

**Senate Standing Committee on Environment and Communications
Legislation Committee**

Additional Estimates 2011-12, 13 February 2012

Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	1
Program:	1.1		
Division/Agency:	CSMD		
Topic:	PQON 1306 – Draft Response		
Hansard Page EC:	ECA5		

Senator ABETZ: They were each individual questions, and I want to know why these questions were not answered in the first place. It is a very high handed response—very dismissive to 11 specific questions. What I would like to know, Mr Comley, is: without knowing the detail, because I am not entitled to know the detail, is the answer that I have been provided in the same form as the department initially submitted it to the minister's office?

Mr Comley: I do not know, and I am not going comment at this point. I do make the comment that this is the answer by the minister for a Senate question; this is not a question on notice put in this forum. We could look back and take that on notice, but ultimately—

Senator ABETZ: Please do. Will you?

Mr Comley: Yes, I will take that on notice.

Answer:

Please refer to Question on Notice No. 2.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	2
Program:	1.1		
Division/Agency:	CSMD		
Topic:	PQON 1306		
Hansard Page EC:	EC5		

Senator ABETZ: In that case, why could we not be told when is the team expected to conclude its work? Why was it such a state secret that we could not be told about these things when I asked about it on 31 October? If the minister could have another go at all 11 questions, I would be much obliged. What this does is create extra work for the department, extra work for the Minister, extra work for this committee and extra work for the opposition. I think Senator Boswell makes a very good point: there are plenty of people in the department, and we would have expected better responses. Please take all those 11 questions on notice yet again and provide us with factual information rather than the political spin which goes nowhere near the factual information that was sought.

In regard to the Carbon Price Implementation Team (the team) established on 4 July 2011:

- (1) What is the mission and what are the duties of the team.
- (2) Who authorised the establishment of the team.
- (3) What are the duties of each staff member in the team.
- (4) Do any members of the team have direct contact with the department.
- (5) Do any members of the team have direct contact with journalists.
- (6) What media monitoring services are provided to the team.
- (7) What is the cost of media monitoring for the team.
- (8) When is the team expected to conclude its work.
- (9) Have any members of the team made contact with any senator and/or member or their staff to discuss issues around the implementation of a Carbon Price; if so, can details be provided including the name of the senator or member, date and the context of the contact.
- (10) Have any members of the team had meetings with the Australian Greens, senators, members or their staff; if so, can details be provided including the name of the senator or member, date and the context of the meeting.
- (11) Have any of the Australian Greens, senators, members or their staff sought advice, talking points or information from the team; if so, can details of the request be provided, including if the request was met and what information was provided.

Answer:

Question 1306 of 31 October 2011 was a Senate question addressed by Senator Abetz to the Minister representing the Minister for Climate Change and Energy Efficiency, not to the Department. The answer was drafted in the relevant Minister's office, not by the Department.

The Government established a Carbon Price Implementation Team to provide information in support of the implementation of the carbon price.

In January 1999, the then Liberal Treasurer Peter Costello established a Tax Reform Legislative Unit to coordinate issues for Ministerial offices over the GST. The Carbon Price Implementation Team is similar to this unit.

The core functions of the team have been to support government Members and Senators in providing factual and accurate information to their constituents and correcting misinformation that is on the public record, and coordinating events relating to the Government's Clean Energy Future package among Ministerial offices.

Do any members of the team have direct contact with the department?

A Departmental Liaison Officer was seconded to the team to manage relations between ministerial advisers and the Department.

What media monitoring services are provided to the team?

None additional to that provided to all other ministerial advisers.

What is the cost of media monitoring for the team?

None additional to that incurred by all other ministerial advisers.

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Outcome:	1	Question No:	3
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Nishi – Additional Air-Conditioning		
Hansard Page EC:	EC6		

Senator BIRMINGHAM: The Public Works Committee indicated that some of the works required within that \$20.5 million budget included supplementary air-conditioning for rooms with abnormal cooling and ventilation requirements. Are you able to enlighten me as to how it comes to pass that, in a brand new building with a brand new fit-out, there are rooms with abnormal cooling and ventilation requirements?

Mr Gleeson: I would have to take the particulars of that on notice.

Answer:

1. The base building air-conditioning services in the Nishi building will be adequate to satisfy the majority of situations arising from the Department's occupation of its tenancy.
2. Wherever possible, all efforts have been made to avoid the use of supplementary units by installing additional floor outlets which draw from the base building supply.
3. There are some situations, however, where the temperature bandwidths being produced within an area will fall outside the capacity of the base building systems and, as a consequence, supplementation will be required. These include meeting/conference rooms, computer/communications rooms and a secure room where heat loads will be elevated due to raised staffing or electrical equipment density. A supplementary air-conditioning unit will be installed in the mail room, however, this is only activated in lock down scenarios.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	4
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Nishi – Additional Solar PV Installation		
Hansard Page EC:	EC7		

Senator BIRMINGHAM: If you could take all of that on notice, that would be useful. Also, is the department paying itself to install PV panels as part of the fit-out?

Mr Gleeson: I would have to take that particular part of it on notice. Again, we will be the tenants of the building, and we are looking at the fit-out for our particular section of it.

Senator BIRMINGHAM: Could you take that on notice and provide details if you are aware of the cost and size of PV installation. I understand that some PV installation is associated with the building design itself but I want to know whether the department is planning anything supplementary to that.

Answer:

1. The developer of the Nishi Building (the Molonglo Group) will install photovoltaic (PV) panels on the roof of the building with a design capacity to generate up to 420 kilowatts of electricity. The Department is not privy to the costs incurred for the installation.
2. The Department is not planning to install any supplementary PV arrays and has not contributed to the capital cost of the installation of the base building PV array.

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Outcome:	1	Question No:	5
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Staffing numbers		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. How many staff are currently employed in the Department across all program areas?
2. How many staff will be employed in the Department at the end of this year across all program areas?
3. What is the number of permanent and contracted staff?

Answer:

1. As at 31 January 2012, the Department had 1110 APS employees. This total includes ongoing employees (active and inactive) and non-ongoing employees.
1. Due to the establishment of the Clean Energy Regulator in April 2012 and staffing changes arising from the closure of departmental programs in 2012, forward estimates of staffing levels are not available.
2. As at 31 January 2012, the Department had 956 ongoing employees (active and inactive) and 154 non-ongoing employees.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	6
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Staffing – FYTD		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. From 1 July 2011 to 31 January 2012, 182 ongoing employees commenced in the Department. The table below shows the classification level of these employees.

Classification	Ongoing
APS3	2
APS4	19
APS5	28
APS6	44
Executive Level 1	60
Executive Level 2	18
Legal Officer 1	2
Senior Legal Officer 1	3
SES Band 1	4
SES Band 2	2
Total	182

2. The Department's staffing establishment does not classify positions in relation to employment type (ongoing or non-ongoing). Funded positions are created and filled by ongoing or non-ongoing employees, depending on the business requirements of the role. From 1 July 2011 to 31 January 2012, 98 non-ongoing employees commenced in the Department. The table below shows the classification level of those employees.

Classification	Non-Ongoing
APS2	1
APS3	8
APS4	32
APS5	16
APS6	14
Executive Level 1	19
Executive Level 2	5
Legal Officer 1	1
Public Affairs Officer 2	1
Public Affairs Officer 3	1
Grand Total	98

3. From 1 July 2011 to 31 January 2012, 98 employees commenced on non-ongoing contracts. The average length of contract was 6.14 months.

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Outcome:	1	Question No:	7
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Staffing - Turnover		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many ongoing staff left in the year 2010-11? What classification were these staff?
2. How many non ongoing staff left in the year 2010-11? What classification were these staff?

Answer:

1. 207 ongoing employees separated from the Department in 2010-11.

Classification	No. of employees
APS Level 1	1
APS Level 3	2
APS Level 4	8
APS Level 5	24
APS Level 6	40
Executive Level 1	67
Executive Level 2	37
Legal Officer Level 1	1
Public Affairs Officer Level 1	1
Public Affairs Officer Level 2	2
Public Affairs Officer Level 3	4
Research Scientist Level 1	1
SES Band 1	11
SES Band 2	5
SES Band 3	2
Secretary	1
Grand Total	207

2. 156 non-ongoing employees separated from the Department in 2010-11.

Classification	No. of employees
APS Level 2	18
APS Level 3	28
APS Level 4	41
APS Level 5	21
APS Level 6	20
Executive Level 1	24
Executive Level 2	2
Public Affairs Officer Level 3	1
SES Band 1	1
Grand Total	156

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Outcome:	1	Question No:	8
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Staffing - Reduction		
Hansard Page EC:	Written		

Senator Fisher asked:

1. Are there any plans for staff reduction? If so, please advise details ie. reduction target, how this will be achieved, services/programs to be cut etc.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

The Department is preparing for the program closures of the Home Insulation Program, Green Loans Program, Solar Hot Water Program and downsizing of the compliance audit and assurance support for these programs, over the next 18 months. These programs had a set duration and funding allocation.

The Department is undertaking a budget planning process to assess the staffing capacity required to meet ongoing Government commitments. This will review the impact of any changes due to planned program closures.

Staff affected by program closures will be deployed into vacancies across the Department and the wider Australian Public Service where possible. In addition, the Department is conducting a voluntary redundancy program and a range of other workforce reduction strategies.

The transfer of staff on 2 April 2012 to the Clean Energy Regulator reduced the number of staff employed by the Department.

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Climate Change and Energy Efficiency Portfolio

Outcome: 1
Program: Corporate
Division/Agency: CSD
Topic: Staffing – SES
Hansard Page EC: Written

Question No: 9

Senator Fisher asked:

Please list the SES positions have you in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

Answer:

The following tables provide the number of ongoing and non-ongoing SES employees for the requested time periods. The numbers include both active and inactive employees.

Classification	2007-08		
	Ongoing	Non-ongoing	2007-08 Total
SES Band1	9	2	11
SES Band2	3	1	4
SES Band3	2	1	3
SES Total	14	4	18

Classification	2008-09		
	Ongoing	Non-ongoing	2008-09 Total
SES Band1	16	1	17
SES Band2	5	0	5
SES Band3	3	0	3
SES Total	24	1	25

Classification	2009-10		
	Ongoing	Non-ongoing	2009-10 Total
SES Band1	31	1	32
SES Band2	9	1	10
SES Band3	4	0	4
SES Total	44	2	46

Classification	2010-11		
	Ongoing	Non-ongoing	2010-11 Total
SES Band1	41	0	41
SES Band2	11	1	12
SES Band3	4	1	5
SES Total	56	2	58

Classification	FYTD (at 31 January 2012)		
	Ongoing	Non-ongoing	FYTD Total
SES Band1	38	0	38
SES Band2	12	1	13
SES Band3	3	0	3
SES Total	53	1	54

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Outcome:	1	Question No:	10
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Staffing – Graduates		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many graduates have been engaged this year?
2. Where have they been placed in the department/agency?
3. Were these empty positions or are they new positions?
4. List what training will be provided, the name of the provider and the cost.

Answer:

1. 29.
1. Table 1 lists by branch and division where graduates have been placed within the Department for the first rotation of the 2012 Graduate Development Program.

Table 1 - Graduate Placements for rotation one of the 2012 Graduate Development Program

Branch	Division
Analysis and Projections	Climate Strategy and Markets
Policy Coordination and Governance	Climate Strategy and Markets
Energy Markets and Renewables	Climate Strategy and Markets
Energy Saving Initiative	Climate Strategy and Markets
Analysis and Projections	Climate Strategy and Markets
Carbon Farming Policy	Land
Carbon Farming Policy	Land
	Clean Energy Future Program Office
Legal Services	
Appliance Energy Efficiency	Energy Efficiency
Appliance Energy Efficiency	Energy Efficiency
Building and Government Energy Efficiency	Energy Efficiency

Building and Government Energy Efficiency	Energy Efficiency
Appliance Energy Efficiency	Energy Efficiency
Energy	Energy and Safety Programs
Executive	Energy and Safety Programs
Energy and Safety Programs Compliance	Energy and Safety Programs
Governance, Parliamentary and Executive Support	Corporate Support
Investigations and Intelligence	Corporate Support
Household and Community Programs Branch	Energy and Safety Programs
Communications and Public Affairs	Adaptation, Science and Communications
Science and International Adaptation	Adaptation, Science and Communications
Domestic Adaptation	Adaptation, Science and Communications
Science and Adaptation Policy	Adaptation, Science and Communications
Finance, Markets and Forests	International
Global Engagement	International
Global Engagement	International
Industry Assistance and Auctions	Carbon Price Implementation Program
eBusiness and Information Solutions	Carbon Price Implementation Program

2. These positions were newly created for the first rotation of the 2012 graduate intake and will be abolished at the end of each rotation.
3. Table 2 lists all the training and development programs that the 2012 graduates will undertake as part of the 2012 Graduate Development Program. Note: Two of each training course will be delivered in 2012 due to the size of the graduate cohort and all costs are outlined below.

Table 2 - Training Programs and Costs -2012 Graduate Development Program

Training Program	Provider	Cost (inclusive of GST)
Graduate Induction Program	Internally Delivered	No cost
Increasing your productivity in Microsoft Outlook	Internally Delivered	No cost
Using Microsoft Excel Basics 2	Internally Delivered	No cost
Using Microsoft Word Effectively	Internally Delivered	No cost
Procurement 101	Internally Delivered	No cost
Introduction to the Senate	Department of the Senate	\$9,570
APS Writing Skills	To be confirmed	Approx \$7,000
A Taste of Government – APSC Graduate Event	APSC	\$1,500
Understanding your Accountabilities	Effective People	\$6,000
Project Management Fundamentals	Tempo Strategies	\$10,000

The Great APS Graduate Debate – APSC Graduate Event	Australian Public Service Commission	\$1,500
Financial Management – An Introduction	Chris Adams and Associates	\$5,000
Economics for the non Economist	Matt Grudnoff	\$8,800
Stakeholder Engagement Skills	Effective People	\$6,000
Critical Thinking/Strategic Thinking	Interaction Consulting	\$7,000
Developing Policy in the APS	Greg Smith	\$5,000
APS Job Application and Interview Skills	Australian Public Service Commission	\$5,200
Presentation Skills	To be confirmed	Approx \$10,000
Candid Reflections – APSC Graduate Event	Australian Public Service Commission	\$1,500
Coaching for Leadership – including one on one coaching section	To be confirmed	\$15,000
Bills to Acts	Department of House of Representatives	\$6,000
TOTAL		\$95,500

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Outcome:	1	Question No:	11
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (i.e. open tender, direct source, etc). Also include total value for all consultancies.
3. 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.

Answer:

1. All consultancy arrangements are published on AusTender at: www.tenders.gov.au, including the contract value of consultancy arrangements.
2. All consultancy arrangements are published on AusTender at: www.tenders.gov.au, including the contract value of consultancy arrangements.
3. The Department will assess business requirements and Department outcomes on as needs basis to determine if consultancy services are required. There are no forecasted consultancies currently published in the Department's Annual Procurement Plan. The Department will utilise existing panel arrangements as required in line with the Commonwealth Procurement Guidelines and the Department's Chief Executive's Instructions.

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Outcome:	1	Question No:	12
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors		
Hansard Page EC:	Written		

Senator Humphries asked:

1. How many contractors are currently employed in the Department?
2. How many contractors have been under contract for a period of more than 2 years?
3. How many contractors have been under contract for a period of more than 5 years?
4. How many contractors have been under contract for a period of more than 10 years?
5. Does the Department make a habit of employing contractors to fill positions on a permanent basis?

Answer:

1. As at 31 January 2012, there were 81 contractors employed with the Department.
2. Three contractors have been under contract for a period of more than two years.
3. No contractors have been under contract for a period of more than five years.
4. No contractors have been under contract for a period of more than ten years.
5. The Department's usual practice is to fill positions with either ongoing or non-ongoing employees. The Department engages contractors to undertake work requiring specialist skills that are not available from within the Department.

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Outcome:	1	Question No:	13
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – Hawker Britton		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.

Answer:

The Department has not employed Hawker Britton in any capacity and is not currently considering employing Hawker Britton.

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Outcome:	1	Question No:	14
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – Shannon’s Way		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed Shannon’s Way in any capacity or is it considering employing Shannon’s Way? If yes, provide details.

Answer:

The Department has not employed Shannon’s Way in any capacity and is not currently considering employing Shannon’s Way.

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Outcome:	1	Question No:	15
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – John Utting & UMR Research Group		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.

Answer:

The Department has not employed John Utting & UMR Research Group in any capacity and is not currently considering employing John Utting & UMR Research Group.

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Outcome:	1	Question No:	16
Program:	Corporate		
Division/Agency:	ASCD		
Topic:	Contractors – McCann-Erickson		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details

Answer:

The Department has not directly employed McCann-Erickson in any capacity and is not currently considering employing McCann-Erickson.

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Outcome:	1	Question No:	17
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – Cutting Edge		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.

Answer:

The Department has not employed Cutting Edge in any capacity and is not currently considering employing Cutting Edge.

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Outcome:	1	Question No:	18
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – Ikon Communications		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.

Answer:

The Department has not employed Ikon Communications in any capacity and is not currently considering employing Ikon Communications.

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Outcome:	1	Question No:	19
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – CMAX Communications		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.

Answer:

The Department has not employed CMAX Communications in any capacity and is not currently considering employing CMAX Communications.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	20
Program:	Corporate		
Division/Agency:	CSD		
Topic:	AE20 - Contractors – Boston Consulting Group		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.

Answer:

The Department has not employed Boston Consulting Group in any capacity and is not currently considering employing Boston Consulting Group.

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Outcome:	1	Question No:	21
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Contractors – McKinsey & Company		
Hansard Page EC:	Written		

Senator Fisher asked:

Has the Department ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer:

The Department has not employed McKinsey & Company in any capacity and is not currently considering employing McKinsey & Company.

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Outcome:	1	Question No:	22
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Efficiency Dividend		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How will the efficiency dividend applied in the 2011-12 Mid-Year Economic and Fiscal Outlook be implemented in your agency/department?
2. What percentage of your budget must be cut?
3. Will any staff position be cut to meet the efficiency dividend? If yes, provide details of where the positions are located, the classification, whether the position is ongoing or not.
4. Please list where and what spending has been reduced to meet the efficiency dividend.

Answer:

1. The Department has not undertaken specific action to implement the efficiency dividend. The Department manages its budget and makes resource allocation decisions in accordance with the total funding available. As such, no specific cuts have been identified that relate directly to the efficiency dividend.
2. The efficiency dividend equates to a reduction in the Department's budget of 2.5 per cent.
3. Please refer to Part 1.
4. Please refer to Part 1.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	23
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Efficiency Dividend		
Hansard Page EC:	Written		

Senator Humphries asked:

1. What is the effect of the efficiency dividend increase from 1.5 percent to 4 percent on the Department's budget bottom line during financial years 2012/13, 13/14, 14/15?
2. What percentage of the Department's budget is designated to staffing?
3. What is the size of the Department's staffing establishment? Include figures for FTE,PT, casual, contractors, and consultants.
4. What specific strategies will the Department adopt to ensure continued operation within Budget?
5. Will or has consideration been made to reducing staffing.

Answer:

1. The effects of the efficiency dividend increase on the Department's future appropriation funding are identified in the table below.

	2012-13	2013-14	2014-15
Reduction in funding (\$ million)	2.8	2.5	2.3

2. Currently, 60 per cent of the Department's budget is designated to staffing.
3. The Department's staffing establishment as at May 2012 was as follows.

Head Count	915
Full Time Equivalent Staffing (FTE)	841
Part-time (Headcount)	76
Contractors and Consultants	49

4. The Department is undertaking a budget planning process to assess the staffing capacity required to meet ongoing government commitments. This process will include a review of the impact of changes due to planned program closures and the efficiency dividend.
5. The Department currently has about 900 staff. This number includes inoperative staff that are still attached to the Department and full and part time staff. Our indicative estimate is that by June 2013 the total number of staff attached to the Department will need to fall from around 900 to between 600 - 650.

**Senate Standing Committee on Environment and Communications
Legislation Committee**

Additional Estimates 2011-12, 13 February 2012

Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	24
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Government payments of accounts		
Hansard Page EC:	Written		

Senator Fisher asked:

1. For this financial year to date, has the Department paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached).
2. 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 for the current financial year and the previous financial year?
3. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. For the financial year to 31 January 2012, the Department has paid 495 invoices for contracting and consulting services. Of those, 448 or 90.5 per cent were paid within 30 days.

The following table summarises the timing of consultancy and contractor payments for the period 1 July 2011 to 31 January 2012.

	Less than 30 days	Between 30 & 45 days	Between 45 & 60 days	Greater than 60 days	TOTAL
Invoices	448	25	10	12	495
Percentage	90.5	5.1	2.0	2.4	100

The invoices paid after 30 days resulted from invoices being contested, issued by the vendor prior to final delivery of the goods/services, or due to administrative oversight.

- 2-3. The Department has not paid late fees or interest on the invoices paid outside the standard government payment terms during the period 1 July 2011 to 31 January 2012.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	25
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Departmental budget		
Hansard Page EC:	Written		

Senator Birmingham asked:

What is the allocated budget and what is the operative budget for the Department?

Answer:

The Department's allocated budget is the same as its operative budget which is outlined on page 12 of the recently published 2011-12 Portfolio Additional Estimates Statements.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	26
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Training		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please detail all staff training programs for which the Department has paid in financial year 2011-12 to date, including costs, numbers of participants, the title of each training program and the name of each training provider.

Answer:

The Department's human resource data indicates the Department has spent approximately \$331,670 on training expenses in 2011-12 year to date as at 8 March 2012. This figure represents in-house learning and development programs, leadership programs, and associated training costs.

Department of Climate Change and Energy Efficiency training costs 2011-12 as at 8 March 2012

Training Course	Training Provider	Number of Attendees
Influencing and Representational Skills	John Robinson Consulting	14
Advanced Stakeholder Skills	Effective People	33
Essential Writing for the APS	Anne Jenkins and Associates	13
Understanding your Accountabilities	Effective People	36
Legislation and APS Decision Making	Shane Carroll and Associates	22
Strategic Thinking	Kate Delaney and Associates	27
APS Leadership	MoZ Consulting	15
Staff Induction	Internally delivered	130

Advanced Writing for the APS	Anne Jenkins and Associates	16
Introduction to APS Writing	Anne Jenkins and Associates	11
Advanced Influencing Skills	John Robinson Consulting	9
Shaping Strategic Thought	Kate Delaney and Associates	12
Security Essentials	Internally delivered	52
APS Job Applications and Interview Skills	Australian Public Service Commission	32
Marketing yourself into an Executive Level Position	Austrategies	27
Procurement 101	Internally delivered	46
Certificate of Compliance	Internally delivered	72
Program Management	People and Strategy	26
TechOne: Procure To Pay	Internally delivered	70
Giving and Receiving Feedback	Effective People and Yellow Edge	94
TechOne: Reports and Enquiries	Internally delivered	6
Conflict Resolution	Professional Facilitators International	7
Introduction to Stakeholder Engagement	Effective People	12
Excel Fundamentals	Internally delivered	13
Working with Excel Worksheets	Internally delivered	10
IT Induction	Internally Delivered	56
DCCEE Travel Policy Information Session	Internally delivered	115
Project Management Fundamentals	Tempo Strategies	20
PowerPoint – Up and Running	Internally delivered	2
Excel - Data	Internally delivered	6
Word – Using Tables	Internally delivered	2
Excel – Building Blocks	Internally delivered	4

World – Working with Complex Documents	Internally delivered	4
Getting that Selection Right	Australian Public Service Commission	11
Executive Level Job Applications and Interview	Australian Public Service Commission	7
Introduction to Excel Functions	Internally delivered	7
Using Word Effectively	Internally delivered	2
Marketing yourself into an SES position	Austrategies	8
Statement of Attainment: Statutory of Compliance	Canberra Institute of Technology (CIT) Solutions	51
Regulator Induction	Internally Delivered	42
Leadership Program – Executive Level 2	People and Strategy	19
TOTAL		1161

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Additional Estimates 2011-2012, 13 February 2012

Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	27
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Training – Executive Coaching and Leadership		
Hansard Page EC:	Written		

Senator Fisher asked:

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:

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
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
- e. The total amount spent on the service
- f. A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the Department's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part
- iv. Any costs the department or agency's incurred to use the location

Answer:

1. The Department's human resources data indicates the total spending on executive coaching and/or other leadership training services purchased by the Department for the financial year to 6 March 2012 is \$324,583.
- 2 - 4. Table 1 provides details of the Department's human resources data on the services purchased for executive coaching and other leadership training services in 2011-12. Employees were not granted study leave, rather, the hours reflect time in attendance at a course or program.

Table 1: Details of the Department's executive coaching and other leadership training services for the 2011-12 financial year to date.

Service	One-on-one or group based	Location	No. of employees	Total hours	Cost	Description of costs	Location cost component
Executive Coaching Executive Central	One-on-one	Off-site	3 x EL2 3 x SESB1 1 x SESB2	175	\$77,075	Complete package – coaching	Nil
Executive Coaching Strategic Pathways	One-on-one	Off-site	1 x EL2	2	\$900	Complete package – coaching	Nil
Executive Coaching VT Coach	One-on-one	Off-site	1 x EL2	3	\$1854	Complete package – coaching	Nil
Executive Coaching Yellowedge	One-on-one	Off-site	2 x EL2 1 x APS6	10	\$4185	Complete package – coaching	Nil
Career Development Assessment Centre	Group	APSC Phillip	2 x EL2	42	\$25,000	Complete package – training, hospitality, training materials	Nil
ANZSOG Executive Fellows Program	Group	Off-Site	1 x SES B2	120	\$25,000	Training, hospitality, training materials	Included in course cost
APSC EL1 Leadership	Group and one-on-one	Residential Bowral	3 x EL1	63	\$11,700	Complete package – training, accommodation, hospitality, training materials	Included in course cost
APS Leadership Moz Consulting	Group and one-on-one	On-site	18 x APS4-6	135	\$11,139	Complete package – training, hospitality, training materials	Included in course cost

EL2 Leadership Program	Group	Peppers Manor House, Sutton Forrest	19 x EL2 (+SES B2 & B3 support)	371	\$40,701	Complete package – training, accommodation/venue, hospitality, training materials	\$10,968
SES B2 Talent Development Program	Group	APSC	1 x SESB2	2.5	Nil	Training & development	Nil
Executive Coaching Institute of Executive Coaching	One-on-one	Off-site	1 x EL2	6	\$2310	Complete package – coaching	Nil
Executive Coaching Wheaton Consulting	One-on-one	Off-site	1 x EL2	7	\$4465	Complete package – coaching	Nil
Leading Your Team Yellowedge	Group	On-site	1 x APS5 3 x AP6 8 x EL1	168	\$4840	Training and materials	Nil
ANZSOG Executive Masters	Group	Off-site and distance learning	1 x EL2	(2 years p/t)	\$37654	Training, materials, international travel	Included in course cost
Executive Coaching Directions for Change	One-on-one	Off-site	1 x SES B2	4	\$1800	Complete package – coaching	Nil
Cranlana Public Sector Colloquium	Group	Off-site	2 x SES B1	80	\$9000	Training and materials	Included in course cost
Management to Leadership Centre for Public Management	Group	The Briars, Bowral	1 x EL1	35	\$5190	Complete package – training, accommodation/venue, hospitality, training materials + 3 x coaching sessions	Included in course cost
Executive Coaching Jeff Whalan Learning Group	Group	Off-site	3 x EL2 3 x SES B1	192	\$61,050	Training, hospitality and materials	Nil

APSC Leadership	Group	Off-site	1 x APS 6	7.5	\$720	Training, hospitality and materials	Nil
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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	28
Program:	Corporate		
Division/Agency:	ASCD		
Topic:	Training - Media		
Hansard Page EC:	Written		

Senator Fisher asked:

In relation to media training services purchased by the Department, please provide the following information for this financial year to date:

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.
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 provided.
- 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.
- e. The total amount spent on the service.
- f. A description of the fees charged (i.e. per hour, complete package).

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used.
- ii. The number of employees who took part on each occasion.
- iii. The total number of hours involved for all employees who took part.
- iv. Any costs the department or agency's incurred to use the location.

Answer:

The Department has not delivered or provided any media training for staff for the financial year to 8 March 2012.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	29
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Training – Minister and Parliamentary Secretary		
Hansard Page EC:	Written		

Senator Fisher asked:

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

Answer:

The Minister and Parliamentary Secretary do not fall within the employment pay and conditions of the Department. The Department does not budget, or financially account, for the Minister's or Parliamentary Secretary's training expenses.

The Department's records indicate that approximately \$800 has been spent on internal training for staff of the Minister's Office. Table 1 itemises the training and the total cost.

Table 1: Training for Minister's Staff Financial Year to Date

Training Course	Staff Member	Total Cost
ANU Seminar – Australia's Carbon Price: Good Policy or Not?	Minister's staff member	\$90.91
University of Sydney – Carbon Trading Course	Minister's staff member	\$720.00
Total		\$ 810.91

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	30
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Education expenses		
Hansard Page EC:	Written		

Senator Fisher asked:

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for the Department. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

Answer:

The Department's human resource data indicates:

- As at 29 February 2012, the Department has spent around \$656,250 on in-house learning and development programs, leadership and coaching programs, and associated training. A total of spend of \$82,150 has been paid through the Studies Assistance Scheme.
- The total amount of approved study leave year to date is 5,780 hours. This figure is based on the maximum amount of hours a staff member can apply for through the policy but does not indicate that these hours were taken.
- The Department's Studies Assistance Scheme and Policy supports staff in their professional development. All studies assistance applications are assessed based on their relevance to the professional development of the individual staff member.
- Table 1 lists each in-house course provided and the numbers of participants.
- Table 2 lists each course of study supported by the Department under its studies assistance scheme and the number of participants. Not all courses listed are funded by the Department, as support includes instances where staff members were awarded study leave to undertake the course, and not necessarily financial assistance.

Table 1: In-House Learning and Development Programs for the financial year to 8 March 2012.

Training Course	Number of Attendees
Influencing and Representational Skills	14
Advanced Stakeholder Skills	33
Essential Writing for the APS	13
Understanding your Accountabilities	36
Legislation and APS Decision Making	22
Strategic Thinking	27
APS Leadership	15
Staff Induction	130
Advanced Writing for the APS	16
Introduction to APS Writing	11
Advanced Influencing Skills	9
Shaping Strategic Thought	12
Security Essentials	52
APS Job Applications and Interview Skills	32
Marketing yourself into an Executive Level Position	27
Procurement 101	46
Certificate of Compliance	72
Program Management	26
TechOne: Procure To Pay	70
Giving and Receiving Feedback	94
TechOne: Reports and Enquiries	6
Conflict Resolution	7
Introduction to Stakeholder Engagement	12
Excel Fundamentals	13
Working with Excel Worksheets	10
IT Induction	56
DCCEE Travel Policy Information Session	115
Project Management Fundamentals	20
PowerPoint – Up and Running	2
Excel - Data	6
Word – Using Tables	2
Excel – Building Blocks	4
World – Working with Complex Documents	4
Getting that Selection Right	11
Executive Level Job Applications and Interview Skills	7
Introduction to Excel Functions	7

Using Word Effectively	2
Marketing yourself into an SES position	8
Statement of Attainment: Statutory of Compliance	51
Regulator Induction	42
Leadership Program – Executive Level 2	19
TOTAL	1161

Table 2: Studies assistance provided to DCCEE staff in 2011-12, as at 8 March 2012.

Course of study	Number of staff attended
Advance Diploma Audit and Assurance	1
Advanced Diploma Science	1
Advanced Diploma Human Resources	1
Applied Anthropology and Participatory Development	1
Associate Degree in Law (Paralegal Studies)	1
Bachelor of Advertising and Marketing Communications	1
Bachelor of Applied Science	2
Bachelor of Arts	4
Bachelor of Business Administration/Bachelor of Informatics	2
Bachelor of Commerce	4
Bachelor of Criminology	1
Bachelor of Education	1
Bachelor of Environmental Science	1
Bachelor of Languages	1
Bachelor of Media Arts Production	1
Bachelor of Public Relations	3
Certificate III in Accounts Administration	1
Certificate IV in Government (Financial Services)	2
Diploma in Facilities Management	1
Diploma in Languages - French	1
Diploma in Spatial Information Services	2
Graduate Certificate in Business Solutions	1
Graduate Certificate in Economic Policy	1
Graduate Certificate in International and Development Economics	1
Graduate Certificate in Science	1
Graduate Diploma in Economic Studies	3
Graduate Diploma in Education (secondary)	1
Graduate Diploma in Environmental and Resource Economics	1
Graduate Diploma in Legal Practice	4
Graduate Diploma in Psychology	2
Graduate Diploma of International and Development Economics	1

Graduate Diploma of Professional Writing	1
Statement of Attainment - Human Resources	2
International Climate Change Policy Economics	1
International Climate Law	1
Juris Doctor	2
Master in Applied Finance	1
Master in Environment Management and Resource Economics	3
Master in Organisational Leadership	1
Master in Project Management	1
Master in Social Research	1
Master of Applied Finance	1
Master of Business (Industrial Relations)	1
Master of Business Administration	1
Master of Climate Change	6
Master of Digital Design	1
Master of Environmental Law	3
Master of Environmental Management	3
Master of International and Community Development	1
Master of International Law	1
Master of Law	3
Master of Management	2
Master of National Forestry	1
Master of Public Administration	1
Master of Public Policy	7
Master of Regulatory Studies	2
Master of Social Change and Development	1
Master of Social Science (International Urban and Environmental Management)	1
Master of Strategic Communication	1
Master of Studies (focusing on Climate Change)	1
Postgraduate Diploma of Environment	1
Professional CPA Program	2
Public Sector Management Program	1
Year 12 Tertiary Certificate (English, Maths and Chemistry)	1
TOTAL	106