

Australian Government

Department of Finance and Administration

Reference:

2004 February Estimates Hearing

Contact:

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Mr Alistair Sands Committee Secretary Senate Standing Committee on Finance and Public Administration Parliament House CANBERRA ACT 2600

Dear Mr Sands

Response to Questions on Notice - February 2004 Hearings

I am pleased to provide to the Committee the Finance and Administration portfolio's responses to another 13 questions on notice raised at the Senate Estimates Hearing on 17 February 2004. These are enclosed in both hard copy and compact disk.

The Department has previously provided responses to 172 questions on notice and these were tabled with the Committee on 21, 23, 30 April 2004 and 3, 20 and 24 May 2004 respectively.

We are continuing to work on responses to the remaining questions and will provide these to you as soon as possible.

Should you have any queries, please do not hesitate to contact Mr Sean Giddings on 6215 3590.

Yours sincerely

Ian McAuley Branch Manager

Parliamentary and Corporate Support

2 May 2004

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F18

Outcome 1 Sustainable Government Finances, Output 1.2.1 Financial

Framework

Topic: Total cost of secretariat support for Mr Uhrig

Hansard Page: F&PA 59

Senator Conroy asked:

What was the total cost in providing secretariat support for Mr Uhrig?

Answer:

The direct costs of secretariat support for Mr Uhrig met by the Department of Finance and Administration from commencement of the review until delivery of his report to Government in June 2003 was some \$359,000 (exclusive of overheads and goods and services tax (GST)).

In addition, one staff member was seconded from each of the following four organisations:

- Australian Competition and Consumer Commission
- Australian Public Service Commission
- Department of the Treasury
- Department of Family and Community Services

All of their costs were met by their respective employers.

Date:

30 March 2004

Cleared by (SES): Ian McPhee

Group/Branch: Contact Officer: Christine Briton

Governance Structures Branch, Financial Management Group

Telephone No:

6215-3538

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F19

Outcome 1 Sustainable Government Finances, Output 1.2.1 Financial

Framework

Topic: Breakdown of Mr Uhrig's costs

Hansard Page: F&PA 59

Senator Conroy asked:

What was the breakdown of Mr Uhrig's costs?

Answer:

Mr Uhrig's costs, from commencement of the review until delivery of his report to Government in June 2003, exclusive of GST, were:

, , , , , , , , , , , , , , , , , , ,	\$
Consultancy fees	36,682
Travel (including airfares, accommodation, meals and incidentals)	<u>25,388</u>
	62,070

Date:

30 March 2004

Cleared by (SES): Ian McPhee

Group/Branch:

Governance Structures Branch, Financial Management Group

Contact Officer:

Christine Briton

Telephone No:

6215-3538

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.3

Across All Outcomes and All Outputs

Topic: Salaries including Performance Pay

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the base and top (including performance pay) wages of APS 1, 2, 3, 4, 5, 6 (or equivalent), Executive Level 1 and 2 (or equivalent), and SES Band 1, Band 2 and Band 3 (or equivalent) in the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04?

Answer:

The Finance Annual Reports for the years 1996-97, 1997-98, 1998-99 and 1999-00, do not record the minimum and maximum salary levels for APS 1, 2, 3, 4, 5, 6, Executive Level 1, Executive Level 2, SES Band 1, Band 2 and Band 3. To extract this data from historical records systems would be difficult and would require an unreasonable diversion of resources.

For the years 2000-2001, 2001-2002 and 2002-2003 minimum and maximum salary levels include actual performance bonuses paid for the financial year. For 2003-2004 the minimum and maximum salaries exclude performance bonuses as they have not been paid for the current cycle. This data has been extracted from system records:

APS level	Salary Levels	2000-01	2001-02	2002-03	2003-04
APS1	Minimum	\$28,000	\$25,500	\$27,127	N/A
Arsı	Maximum	\$40,231	\$30,600	\$27,127	N/A
APS2	Minimum	\$32,044	\$30,241	\$28,824	\$33,520
AFSZ	Maximum	\$57,000	\$52,603	\$53,125	\$45,296
APS3	Minimum	\$32,896	\$28,800	\$33,158	\$38,000
	Maximum	\$52,839	\$64,620	\$67,910	\$46,320
APS4	Minimum	\$38,147	\$37,182	\$35,774	\$42,500
	Maximum	\$55,561	\$55,564	\$63,350	\$57,913
APS5	Minimum	\$41,645	\$42,195	\$42,675	\$46,500
	Maximum	\$64,000	\$68,000	\$71,427	\$57,000
APS6	Minimum	\$46,815	\$47,450	\$46,358	\$47,000
	Maximum	\$82,000	\$85,000	\$80,700	\$71,548

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APS level	Salary Levels	2000-01	2001-02	2002-03	2003-04
EL1	Minimum	\$57,670	\$56,400	\$60,875	\$64,662
ELI	Maximum	\$103,000	\$99,000	\$88,256	\$82,451
ETA	Minimum	\$71,844	\$67,475	\$71,840	\$74,000
EL2	Maximum	\$105,000	\$108,000	\$105,375	\$103,000
ODO1	Minimum	\$93,492	\$86,667	\$93,548	\$95,000
SES1	Maximum	\$160,000	\$170,000	\$137,997	\$120,000
SES2	Minimum	\$120,000	\$121,000	\$126,560	\$128,000
	Maximum	\$155,000	\$170,000	\$173,301	\$171,134
SES3	Minimum	\$154,000	\$148,308	\$166,401	\$184,000
	Maximum	\$185,000	\$184,000	\$204,952	\$206,000

Date: April 2004

Cleared by (SES): Lembit Suur Group/Branch: Corporate Group Contact Officer: Tracy Muddle

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio Department of Finance and Administration

Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.4

Across All Outcomes and All Outputs

Topic: Average salary for SES Levels

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

4. What was the average salary for an SES (or equivalent) in the Department of Finance (including performance pay) in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04?

Answer:

Finance data provided for minimum and maximum salary levels has relied upon the system records and referring to existing published information such as in Annual Reports. The data provided includes salaries and performance bonuses paid. There is not sufficient data to answer this question for the years 1996-97 to 1998-99. However, the annual reports for these years contain information relating to total remuneration for SES Officers.

Year	Average Salary Levels including performance bonus	SES 1 – 3
1996-97		
1997-98	Refer to annual reports for these information regarding Total rem	•
1998-99		
1999-00*	Average Salary (including performance bonus) for an SES Officer	\$113,536
2000-01*	Average Salary (including performance bonus) for an SES Officer	\$120,946
2001-02*	Average Salary (including performance bonus) for an SES Officer	\$121,125
2002-03*	Average Salary (including performance bonus) for an SES Officer	\$123,194
2003-04*	Average Salary excluding the performance bonus for an SES Officer	\$118,458

ANSWERS TO QUESTIONS ON NOTICE

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*For the years 2000-2001, 2001-2002 and 2002-2003 the average salaries include actual performance bonuses paid for the financial year. For 2003-2004 the average salary excludes performance bonuses as they have not been paid for this cycle.

Date: April 2004

Cleared by (SES): Lembit Suur Group/Branch: Corporate Group Contact Officer: Tracy Muddle Telephone No: 6215 2102

ANSWERS TO QUESTIONS ON NOTICE

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Additional information can be sourced from the Annual Reports of the following years:

1996-97

Department of Administrative Services 1996-97:

 Appendix 2 DAS Staff as at 30 June 1997; (c) by classification and State or Territory (expressed as full-time equivalents); pg 113

Department of Finance 1996-97

- Appendix B Human Resources; Staffing Overview, Permanent Ongoing staff employed in the Department of Finance as at 30 June 1997; pg 64.
- Financial Statements, Notes To and Forming part of the Financial Statements for the year ending 30 June 1997; Note 16 Executive Remuneration, pg 130.
- Office of Asset Sales Appendix C Staffing Overview; Table Cl OAS Staffing as at 30 June 1997; pg 230.
 - Financial Statements, Notes To and Forming part of the Financial Statements for the year ending 30 June 1997; Note 25 Executive Remuneration, pg 263.
- Office of Government Information Technology; Table 1 Staffing as at 30 June 1997; pg 289.
 - Performance Pay, pg 290.
 - Financial Statements, Notes To and Forming part of the Financial Statements for the year ending 30 June 1997; Note 24 Executive Remuneration, pg 316.

1997-98

- Appendix C Human Resource Management; Table 1 Number of staff (paid and unpaid) in the Department as at 30 June 1998; pg 75.
- Table 3 Total Payments of performance pay by level for 1997-98; pg 76.
- Table 5 Total Payments of performance pay for 1996-97 made in 1997-98 by the former Department of Administrative Services and Department of Finance; pg 77.
- Financial Statements, Notes To and Forming part of the Financial Statements for the year ending 30 June 1998; Note 18 Executive Remuneration, pgs 159 & 160.

1998-99

- Appendix C Human Resource Management; Table 1 Number of staff (paid and unpaid) in the Department as at 30
 June 1999 by level and location; pg 88.
- Financial Statements, Notes To and Forming part of the Financial Statements for the year ending 30 June 1999; Note 18 Executive Remuneration, pg 187.

Date: April 2004

Cleared by (SES): Lembit Suur

Group/Branch: Corporate Group/HR Services

Contact Officer: Tracy Muddle Telephone No: 6215 2102

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.9

Outcome: Across all outcomes and all outputs

Topic: Numbers of overseas travel for Finance staff

Hansard Page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips were taken by employees in the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

Period	Number of overseas trips
2000-01	142
2001-02	54
2002-03	33
2003-04*	33

The data provided includes travel undertaken by officers of the former OASITO and OASACS in 2000-01 and 2001-02 before the agency's amalgamation with the Department of Finance and Administration. OASITO became OASACS in June 2001. High levels of travel in 2000-01 relate to work undertaken in East Timor and by Overseas Property Group when it was the responsibility of the Department of Finance and Administration.

Data for the years 1996-97, 1997-98, 1998-99 and 1999-00 cannot be provided because of incomplete records, changed financial management information systems and changes to Administrative Arrangement Orders, including amalgamation with another Department.

* Information for 2003-04 is provided as at 29 February 2004.

Date: 30 April 2004

Cleared by (SES):Rod Whithear

Group/Branch: Corporate / Strategic Partnerships Branch

Contact Officer: Samantha Edmonds

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.10

Outcome: Across all outcomes and all outputs

Topic: Nature of overseas travel for Finance staff

Hansard Page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What were the: (a) destinations; and (b) purpose of each of these overseas trips.

Answer:

Compilation of the information on the destination and purpose of each of the trips for all of the years identified in Question F31.9 would be resource and time intensive and involve a disproportionate diversion of resources. However, a list of destinations for the 2003-04 year is included at Attachment A.

Preparation of a detailed answer for the 1996-97, 1997-98, 1998-99, 1999-2000 years is not possible because of incomplete records, changed financial management information systems and changes to Administrative Arrangement Orders, including amalgamation with another Department.

Date: 27 April 2004

Cleared by (SES): Rod Whithear

Group/Branch: Corporate/Strategic Partnerships Branch

Contact Officer: Samantha Edmonds

Overseas Trips by Finance Staff - Jul 03 to 29 Feb 04

Destination

Finance

Suva

United States

Honiara

Honolulu

Bangkok

United States

United States and Canada

Papua New Guinea

Europe

United States & Europe

Christmas Island (considered an international flight as involves Island stopovers)

Santiago

Political Exchange Program (Finance)

Wellington

Hanoi

Germany

China

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.11

Outcome Across all outcomes and all outputs

Topic: Costs of overseas travel for Finance staff

Hansard Page: F&PA N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of staff for the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

With a breakdown on the cost of accommodation allowances, food allowances and airflights.

Answer:

	2000-01		2001-02		2002-03		2003-04 ¹	
	Trips	Cost of trips ²	Trips	Cost of trips	Trips	Cost of trips	Trips	Cost of airfares ³
Finance	131	\$913,903.34	49	\$494,026.37	29	\$253,436.87	29	\$174,864.07
OASITO/ OASACS	5	\$64,119.40						
Political Exchange Program	6	\$15,889.39	5	\$11,436.01	4	\$12,765.31	4	\$7,137.87
Total	142	\$993,912.13	54	\$505,462.38	33	\$266,202.18	33	\$182,001.94

Data for the years 1996-97, 1997-98, 1998-99 and 1999-2000 is not available because of incomplete records, changed financial management information systems and changes to Administrative Arrangement Orders, including amalgamation with another Department.

³ Cost of airfares only.

¹ Information for 2003-04 is provided as at 29 February 2004.

² Cost of trips equals cost of accommodation allowances, food allowances and airfares.

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Obtaining a breakdown for the payment or reimbursements of accommodation and meal costs and the payment of any allowance costs for the years 2000-01, 2001-02 and 2002-03 would involve a manual search of the Financial Management Information System and other records. This would be resource and time intensive and involve a disproportionate diversion of resources.

Only airfare costs are provided for the year 2003-04 as information on total payments and reimbursements of international travel allowances is not available until the end of the financial year when all travel reconciliations are completed and reports compiled.

Date: 30 April 2004

Cleared by (SES): Rod Whithear

Group/Branch: Corporate/Strategic Partnerships Branch

Contact Officer: Samantha Edmonds

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F31.12

Outcome Across all outcomes and all outputs

Topic: Costs of domestic travel for Finance staff

Hansard Page: F&PA N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

12: What was the total cost of domestic trips of staff for the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

With a breakdown on the cost of accommodation allowances, food allowances and airflights.

Answer:

	2000-01		2001-02		2002-03		2003-041	
	Trips	Cost of trips ²	Trips	Cost of trips	Trips	Cost of trips	Trips	Cost of airfares ³
Finance	1492	\$994,647.33	1261	\$994,657.83	865	\$624,458.55	671	\$272,239.67
OASITO/ OASACS	490	\$315,048.92	169	\$105,256.84				
Political Exchange Program	9	\$13,861.78	5	\$8,845.70	14	\$17,036.97	6	\$5,184.76
Total	1991	\$1,323,558.03	1435	\$1,108,760.37	879	\$641,495.52	677	\$277,424.43

Data for the years 1996-97, 1997-98, 1998-99 and 1999-2000 is not available because of incomplete records, changed financial management information systems and changes to Administrative Arrangement Orders, including amalgamation with another Department.

³ Cost of airfares only.

¹ Information for 2003-04 is provided as at 29 February 2004.

² Cost of trips equals cost of accommodation allowances, food allowances and airfares.

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Obtaining a breakdown for the payment or reimbursements of accommodation and meal costs and the payment of any allowance costs for the years 2000-01, 2001-02 and 2002-03 would involve a manual search of the Financial Management Information System and other records. This would be resource and time intensive and involve a disproportionate diversion of resources.

Only airfare costs are provided for the year 2003-04 as information on total payments and reimbursements of travel allowances is not available until the end of the financial year when all travel reconciliations are completed and reports compiled.

Date: 20 April 2004

Cleared by (SES): Rod Whithear

Group/Branch: Corporate/Strategic Partnerships Branch

Contact Officer: Samantha Edmonds

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio Department of Finance and Administration

February Estimates Hearings 2003-04 – 17 February 2004

Question: F31.13

Outcome 3

Topic: Ministerial Staff Overseas Trips

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips of Ministerial Staff were paid for by the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The Department meets the costs of all overseas trips by Ministerial Staff.

The detailed information sought in the above question would substantially and unreasonably divert the resources of the department from its other operations.

The Department advises there were approximately 1,104 visits in the periods covered by the question, and this would require 1656 files to be retrieved from archives for examination.

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Estimates Hearings 2003-04 - 17 February 2004

Question: F31.14

Outcome 3

Topic: Ministerial Staff Overseas Trips

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of Ministerial Staff paid for by the Department of Finance in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The Department meets the costs of all overseas trips by Ministerial Staff.

The highly detailed information sought in the above question would substantially and unreasonably divert the resources of the agency from its other operations.

The Department advises there were approximately 1,104 visits in the periods covered by the question, and this would require 1656 files to be retrieved from archives for examination.

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Estimates Hearings 2003-04 - 17 February 2004

Question: F31.20

Outcome: Across Outcomes

Topic: Surveys/Research on Government Programmes

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

On what programmes administered by the Department of Finance were surveys conducted.

Answer:

Former Department of Administrative Services - Procurement Framework Review (announced May 1997).

Financial Management Group - Procurement Policy Framework, Survey of Stakeholder Views canvassed views from departments, agencies and industry groups. (The consultancy contract was awarded in January 2003).

Ministerial and Parliamentary Services Group – Members of Parliament Staff training needs analysis (commissioned July 2003).

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Additional Estimates Hearings 2003-04 - 17 February 2004

Question: F32.3

Outcome 1, Output 1.1.1

Topic: Staffing Levels Within Budget Group

Hansard Page: Written Question

Senator Conrov asked:

Please provide a breakdown of the number of officers in each of the Divisions/Units of Budget Group, including relevant levels.

Answer:

Budget Group had 247 staff members including secondee and contract staff as at 31 March 2004. The Group has a total of 1 SES Band 3 officer, 5 SES Band 2 Officers, 13 SES Band 1 Officers, 48 Executive Level 2 officers, 55 Executive Level 1 officers, 19 APS 6 officers, 37 APS 5 officers, 17 APS 4 officers, 47 APS 3 officers and 5 APS 2 officers.

The following provides a break-up of Budget Group's staffing levels by Division.

Budget Executive – A total of 3 staff comprising 1 SES Band 3 officer, 1 Executive Level 1 officer and 1 APS 5 officer.

Budget Administration – 6 staff comprising 1 Executive Level 2 officer, 1 Executive Level 1 officer, 1 APS 6 officer, 1 APS 5 officer and 2 APS 4 officers.

Long Term Budget Policy – 17 staff comprising 1 SES Band 1 officer, 3 Executive Level 2 officers, 5 Executive Level 1 officers, 2 APS 6 officers, 3 APS 5 officers, 1 APS 4 officer and 2 APS 3 officers.

Staff Deployed to the Solomon Islands and PNG (funded by AUSAID) – 4 staff including 1 SES Band 2 officer, 2 Executive Level 2 officers and 1 Executive Level 1 officer.

Budget Coordination and Framework Division – 54 staff including 1 SES Band 2 officer, 3 SES Band 1 officers, 10 Executive Level 2 officers, 9 Executive Level 1 officers, 7 APS 6 officers, 6 APS 5 officers, 10 APS 4 officers and 8 APS 3 officers.

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Industry, Education and Infrastructure Division – 58 staff including 1 SES Band 2 officer, 3 SES Band 1 officers, 10 Executive Level 2 officers, 19 Executive Level 1 officers, 3 APS 6 officers, 6 APS 5 officers, 2 APS 4 officers, 12 APS 3 officers and 2 APS 2 officers.

Social Welfare Division – 51 staff including 2 SES Band 2 officers, 3 SES Band 1 officers, 10 Executive Level 2 officers, 9 Executive Level 1 officers, 4 APS 6 officers, 10 APS 5 officers, 12 APS 3 officers and 1 APS 2 officer.

Government and Defence Division – 54 staff including 3 SES Band 1 officers, 12 Executive Level 2 officers, 10 Executive Level 1 officers, 2 APS 6 officer, 10 APS 5 officers, 2 APS 4 officer, 13 APS 3 officers and 2 APS 2 officers.

Date:

15 April 2004

Cleared by (SES): Group/Branch:

Kathryn Campbell

Budget Group Administration

Contact Officer:

Nicholas Smith

Telephone No: 62153048

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio Commonwealth Grants Commission

February Estimates Hearings 2003-04 - 17 February 2004

Question: F38.20

Outcome Commonwealth Grants Commission

Topic: Which Programmes Surveyed

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

On what programmes administered by the Commonwealth Grants Commission surveys conducted.

Answer:

The Commission does not have any administered programmes.