfolio boards	Total = 54 M = 33 (61%) F = 13 (24%) Vacant = 8 (15%)

3. No.
4. N/A.