# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 01

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic: Provision of Annual Report to Minister** 

**Proof Hansard Page/s:** 5 (18/10/11)

#### **Senator COLBECK asked:**

**Senator COLBECK:** Can you tell us when your annual report will be out?

Mr Mrdak: We will be tabling the annual report prior to 29 October. It is currently with the

minister for consideration, and then we will go to the printer. **Senator COLBECK:** Is 29 October your statutory deadline?

Mr Mrdak: That is correct. We will try to do it as quickly as possible, before that date.

**Senator COLBECK:** How long has it been with the minister? **Mr Mrdak:** I think it has been there for about two weeks.

**Senator IAN MACDONALD:** Can you tell us when it was sent to him, on notice if need be?

Mr Mrdak: I will take that on notice and come back to you with the exact date.

### **Answer:**

7 October 2011.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 02

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Departmental property leases **Proof Hansard Page/s:** 10 (18/10/11)

#### Senator Heffernan asked:

**Senator HEFFERNAN:** I want to go back to Senator Edwards' questions about property leasings and add a couple of issues to that. Mr Mrdak, in your extensive portfolio, including the management of Badgerys Creek, could you also provide, besides the requests on notice of Senator Edwards, the ABN and ACN numbers of the people that you lease to or from? In other words, we want to know the corporate entities, where their registered offices are et cetera.

**Mr Mrdak:** I will take on notice what information we have—

Senator HEFFERNAN: But surely, Mr Mrdak, if you lease from someone, you know who

you are leasing from, and they have an ABN number and a registered office.

Mr Mrdak: Yes, we will do that.

#### **Answer:**

The requested information was tabled during the hearing.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 03

Program: n/a

**Division/Agency:** (CORP) Corporate Services

Topic: Identification of legal costs associated with leasing

**Proof Hansard Page/s:** 11 (18/10/11)

### **Senator Heffernan asked:**

**Senator HEFFERNAN:** I would like to know the entity. Also, what are the arrangements for the legal fees? Do you have a set fee in arranging all these leases?

**Mr Mrdak:** I don't know that we have a set fee; we obviously incur some legal costs, which are met within the department's legal budget.

Senator HEFFERNAN: So, with a click, can you identify the legal costs associated with

leasing?

Mr Mrdak: I will take that on notice. I am not sure about that.

#### **Answer:**

The Department can manually identify the legal costs associated with leases.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 04

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Badgerys Creek Sub-leasing Proof Hansard Page/s:** 11 (18/10/11)

#### **Senator Heffernan asked:**

**Senator HEFFERNAN:** Are you conscious of the subleasing arrangements from the people you lease them to?

**Mr Mrdak:** We use a commercial real estate agent who does that. I would need to take on notice whether there are some—

**Senator HEFFERNAN:** Could you also provide to me on notice, in relation to the properties that you lease at Badgerys Creek, if there are subsequent sub-lettings of those properties and who those sub-lettings to?

**Mr Mrdak:** Certainly. I am not aware of any sub-lettings, but I will certainly take that on notice.

**Senator HEFFERNAN:** Thanks very much. Could I also ask you to include the corporate entity address and property owners you lease from?

Mr Mrdak: Yes.

### **Answer:**

There is only one sub-lease arrangement at Badgerys Creek. This is at 2420 Elizabeth Drive.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 05

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Departmental credit cards Proof Hansard Page/s:** 12 (18/10/11)

### **Senator Heffernan asked:**

**Senator HEFFERNAN:** She had the authority to be able to draw on her own credit card—**Mr Banham:** She had the authority with the bank but not the approval from the department.

**Senator HEFFERNAN:** What did she have the authority to draw? How much cash?

Mr Banham: I do not know. I will have to take it on notice.

#### **Answer:**

During the period that this employee held a departmental credit card they were entitled to withdraw \$1,000 cash from an ATM or \$2,000 over the counter.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 06

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic:** 2010-11 Departmental Expenditure

**Proof Hansard Page/s:** 14 (18/10/11)

#### Senator Edwards asked:

**Senator EDWARDS:** It would be very efficient if you had these figures at your fingertips, but I will put this question on notice for you. It goes back to budgets and accounts. In the 2010-11 financial year, how much did you spend on advertising and travel—domestic and international, and then economy, business and first-class? Perhaps you could also detail hospitality, entertainment, information and communications technology, external consultants, education and training of staff, any external accounting, external auditing, external legal services, and memberships or grants paid to affiliate organisations. Do you foresee any of those items attracting a significant increase in 2011-12?

**Mr Mrdak:** Some of those are already publicly available, such as our contracts, which are published on our website.

**Senator EDWARDS:** I am only new here. The shadow minister is not.

**Mr Mrdak:** In my answer I might point you to where those materials are publicly available. In relation to a number of those matters we have recently provided answers to questions on notice for the year just gone and expenditure to this point this year. I am happy to update that for you on notice for each of those items that are not publicly available.

#### **Answer:**

The 2010-11 departmental expenditure is listed below. The department does not foresee any of these items attracting a significant increase in 2011-12.

	Total Expenditure (\$'000)
Advertising	98
Business Travel	2,048
Consultancies	14,017
Domestic	2,358
Economy	2,290
First Class	98
Grants	462
Hospitality	36
International	2,077
IT and Communications	7,152
Memberships	161
External Auditing	357
External Accounting	110
Legal Services	2,429
Education and training	2,325
Total Expenditure	36,016

### ANSWERS TO QUESTIONS ON NOTICE

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### **Infrastructure and Transport**

Question no.: 07

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Staffing** 

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. What is the number of personal staff working in the Minister's Office?
- 2. How many DLO's are in the Ministers office?
- 3. How many permanent staff recruited this FYTD?
- 4. What is the total expenditure on staffing for the Department and for all portfolio agencies? What is the SES and non-SES breakdown?
- 5. What are the current staffing levels for SES and non-SES officers?
- 6. How many SES were employed in your Department and portfolio agencies on 10 May 2011?
- 7. How many SES were employed in your Department and portfolio agencies as of today?
- 8. What is the breakdown by each level (each SES band, each Executive Level band and each APS band?
- 9. What is the breakdown by each level of ongoing staff and non ongoing staff (each SES band, each Executive Level band and each APS band)?
- 10. Are there expected changes to current staffing levels over the next 12 months? If yes, provide details including a breakdown of each level staff (each SES band, each Executive Level band and each APS band) detailing the changes. Will this be different to what was reported in the 2010-11 Budget?
- 11. Has there been a target for staff reductions to achieve savings? What is that target and what strategy is being implemented to achieve this? Will staff reductions be used to achieve the Government's election commitment to maintain the 1.25 per cent efficiency dividend?
- 12. Have staffing numbers been reduced as a result of the current efficiency dividend and/or other budget cuts since Budget Estimate s2010? If so, where and at what level?
- 13. Are there any plans for staff reduction? If so, please advise details i.e. reduction target, how this will be achieved, services/programs to be cut etc.
- 14. If your Department/agency has been identified in the 2010 election as delivering efficiencies (savings), how will these be delivered? (for example, savings commitments included reducing program funding, rationalising grants etc how will these impact the department and staffing).

#### **Answer:**

### **Answer – Department of Infrastructure and Transport**

- 1. The employment of staff under the *Members of Parliament (Staff) Act 1984* is administered by the Department of Finance and Deregulation.
- 2. 2.

### ANSWERS TO QUESTIONS ON NOTICE

### Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

# 3. 1 July 2011 to 30 September 2011 = 45.

Type of Commencement	Total Headcount
Appointment	21
Promotion	9
Rehire Ongoing Employee	1
Temp Transfer In to Permanent	1
Transfer at Level	13
Grand Total	45

# 4. 1 July 2011 to 30 September 2011.

	\$'000
SES	3,121
Non SES	24,022
Total Expenditure on staffing	27,143

# 5. As at 30 September 2011

Staffing Level	Total Headcount
Non-SES	959
SES	46
<b>Grand Total</b>	1005

# 6. As at 10 May 2011.

SES Levels	Total Headcount
SES1	29
SES2	11
SES3	2
Grand Total	42*

<sup>\*</sup> This headcount does not include the Secretary.

# 7. As at 30 September 2011.

SES Levels	Total Headcount
SES1	32
SES2	11
SES3	2
<b>Grand Total</b>	45*

<sup>\*</sup>This headcount does not include the Secretary.

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# 8. As at 30 September 2011.

By Classification	Total Headcount
APS1	1
APS2	12
APS3	22
GAPSAPS3	19
APS4	91
APS5	144
APS6	232
EL1	292
EL2	146
SEB1	32
SEB2	11
SEB3	2
SEC	1
Grand Total	1005

# 9. As at 30 September 2011.

Classification	Ongoing	Non-ongoing	Total Headcount
APS 1		1	1
APS 2	1	11	12
APS 3	17	5	22
GAPSAPS3	19		19
APS 4	86	5	91
APS 5	140	4	144
APS 6	226	6	232
EL 1	284	8	292
EL 2	142	4	146
SEB1	32		32
SEB2	11		11
SEB3	2		2
SEC	1		1
<b>Grand Total</b>	961	44	1005

10. No.

11. No.

12. No.

13. No.

14. Increased operational efficiency.

### ANSWERS TO QUESTIONS ON NOTICE

### Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

# **Answer - Air Services Australia**

- 1. N/A
- 2. N/A
- 3. 1 July 2011 to 30 September 2011 = 120.

<b>Type of Commencement</b>	<b>Total Headcount</b>
Appointment	120
Machinery of Govt.(from APS)	N/A
Promotion	N/A
Rehire Ongoing Employee	N/A
Temp Transfer In to Permanent	N/A
Transfer at Level	N/A
<b>Grand Total</b>	120

# 4. 1 July 2011 to 30 September 2011.

	\$'000
SES	7,365
Non SES	135,356
Total Expenditure on staffing	142,721

# 5. As at 30 September 2011.

Staffing Level	Total Headcount
CEO	1
General Managers	9
3 <sup>rd</sup> Level Managers	57
All other admin and support	3794
<b>Grand Total</b>	3861

Note: These levels equate to SES Bands 1 -3.

# 6. As at 10 May 2011.

SES Levels	Total Headcount
CEO	1
General Mangers	9
3 <sup>rd</sup> Level Managers	56
<b>Grand Total</b>	66

Note: These levels equate to SES Bands 1 - 3.

# ANSWERS TO QUESTIONS ON NOTICE

# Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# 7. As at 30 September 2011.

SES Levels	Total Headcount
CEO	1
General Managers	9
3 <sup>rd</sup> Level Mangers	57
Grand Total	67

Note: These levels equate to SES Bands 1-3.

# 8. As at 30 September 2011.

By Classification	Total Headcount	Ongoing	Non-Ongoing
CEO	1	1	
General Managers	9	9	
3 <sup>rd</sup> Level Managers	57	56	1
Managers	307	301	6
Airways Data Team	12	12	
ADT 1	2	2	
ADT 2	9	9	
Supervisor	1	1	
Admin	886	843	43
ASA 1	4	4	
ASA 2	11	10	1
ASA 3	62	55	7
ASA 4	218	208	10
ASA 5	90	85	5
ASA 6	145	137	8
ASA 7	300	292	8
ASA 8	44	41	3
ASA 9	12	11	1
Air Traffic Control	1073	1055	18
Academy (ATC			
Trainees)	111	111	
ATC Level 1	37	37	
ATC Level 2	18	18	
ATC Level 3	19	19	
ATC Level 4	10	10	
ATC Level 5	30	30	
ATC Level 6	34	34	
ATC Level 7	42	42	
ATC Level 8	65	65	
ATC Level 9	561	547	14
SYD CSS	9	7	2

# ANSWERS TO QUESTIONS ON NOTICE

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# **Infrastructure and Transport**

SYD TTCU	65	64	1
Check & Standards			
Supervisor	55	54	1
UTS	17	17	
Flight Data Co-Ord	23	23	
FDC	23	23	
<b>Emerg Vehicle Tech</b>	31	31	
EVT 3	14	14	
EVT 4	17	17	
Firefighter	714	714	
Cadet Level 1	16	16	
Cadet Level 2	12	12	
Fire Commander	71	71	
LFF	388	388	
Recruit	18	18	
SO	70	70	
SSO	139	139	
Flight Info Officer	72	72	
FSO 3	20	20	
FSO 4	10	10	
SNR FIO	42	42	
General Services			
Officer	73	73	
GSO 6	3	3	
GSO 7	8	8	
GSO 8	18	18	
GSO 9	37	37	
GSO 10	7	7	
<b>Professional Officer</b>	171	171	
TP BD 1	29	29	
TP BD 2A	14	14	
TP BD 2B	22	22	
TP BD 3A	32	32	
TP BD 3B	44	44	
TP BD 3C	24	24	
TP BD 4	6	6	
Simulator Support	119	99	20
SSO 5	15	15	
SSO 6	28	28	
SSO 7	12	11	1
SSO 8	64	45	19
Technical Officer	313	313	
TFL 1	42	42	

### ANSWERS TO QUESTIONS ON NOTICE

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### **Infrastructure and Transport**

TFL 2	30	30	
TO 2	15	15	
TO 3	80	80	
TO 4	89	89	
TO 5	43	43	
TO 6	10	10	
TO 7	4	4	
<b>Grand Total</b>	3861	3773	88

9. As at 30 September 2011.

See response to Question 8.

10. Airservices workforce plan (2010-2013) states that:

"A projected net increase in our operational workforce of seven per cent is planned to support industry requirements".

Specific demand numbers by worker category (not pay band) are provided in the report: <a href="http://www.airservicesaustralia.com/wp-content/uploads/wfp\_2010\_2013.pdf">http://www.airservicesaustralia.com/wp-content/uploads/wfp\_2010\_2013.pdf</a>

- 11. Airservices is committed to delivering efficiencies to industry through productivity gains. Airservices is not subject to the Government's efficiency dividend.
- 12. See response to Question 11.
- 13. See response to question 10.
- 14. Airservices was not identified.

### **Answer - Australian Maritime Safety Authority**

- 1. N/A
- 2. N/A
- 3. 1 July 2011 to 30 September 2011 = 20.

Type of Commencement	Total Headcount
Appointment	14
Machinery of Govt.(from APS)	0
Promotion	5
Rehire Ongoing Employee	0
Temp Transfer In to Permanent	0
Transfer at Level	1
Grand Total	20

### ANSWERS TO QUESTIONS ON NOTICE

### Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

# 4. 1 July 2011 to 30 September 2011.

[a a_	\$'000
SES	471
Non SES	11,665
Total Expenditure on staffing	12,136

# 5. As at 30 September 2011.

Staffing Level	Total Headcount
Non-SES	295
SES	8
Grand Total	303

# 6. As at 10 May 2011.

SES Levels	Total Headcount
SES1	3
SES2	3
SES3	2
<b>Grand Total</b>	8

# 7. As at 30 September 2011.

SES Levels	Total Headcount
SES1	3
SES2	3
SES3	2
Grand Total	8

8. AMSA's levels are different to the APS levels. The details are contained in AMSA's Collective Agreement, available at <a href="http://www.amsa.gov.au/jobs/AMSACA2009-2012.pdf">http://www.amsa.gov.au/jobs/AMSACA2009-2012.pdf</a>.

As at 30 September 2011.

By Classification	Total Headcount
AMSA Level 1	0
AMSA Level 2	13
AMSA Level 3	11
AMSA Level 4	29
AMSA Level 5	37
AMSA Level 6	44

### ANSWERS TO QUESTIONS ON NOTICE

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### **Infrastructure and Transport**

AMSA Level 7	32
Advisor	3
Principal Advisor	12
Section Head	3
Surveyor	34
Principal Surveyor	4
Search and Rescue Officer	21
Senior Search and Rescue	
Officer	15
RCC Chief	5
Senior Manager	32
Executive Manager	7
Chief Executive	1
Grand Total	303

# 9. As at 30 September 2011.

Classification	Ongoing	Non-ongoing	Total Headcount
AMSA Level 1	0	0	0
AMSA Level 2	10	3	13
AMSA Level 3	9	2	11
AMSA Level 4	23	6	29
AMSA Level 5	31	6	37
AMSA Level 6	34	10	44
AMSA Level 7	23	9	32
Advisor	1	2	3
Principal Advisor	11	1	12
Section Head	3	0	3
Surveyor	34	0	34
Principal Surveyor	4	0	4
Search and Rescue Officer	20	1	21
Senior Search and Rescue Officer	15	0	15
RCC Chief	5	0	5
Senior Manager	0	32	32
Executive Manager	0	7	7
Chief Executive	0	1	1
<b>Grand Total</b>	223	80	303

<sup>10</sup> There are not expected to be any substantial changes to staffing levels over the next 12 months. Staffing levels will be different to what was reported in the 2010-11 Budget, however, it will not be different to the update that was reported in the 2011-12 Budget.

11. No.

### ANSWERS TO QUESTIONS ON NOTICE

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### **Infrastructure and Transport**

- 12. No.
- 13. No.
- 14. AMSA was not identified.

# **Answer - Australian Transport Safety Bureau**

- 1. N/A
- 2. N/A
- 3. 1 July 2011 to 30 September 2011 = 7.

<b>Type of Commencement</b>	Total Headcount
Appointment	4
Machinery of Govt.(from APS)	0
Promotion	1
Rehire Ongoing Employee	
Temp Transfer In to Permanent	0
Transfer at Level	2
Grand Total	7

4. 1 July 2011 to 30 September 2011.

	\$'000
SES	109
Non SES	3,582
Total Expenditure on staffing	3,691

5. As at 30 September 2011.

Staffing Level	Total Headcount
Non-SES	114
SES	2
Grand Total	116

6. As at 10 May 2011.

SES Levels	Total Headcount
SES1	2
SES2	
SES3	
Grand Total	2

# ANSWERS TO QUESTIONS ON NOTICE

# Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# 7. As at 30 September 2011.

SES Levels	Total Headcount
SES1	2
SES2	
SES3	
Grand Total	2

# 8. As at 30 September 2011.

By Classification	Total Headcount
APS1	0
APS2	0
APS3	0
GAPSAPS3	0
APS4	4
APS5	13
APS6	10
EL1	22
EL2	65
SEB1	2
SEB2	0
SEB3	0
SEC	0
<b>Grand Total</b>	116

# 9. As at 30 September 2011.

Classification	Ongoing	Non-ongoing	Total Headcount
APS1	0	0	0
APS2	0	0	0
APS3	0	0	0
GAPSAPS3	0	0	0
APS4	4	0	4
APS5	12	1	13
APS6	10	0	10
EL1	21	1	22
EL2	63	2	65
SEB1	2	0	2
SEB2	0	0	0
SEB3	0	0	0
SEC	0	0	0
<b>Grand Total</b>	112	4	116

### ANSWERS TO QUESTIONS ON NOTICE

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### **Infrastructure and Transport**

- 10. The ATSB has received additional funding to assist in implementing the National Transport Reforms, aimed at positioning the ATSB as the single national safety investigator across rail and commercial shipping from 2013. As a result, the ATSB is planning to increase its staffing levels by approximately eight Executive Level investigators over the period 2011-12.
- 11. No.
- 12. No.
- 13. No.
- 14. The ATSB was not identified.

### **Answer - Civil Aviation Safety Authority**

- 1. N/A
- 2. N/A
- 3. 1 July 2011 to 30 September 2011 = 63.

<b>Type of Commencement</b>	Total Headcount
Appointment	35
Machinery of Govt.(from APS)	0
Promotion	18
Rehire Ongoing Employee	0
Temp Transfer In to Permanent	0
Transfer at Level	10
Total	63

4. 1 July 2011 to 30 September 2011.

	\$'000
SES	1,140
Non SES	22,194
Total Expenditure on staffing	23,334

5. As at 30 September 2011.

Staffing Level	Total Headcount
Non-SES	783
SES	20 (substantive)
Total	803

6. As at 10 May 2011.

SES Levels	Total Headcount
SES1	5
SES2	8
SES3	5
Total	18

# ANSWERS TO QUESTIONS ON NOTICE

# Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# 7. As at 30 September 2011.

SES Levels	Total Headcount
SES1	8
SES2	8
SES3	4
Total	20

# 8. As at 30 September 2011.

By Classification	Total Headcount		
APS1 (equivalent)	15		
APS2 (equivalent)	7		
APS3 (equivalent)	58		
GAPSAPS3 (equivalent)	6		
APS4 (equivalent)	61		
APS5 (equivalent)	63		
APS6 (equivalent)	78		
EL1 (equivalent)	66		
EL2 (equivalent)	105		
SEB1 (equivalent)	8		
SEB2 (equivalent)	8		
SEB3 (equivalent)	3		
SEC (equivalent)	1		
Total	479		

In addition there are 324 technical roles in CASA that do not have an APS equivalency.

# 9. As at 30 September 2011.

Classification	Ongoing	Non-ongoing	<b>Total Headcount</b>
APS1	1	14	15
APS2	6	1	7
APS3	43	15	58
GAPSAPS3	6	0	6
APS4	55	6	61
APS5	50	13	63
APS6	73	5	78
EL1	61	5	66
EL2	99	6	105
SEB1	8	0	8
SEB2	8	0	8
SEB3	3	0	3

# ANSWERS TO QUESTIONS ON NOTICE

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# **Infrastructure and Transport**

SEC	1	0	1
Total	414	65	479

- 10. No.
- 11. No.
- 12. No.
- 13. No.
- 14. CASA was not identified.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 08

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic: Outstanding Questions on Notice** 

Proof Hansard Page/s: Written

### **Senator Heffernan asked:**

- 1. Are there any outstanding questions on notice from Budget Estimates 2011?
- 2. If so, please explain why there are still some outstanding questions on notice from Budget Estimates 2011.

#### **Answer:**

No.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### Infrastructure and Transport

Question no.: 09

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic:** 2007 and 2010 Election Commitments

**Proof Hansard Page/s:** Written

### Senator Heffernan asked:

- 1. What is the status of each election commitment from the 2007 elections within the portfolio?
- 2. Which 2007 election commitments are experiencing slippages? Why? Where relevant, what are the revised implementation dates? What are the implications of this slippage?
- 3. Are there any 2007 election commitments that will not be implemented? If yes, please provide details. Were departmental resources provided to implement these commitments? How much? What will happen to the funding now?
- 4. What were your election commitments for infrastructure in 2010? Please provide a list and a copy of the Labor Government's election policy for infrastructure.
- 5. Has implementation of the 2010 election commitments within the portfolio commenced? If yes, provide details. If no, why not?
- 6. Will additional departmental resources be required to implement 2010 election commitments within your portfolio? If yes, provide details. If no, why not? If unable to provide an answer please explain why.
- 7. How will the election commitments in your portfolio be offset? Will your portfolio be required to offset the new expenditure in your portfolio?

#### **Answer:**

1–5 and 7. All 2007 and 2010 election commitments are being progressed or have been finalised. Details of funding and implementation of all major portfolio initiatives, including election commitments, are provided in the Department's annual reports (2010-11 report tabled on 31 October 2011) as well as the Portfolio Budget Statements and on the Department's website <a href="www.infrastructure.gov.au">www.infrastructure.gov.au</a>, particularly <a href="www.nationbuildingprogram.gov.au/index.aspx">www.nationbuildingprogram.gov.au/index.aspx</a>.

6. The Department is delivering the Government's infrastructure and transport agenda, including election commitments, within its allocated resources, most recently detailed in the 2011-12 Portfolio Budget Statements.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 10

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Efficiency Dividend Proof Hansard Page/s:** Written

### Senator Heffernan asked:

- 1. What has the department done to deliver savings through rationalisation of corporate functions?
- 2. How is that impacting on department staffing?
- 3. Has your portfolio started implementing the Government's savings election commitment of a maintaining the annual efficiency dividend on departmental expenses at 1.25 per cent? If not, why not? If yes, give details.
- 4. Is the efficiency dividend impacting on the negotiations for the next workplace agreements?
- 5. Will any agencies in your portfolio be seeking an exemption to implementing the efficiency dividend?
- 6. How do you think you will implement it? Give examples of the types of cut you will make (i.e. no more pot plants in departmental buildings).
- 7. Will there be cuts to staff? If yes, give details.
- 8. Has there been a target for staff reductions to achieve savings?

#### **Answer:**

### **Department of Infrastructure and Transport**

- 1. The Department provides shared services to the Department of Regional Australia, Regional Development and Local Government.
- 2. No impact.
- 3. Yes, increased operational efficiency.
- 4. No.
- 5. No.
- 6. Increased operational efficiency.
- 7. No.
- 8. No.

#### **Airservices Australia**

- 1. n/a
- 2. n/a
- 3. n/a
- 4. n/a
- 5. n/a
- 6. n/a
- 7. n/a
- 8. n/a

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

#### **CASA**

- 1. n/a
- 2. n/a
- 3. CASA has been meeting its efficiency dividend through a variety of measures such as review and reprioritisation of activities impacting on administrative expenses and travel.
- 4. No.
- 5. No.
- 6. CASA has reviewed suppliers expenses and activities impacting on administrative expenses and travel reprioritised.
- 7. No.
- 8. No.

#### **AMSA**

- 1. n/a
- 2. n/a
- 3. AMSA has started implementing the Government's savings election commitment of the annual efficiency dividend. AMSA will achieve this commitment by reducing discretionary costs to meet this target.
- 4. The efficiency dividend is not impacting on AMSA's negotiations for the next workplace agreement.
- 5. AMSA will not be seeking any changes to the implementation of the efficiency dividend.
- 6. As mentioned in our response to question 3, AMSA will reduce discretionary costs to meet this target. Examples of discretionary costs that could be reduced include travel, printing and postage.
- 7. There will be no cuts to staff due to the annual efficiency dividend.
- 8. There has been no target set for staff reductions to achieve savings.

### **ATSB**

- 1. n/a
- 2. n/a
- 3. Yes, the ATSB's appropriation revenue and capital budget were impacted by the efficiency dividend of 1.5 per cent in 2011-12.
- 4. No.
- 5. No.
- 6. The efficiency dividend is being implemented through the prioritisation and careful management of business activities, staffing needs and supplier costs. No specific areas have been targeted for cuts.
- 7. No.
- 8. No. The ATSB has received additional funding to assist in implementing the National Transport Reforms, aimed at positioning the ATSB as the single national safety investigator across all rail and commercial shipping from 2013. As a result, we are planning to recruit additional staff.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 11

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Government Advertising **Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. What advertising Campaign and Non-Campaign did the Department/Agency undertake in 2011-12? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
- 2. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
- 3. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010)? Provide the details for each advertising item.
- 4. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
- 5. What advertising Campaign and Non-Campaign and other communications programs is the Department/Agency undertaking, or are planning to undertake?

- 1. Non-campaign advertising was undertaken for the notice of appointment of an Airport Environment Officer (AEO). One 14x3 black and white ad was placed in the public notices section of the Australian on Friday the 19<sup>th</sup> of August 2011. This advertisement was placed by Adcorp. The total cost was \$1,754.38 (GST exclusive).
- 2. No.
- 3. Yes. The advertisement was a non-campaign notice of appointment of an Airport Environment Officer (AEO).
- 4. No further advertising programs undertaken.
- 5. Nil.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 12

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: 2010-11 Hospitality Spend Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. What is the Department/Agency's hospitality spend for the year 2010-11? Detail date, location, purpose and cost of all events.
- 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for the year 2010-11. Detail date, location, purpose and cost of each event.
- 3. What is the Department's entertainment spend for the year 2010-11? Detail date, location, purpose and cost of all events.
- 4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for the year 2010-11. Detail date, location, purpose and cost of each event.
- 5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
- 6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
- 7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
- 8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

### **Answer:**

- 1. The Department's expenditure on official hospitality for the purposes of building and maintaining relationships with clients and stakeholders for the 2010-11 financial year is \$35,691. The date, location and purpose and cost of all events is detailed in Attachment A.
- 2. Nil.
- 3. Nil.
- 4. Nil.
- 5. The Department expects to spend around the same order on hospitality as per previous years. There are no plans for a significant increase in hospitality spend from prior years.
- 6. Nil.
- 7. Nil.
- 8. Nil.

### 12 – Attachment A

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# Attachment A

DATE	LOCATION	PURPOSE	COS	Γ
		Official hospitality during Air Services negotiations		
12/07/2010	Phnom Penh	between Australia & Cambodia.	\$	419
5/08/2010	Washington	Reimburse DFAT for Ambassadors' reception	\$	456
		International Civil Aviation Organisation official		
31/08/2010	Montreal	hospitality	\$	114
		International Civil Aviation Organisation official		
30/09/2010	Montreal	hospitality	\$	7,467
		International Civil Aviation Organisation official		
31/10/2010	Montreal	hospitality	\$	1,137
		International Civil Aviation Organisation official		
31/12/2010	Montreal	hospitality	\$	1,522
21/10/2010	Samoa	Aviation and security dinner	\$	1,650
		International Civil Aviation Organisation official		
31/01/2011	Montreal	hospitality	\$	184
10/12/2010	Vanuatu	Official hospitality for Port Vila delegates	\$	454
25/02/2011	Sydney	Infrastructure Australia official hospitality	\$	138
25/02/2011	Sydney	Infrastructure Australia official hospitality	\$	138
		Official hospitality for the Lags trial-feedback on the ease		
8/12/2010	Sydney	of use of equipment.	\$	292
5/11/2010	Canberra	Office of Transport Security official hospitality	\$	8
5/11/2010	Canberra	Office of Transport Security official hospitality	\$	28
5/11/2010	Canberra	Office of Transport Security official hospitality	\$	152
0,111,2010		Official hospitality for visiting officers from US	T	
		Transportation Security Administration in relation to the		
		revalidation of the Australian Air Cargo Security		
20/10/2010	Sydney	Arrangements.	\$	215
22/02/2011	Sydney	Official hospitality for the Cargo Security meeting	\$	551
18/12/2010	Canberra	Official hospitality for the Airports Consultative Forum	\$	537
10/12/2010	Cumociru	Office of Transport Security official hospitality for	Ψ	
30/11/2010	Canberra	international delegation	\$	273
20/05/2011	Canberra	Nation Building official hospitality	\$	227
20/03/2011	Canocita	Official hospitality for the Australia and Vietnam	Ψ	221
20/01/2011	Canberra	delegations	\$	632
3/02/2011	Canberra	Official hospitality for the Solomon Island delegation	\$	135
17/02/2011	Canberra	Official hospitality for the Belgium delegation	\$	556
31/07/2010		Official hospitality for United Arab Emirates delegation	\$	694
31/07/2010	Sydney	Official hospitality for the Australian-Indonesian Aviation	Ф	094
17/03/2011	Canberra	Security Bilateral meeting	\$	1,054
29/03/2011		Meeting in relation to the Maldon to Dumbarton project	\$	
	Wollongong			136
8/10/2010	Sydney	Infrastructure Australia official hospitality	\$ \$	87
5/11/2010	Sydney	Meeting with Shire President of Roebourne	\$	227
0/00/2010	G 1	Official hospitality for the Capital Cities Planning	Φ.	1.010
9/08/2010	Sydney	Workshop for representatives	\$	1,919
22/00/2010		Official hospitality for the National Infrastructure		0.20
23/08/2010	Sydney	priorities meeting	\$	928
1 (00 (00 10		Official hospitality for Infrastructure Australia board and		• • • •
1/09/2010	Townsville	Port of Townsville representatives	\$	289
		Official hospitality for the CEO Australasian Railway		
21/09/2010	Sydney	Association	\$	293
5/11/2010	Sydney	Meeting with Shire President of Roebourne	\$	227
2/08/2010	Sydney	Official hospitality for the CEO Council - Capital Cities	\$	23
2/08/2010	Sydney	Official hospitality for the CEO Council - Capital Cities	\$	23
6/01/2011	Perth	Infrastructure Australia official hospitality	\$	111

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

7/10/2010	Canberra	Meeting with Victorian Competition and Efficiency Commission	\$	62
		Official hospitality for the Australian Leadership		
		Fellowship Award-Fellowships visit to Australia for		
		officials from Indonesia undertaking maritime security		
31/01/2011	Canberra	professional development	\$	195
		Infrastructure Australia official hospitality for CEO		
13/07/2010	Sydney	Council of Capital Cities	\$	67
26/08/2010	Sydney	Infrastructure Australia official hospitality	\$	43
14/09/2010	Sydney	Infrastructure Australia official hospitality	\$	53
11/10/2010	Sydney	Infrastructure Australia official hospitality	\$	79
23/12/2010	Sydney	Infrastructure Australia official hospitality	\$	73
31/01/2011	Sydney	Infrastructure Australia official hospitality	\$	42
24/03/2011	Sydney	Infrastructure Australia official hospitality	\$	56
21/03/2011	Syuncy	Infrastructure Australia meeting to discuss Indigenous	Ψ_	
22/09/2010	Sydney	Infrastructure	\$	42
16/12/2010	Sydney	Infrastructure Australia official hospitality	\$	156
16/02/2011	Sydney	Infrastructure Australia official hospitality	\$	43
24/03/2011	Sydney	Meeting with NSW Infrastructure Coordinator	\$	56
25/08/2010	Canberra	Official hospitality for Corporate Services	\$	395
5/11/2010	Canberra	Office of Transport Security official hospitality	\$	22
3/11/2010	Canocita	Official hospitality for delegations from the Aviation	Ψ	
19/01/2011	Canberra	Industry	\$	405
19/01/2011	Canocita	Official hospitality for the Department of Regional	Ψ	403
22/09/2010	Canberra	Australia	\$	182
10/07/2010	Canberra	Official hospitality for Aviation Security	\$	1,764
10/07/2010	Canberra	Official hospitality for the Airports Consultative Forum	\$	455
3/12/2010	Canberra	Official hospitality for the Airports Consultative Forum  Official hospitality for the Airports Consultative Forum	\$	1,292
3/12/2010	Caliberra	Official hospitality for the Infrastructure Australia council	Ф	1,292
12/10/2010	Hobart	meeting (deposit payment)	\$	182
12/10/2010	Hobart	Official hospitality for the Infrastructure Australia council	Ф	102
12/10/2010	Hobart	meeting (deposit payment)	\$	182
12/10/2010	пован	Official hospitality for the Infrastructure Australia board	Ф	102
26/11/2010	Hobart		•	831
26/11/2010 5/03/2011	Hobart	meeting Official hospitality for the Colombian delegate	<u>\$</u>	140
5/03/2011			<u> </u>	140
3/03/2011	Hobart	Official hospitality for the Colombian delegate	Þ	140
20/10/2010	Cambanna	Official hospitality for the National Transport and	¢	072
29/10/2010		Logistics Workforce	\$	873
16/03/2011	Canberra	Post ACSAG official hospitality attendees	\$	182
19/06/2010	Sydney	Infrastructure Australia official hospitality	\$	1,108
14/08/2010	Sydney	Official hospitality for the Capital Cities Workshop	\$	1,459
14/08/2010	Sydney	Official hospitality for the Capital Cities Workshop	\$	1,045
29/08/2010	Sydney	Official hospitality for the Capital Cities Workshop	\$	273
8/09/2010	Canberra	Official hospitality for Corporate Services	\$	60
		Infrastructure Australia hospitality for New Zealand rail		
21/10/2010	Sydney	delegation	\$	443
		TOTAL		35,691

# ANSWERS TO QUESTIONS ON NOTICE

# Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 13

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Board Appointments Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

1. What is the gender ratio on each board and across the portfolio?

2. Detail any board appointments for the year 2010-11.

3. Please detail any board appointments for the FYTD.

#### **Answer:**

1. As at 31 October 2011 the gender ratio on each portfolio board was:

Board	Members	Gender Ratio
Airservices Australia	9	M = 6 (67%)
		F = 2 (22%)
		1 Vacant (11%)
Australian Maritime Safety Authority	8	M = 6 (75%)
		2 Vacant (25%)
Australian Rail Track Corporation	7	M = 4 (57%)
		F = 2 (29%)
		1 Vacant (14%)
Australian Transport Safety Bureau	3	M = 2 (67%)
		F = 1 (33%)
Civil Aviation Safety Authority	5	M = 4 (80%)
		F = 1 (20%)
International Air Services Commission	3	M = 1 (33%)
		F = 1 (33%)
		1 Vacant (34%)
Infrastructure Australia	12	M = 8 (67%)
		F = 4 (33%)
National Road Safety Council	7	M = 4 (57%)
		F = 3 (43%)
National Transport Commission	6	M = 5 (83%)
		F = 1 (17%)
Across the portfolio boards	60	M = 40 (67%)
		F = 15 (25%)
		5 Vacant (8%)

- 2. Please refer to the response provided to Senate Order 13 tabled prior to each hearing.
- 3. Please refer to the response provided to Senate Order 13 tabled prior to each hearing.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 14

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Grants

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

Has the Department complied with interim requirements relating to the publication of discretionary grants?

### **Answer:**

Yes.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 15

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic: Freedom of Information (FOI)** 

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. Has the Department/agency received any advice on how to respond to FOI requests?
- 2. How many FOI requests has the Department received for the year 2010-11? How many have been granted or denied?
- 3. How many conclusive certificates have been issued in relation to FOI requests for the year 2010-11?
- 4. How many FOI requests has the Department received for this FYTD? How many have been granted or denied?
- 5. How many conclusive certificates have been issued in relation to FOI requests for this FYTD?

- 1. The Office of the Australian Information Commissioner has issued guidelines that the Department must have regard to when performing functions or exercising powers under the FOI Act.
  - Additionally, the Department of the Prime Minister and Cabinet has issued guidance notes, which should be read in conjunction with the Australian Information Commissioner Guidelines.
- 2. The Department received 57 requests in 2010-11. Of these 57 requests the Department granted access: in full to 10 requests; in-part to 13 requests (8 of these were resolved in 2011-12); and refused access to 9 requests. 22 requests were withdrawn and 3 were transferred to other agencies.
- 3. Nil, conclusive certificates were abolished on 7 October 2009.
- 4. During the period 1 July 2011 to 30 September 2011, the Department received 20 FOI requests. Of these 20 requests 5 have been resolved by the Department. The Department granted access: in full to 4 requests; and access was refused for 1 request. 7 requests were withdrawn and 2 were transferred to other agencies. At 30 September 2011, the Department had 6 requests on hand.
- 5. Nil, conclusive certificates were abolished on 7 October 2009.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 16

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Community Cabinet Expenses** 

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held for the year 2010-11?
- 2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for the year 2010-11? What was the total cost of this travel?
- 3. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for the year 2010-11? What was the total cost of this travel?
- 4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for the year 2010-11?
- 5. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this FYTD?
- 6. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
- 7. How many Departmental officers travelled with the Minister for the Community Cabinet meetings held this FYTD? What was the total cost of this travel?
- 8. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings held this FYTD?

- 1, 2, 5 & 6 Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.
- 3. Three departmental staff travelled with the Minister for Community Cabinet meetings for the year 2010-11. Cost of this travel: \$5,240.
- 4. Total Department costs: \$5,240. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.
- 7. One departmental staff travelled with the Minister for Community Cabinet meetings held this FYTD. Cost of this travel: \$2,096.
- 8. Total Department costs: \$2,096. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 17

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Cabinet and sub-cabinet committee meetings

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

1. How much time is spent preparing papers/submissions for Cabinet and Sub-Cabinet Committee meetings?

2. How often must papers/submissions for Cabinet and Sub-Cabinet Committee Meetings be redrafted or relodged? Please provide example of why this would happen. (i.e. last minute policy changes or redate papers due to items not being discussed when initially scheduled).

- 1. The Department does not record the specific time spent by departmental officers on any given paper/submission.
- 2. The Department does not record this type of information.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

Question no.: 18

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Reviews** 

**Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

### For the year 2010-11:

- 1. How many Reviews were being undertaken by DOTARS & its agencies in each portfolio?
- 2. When will each of these reviews be concluded?
- 3. What reviews have been concluded?
- 4. Which of these reviews has been provided to Government?
- 5. When will the Government be responding to the respective reviews that have been completed?
- 6. What is the estimated cost of each of these Reviews?

### For this financial year to date:

- 1. What reviews are planned?
- 2. When will each of these reviews be concluded?
- 3. What reviews have been concluded this FYTD?
- 4. Which of these reviews has been provided to Government?
- 5. When will the Government be responding to the respective reviews that have been completed?
- 6. What is the estimated cost of each of these Reviews?

- 1. Five.
- 2. The Capital Structure Review of the Australian Rail Track Corporation and the review of Australia's National Plan to Combat Pollution of the Sea will be concluded in early 2012.
- 3. The Nation Building Evaluation Review and the review of maritime safety and environment protection measures in the northwest of Australia was concluded in July 2011. The review of AMSA's cost recovery arrangements was concluded in September 2011.
- 4. The Nation Building Evaluation Review had no requirement to be provided to Government. Minister Albanese has been briefed on maritime safety and environment protection measures in the northwest of Australia, and AMSA's cost recovery arrangements.
- 5. This is a matter for Government.
- 6. The estimated total costs were (GST exclusive):
  - a. Capital Structure Review of the Australian Rail Track Corporation \$389,839;
  - b. Australia's National Plan Review \$530,000;
  - c. Nation Building Evaluation Review \$273,918;

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

- d. The northwest review \$65,000, and;
- e. AMSA's cost recovery arrangements \$103,000.

### For this financial year to date

- 1. Nil.
- 2. Not applicable.
- 3. The Nation Building Evaluation Review and the review of maritime safety and environment protection measures in the northwest of Australia was concluded in July 2011. The review of AMSA's cost recovery arrangements was concluded in September 2011.
- 4. The Nation Building Evaluation Review had no requirement to be provided to Government. Minister Albanese has been briefed on maritime safety and environment protection measures in the northwest of Australia, and AMSA's cost recovery arrangements.
- 5. Not applicable.
- 6. Please refer to total costs provided for Answer 6 for the year 2010-11.

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

### **Infrastructure and Transport**

**Question no.:** 19

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Consultancy Information Proof Hansard Page/s:** Written

### Senator Heffernan asked:

- 1. How many consultancies were undertaken in 2010-11? 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. Were there any changes to any of the portfolio's tenders in 2010-11? Detail any changes
- 3. How many consultancies have been undertaken or are underway this FYTD? 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.
- 4. Does each department and agency stand by its current tenders on the Austenders website? Have any changes or corrections been made for any tenders advertised on to Government Tenders website (<a href="www.tenders.gov.au">www.tenders.gov.au</a>) for tenders advertised this financial year? Explain. Are up to date with reporting requirements?
- 5. 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.

- 1. A list of Consultancies for the 2010-11 financial year can be found on the Australian Government Tender System website.
- 2. Information on changes to the Departments tenders can be found on the Australian Government Tender System website.
- 3. A list of Consultancies for the 2011-12 financial can be found on the Australian Government Tender System website.
- 4. Yes. Changes to the tenders for this financial year can be found at Appendix B Variations to Tenders. The Department is up to date with its reporting requirements.
- 5. Planned consultancies for the 2011-12 financial year are covered in the Departments Annual Procurement Plan (APP) list which can be found on the Australian Government Tender System website.

## ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 20

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Media Monitoring Costs for Ministerial Offices** 

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for the year 2010-11?
- 2. Which agency or agencies provided these services?
- 3. What is the estimated budget to provide this same services for the year 2011-12?
- 4. What has been spent providing these services FYTD?

#### **Answer:**

- 1. \$37,259 inc GST (Minister and Parliamentary Secretary).
- 2. Media Monitors.
- 3. Due to a new contractual arrangement, in place since 1 February 2011, there is no specific figure attributable to ministerial offices.
- 4. As above.

ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

**Question no.:** 21

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Social Media** 

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2011? Please explain.

#### **Answer:**

There have been no changes to the Department's protocols in relation to social media or staff access and usage.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 22

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Contractors** 

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

#### Since May 2011:

- 1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
- 2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
- 3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.
- 4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
- 5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
- 6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
- 7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
- 8. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
- 9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

#### **Answer:**

- 1. No.
- 2. No.
- 3. No.
- 4. No.
- 5. No.
- 6. No.
- 7. No.
- 8. No.
- 9. No.

### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 23

Program: n/a

**Division/Agency:** (CORP) Corporate Services

Topic: Discretionary Grant Reporting for the 2010-11 financial year and the FYTD

**Proof Hansard Page/s:** Written

### **Senator Heffernan asked:**

- 1. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for the year 2010-11? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
- 2. Could the Department provide a list of all discretionary grants, including ad hoc and oneoff grants FYTD? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
- 3. Has the Department complied with interim requirements relating to the publication of discretionary grants?

#### **Answer:**

- 1. & 2. Information on grants awarded by the Department is available on the Department's website.
- 3. Yes.

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 24

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Commissioned Reports Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

- How many Reports have been commissioned by the Government in your portfolio for the year 2010-11? 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? How many departmental 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?
- 4. How many Reports have been commissioned by the Government in your portfolio FYTD? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
- 5. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
- 6. What is the current status of each report? When is the Government intending to respond to these reports?

#### **Answer:**

1. **Report Title:** High Speed Study

**Date Commissioned:** 31 October 2010

Date report handed to Government: Not applicable, study is ongoing

**Date of public release:** Phase 1 Report released 4 August 2011

**Terms of reference:** See attachment A **Committee members:** Not applicable

**Report Title:** Infrastructure Planning and Delivery: Best Practice Case Studies 2<sup>nd</sup>

Volume

**Date Commissioned:** 3 June 2011

**Date report handed to Government:** A progress update will be provided to Government

in December 2011

Date of public release: Not applicable, ongoing

**Terms of reference:** See attachment B **Committee members:** Not applicable

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

2. **Report Title:** High Speed Rail Study

Report Cost: Not applicable, study is ongoing – contract price for AECOM Aust Pty Ltd

to undertake High Speed Rail Study Phase 1 was \$3,974,348 (GST exc.).

Number and Level of Departmental Staff involved: Not applicable, study is ongoing.

**Report Title:** Infrastructure Planning and Delivery: Best Practice Case Studies 2<sup>nd</sup>

Volume

**Report Cost:** \$83,654 (GST exc.)

**Number and Level of Departmental Staff involved:** Two (EL 1 and APS 6)

3. **Report Title:** High Speed Rail Study

**Current Status: Ongoing** 

Government's Response Date: Report has not been finalised

**Report Title:** Infrastructure Planning and Delivery: Best Practice Case Studies 2<sup>nd</sup>

Volume

**Current Status:** Ongoing

Government's Response Date: This is a matter for the Government

4. Nil.

5. N/A

6. N/A

#### 24 - Attachments A and B

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Attachment A

#### HIGH SPEED RAIL STUDY TERMS OF REFERENCE

A strategic study will be undertaken on the implementation of a high speed rail network on the east coast of Australia.

The study will focus on identifying possible routes, corridor preservation and station options, including city-centre, city-periphery and airport stations. This will provide a basis for route development, indicative transit times and high-level construction costs.

As part of the core network element at the centre of the east coast corridor, the Newcastle–Sydney 'spine' will be a central aspect of this work. Options for links northwards to Brisbane and southwards to Canberra and Melbourne will also be considered.

#### Specifically the study will:

- Identify undeveloped land corridors and/or existing corridors that could be considered for a high speed railway, and preservation strategies;
- Identify the main design decisions and requirements to build and operate a viable high speed rail network on the east coast of Australia;
- Present route and station options, including indicative construction costs and interaction with other transport modes;
- Provide costs estimates of undertaking the next stages of work, such as detailed route alignment identification and corridor resumptions;
- Identify potential financing and business operating models for the construction and operation of a high speed railway;
- Provide advice and options on relevant construction, engineering, financial and environmental considerations.

The study will be managed by the Department of Infrastructure and Transport. It will draw on expertise from the public and private sectors, as well as international experience, growth forecasts and other contemporary data. Stakeholders will be consulted and contribute views through a formal reference group, which will include representatives from relevant Commonwealth, state and territory agencies and other key stakeholder groups.

The high speed rail implementation study will by July 2011:

- Identify the requirements for implementation of a viable HSR network on the east coast;
- Identify strategic route and station options, including high-level costing.

This initial phase will provide a basis for consultation and inform the specific direction of a second phase, including consideration of the specific corridors, routes and associated issues to be targeted for more detailed examination.

Further work from July 2011 will include:

- Detailed corridor alignment identification;
- Identification of preliminary geotechnical issues;
- Development of comprehensive robust cost estimates for preferred options;
- Further investigation of investment and (public and private) financing options;
- Detailed patronage and revenue forecasts;
- Consideration of preferred options in relation to other modes (for example, airport capacity implications resulting from diversion of air traffic to train).

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

This final work and report will take approximately 12 months to complete and inform the Australian Government and state and territory governments' consideration of next steps for high speed rail in Australia.

#### Attachment B

#### Infrastructure Planning and Delivery: Best Practice Case Studies Volume 2

#### **Terms of Reference**

This report will review eight case studies, which in the view of the Infrastructure Working Group (comprising of officials from Commonwealth, State and Territory Governments and chaired by the Minister for Infrastructure and Transport) highlight key examples of best practice in infrastructure planning and delivery across Australia. An audit will not be carried out on these projects, instead it is envisaged the task will require a review of existing documentation and discussions with individuals involved in the project's delivery.

To ensure consistency, it is proposed that the behaviours and processes used for the first volume be used again, namely projects will be assessed against:

- the quality of infrastructure assessment and planning, including the extent to which projects were embedded in holistic sector strategies/plans and wider land use plans (where relevant);
- the quality of business case development and the extent to which robust and objective project selection criteria influenced decisions;
- the presence of overarching project governance structures and processes to oversee the project's delivery;
- the extent and quality of project management and planning processes and the degree to which they influenced delivery;
- the choice of funding methods, including the allocation of financial risk between parties;
- the completion on time and within budget;
- the attention paid to wider risk management issues (i.e. not just financial) and how those risks were identified and managed; and
- the sustainability and appropriateness of the management, oversight and regulation (where relevant) of ongoing operations.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 25

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic: Government Payment of Accounts** 

**Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

- 1. **For the year 2010-11**, did the department/agency 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.)
  - a. For accounts not paid within 30 days, was 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?
  - b. Where interest is being paid, what rate of interest is being paid and how is this rate determined?
- 2. **For the FYTD**, has the department/agency 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.)
- 3. 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?
- 4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

#### **Answer:**

1. The total number of invoices paid for the 2010-11 financial year was 7,989. Of these, 3.3% were not paid within 30 days.

Timeframe	Number of
	invoices
Paid within 30 days	7,726
Paid within 31 to 60 days	212
Paid within 61 to 90 days	34
Paid within 91 to 120 days	11
Greater than 120 days	6

- a) No interest was paid on overdue amounts.
- b) N/A.

## ANSWERS TO QUESTIONS ON NOTICE

## Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

2.

Timeframe	Number of invoices
Paid within 30 days	1,937
Paid within	45
31 to 60 days	
Paid within	4
61 to 90 days	
Paid within	4
91 to 120 days	
Greater than 120 days	5

- 3. No.
- 4. N/A

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

**Question no.:** 26

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic: Government stationery requirements** 

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) in 2010-11?

2. What is the estimated cost for 2011-12?

#### **Answer:**

- 1. \$36,438.
- 2. \$13,000.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 27

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Media Subscriptions Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

- 1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
  - a) If yes, please provide the reason why, the cost and what channels.
  - b) What was the cost for 2010-11?
  - c) What is the estimated cost for 2011-12?
- 2. Does your department or agencies within your portfolio subscribe to newspapers?
  - a) If yes, please provide the reason why, the cost and what newspapers.
  - b) What was the cost for 2010-11?
  - c) What is the estimated cost for 2011-12?
- 3. Does your department or agencies within your portfolio subscribe to magazines?
  - a) If yes, please provide the reason why, the cost and what magazines.
  - b) What was the cost for 2010-11?
  - c) What is the estimated cost for 2011-12?

### **Answer:**

## 1. Department of Infrastructure and Transport

- a) Foxtel (Business Information package) and Parliamentary Broadcasting to obtain the latest National, International news and political information.
- b) \$25,672.
- c) \$32,000.

#### **Airservices Australia**

- a) Foxtel and Parliamentary TV channels to ensure the organisation keeps informed on news and relevant issues.
- b) \$41,000.
- c) \$45,000.

#### **CASA**

- a) Yes. There are seven business value package pay TV subscriptions in CASA to provide staff with a wider range of access to news and other appropriate channels.
- b) \$7,062.
- c) \$8,400.

#### **AMSA**

a) Foxtel, to allow the 24 hour Rescue Coordination Centre to monitor news broadcasts relating to any maritime emergency response or search and rescue incidents in which AMSA may be involved.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

- b) \$647.
- c) \$684.

#### **ATSB**

- a) No.
- b) n/a
- c) n/a

## 2. Department of Infrastructure and Transport

- a) The following newspapers are subscribed to in order to keep up to date with National and International news. Financial Review, The Land, Canberra Times, Weekly Times, The Australian and the Sydney Morning Herald
- b) \$35,088.
- c) \$41,000.

#### **Airservices Australia**

- a) Airservices newspaper subscriptions (The Daily Telegraph, The Sydney Morning Herald, Herald Sun, Financial Review, The Canberra Times, The Australian, The Age) ensure the organisation keeps informed on news and relevant issues.
- b) \$15,000.
- c) The estimated cost for 2011-12 is \$14,000

## **CASA** (Response to question 2 and 3)

- a) CASA subscribes to newspapers and to aviation magazines to allow staff to be kept informed of news items and of aviation industry developments.
- b) The amount expensed against print subscriptions in 2010-11, including newspapers and magazines, was \$31,181.
- c) The budgeted amount for 2011-12 is \$40,000.

### **AMSA** (Response to question 2 and 3)

- a) AMSA subscribes to a range of maritime, pollution response and search and rescue related newspapers, magazines and journals. The subscriptions allow AMSA to stay informed of national and international issues, and industry developments, relating to maritime safety, pollution response and search and rescue. Providing details of individual newspaper and magazine subscriptions would require an unreasonable diversion of time and resources to gather and collate.
- b) \$18,893.
- c) The estimated cost for 2011-12 is \$20,500.

#### **ATSB**

- a) No.
- b) n/a
- c) n/a

#### 3. Department of Infrastructure and Transport

- a) Annual subscriptions and one off purchases relevant to the departments industry and professional work.
- b) \$194,026.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

c) \$106,000.

## **Airservices Australia**

- a) Airservices subscribes to a large number of online databases, paper and electronic journals and magazines to staff keep informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards. Examples of subscriptions are: Aviation Week Intelligence Network, SAI Global Australian Standards, Environment Essential, Air Traffic Control Quarterly, Aviation Safety and Australia Aviation.
- b) \$310,000.
- c) The estimated cost for 2011-12 is \$308,000.

**CASA** (Refer to question 2).

**AMSA** (Refer to question 2).

#### **ATSB**

- a) Subscribes to magazines relevant to the agency to maintain a contemporary knowledge of developments and trends within the maritime industry and keep up to date with current research and methodologies.
- b) \$1,154.
- c) The estimated cost for 2011-12 is \$2,085.

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 28

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Travel costs

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

- 1. For the year 2010-11, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- 2. For the year 2010-11, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- 3. For the year 2010-11, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- 4. For the year 2010-11, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- 5. For the FYTD, please detail all travel (itemised separately) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- 6. For the FYTD, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- 7. For the FYTD, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- 8. For the year FYTD, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

#### **Answer:**

- 1-2, 5-6 Departments do not have information about travel costs by ministers, parliamentary secretaries and MOP(S) Act staff.
- 3. See Attachment A.
- 4. The Department does not record travel 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 departmental resources.
- 7. N/A No staff travelled with the Minister from 01 July to 30 September 2011.
- 8. The Department does not record travel 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 departmental resources.

#### 28 – Attachment A

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

Attachment A - Departmental staff who accompanied the Minister and Parliamentary Secretary on travel and associated costs in 2010-11

Date	Purpose	Destination		Accompanyi ng Departmenta l staff	Airfares	Booking Fee	Travel Allowance	Accommo dation	Meals	Taxi Fares	Other	TOTAL
26 June - 4 July 201	Meet with counterparts to discuss transport related issues including transport security, and urban development and investment	Washington / New York / Los Angeles	Minister Albanese	Mike Mrdak	\$20,919.86	\$170.00	\$3,159.60	\$811.98				\$25,061.44
26 June - 4 July 2010	Meet with counterparts to discuss transport related issues including transport security, and urban development and investment	Washington / New York / Los Angeles	Minister Albanese	Jeremy Parkinson (already located in Washington)	\$2,235.45				\$137.87		\$846.51	\$3,219.83
23 - 24 September 2010	Australian Transport Council	Melbourne	Parliamentary Secretary King	Kai Everist	\$522.08			\$216.82		\$91.98		\$830.88
02 -12 November 2010	IMO Meeting London G8 Ministerial Conference Rome	London/ Rome	Minister Albanese	Lyn O'Connell	\$15,808.02	\$169.74		\$943.13	\$724.94	\$345.68		\$17,991.51
30 November - 1 December 2010	National Road Safety Strategy Consultation Launch	Sydney	Parliamentary Secretary King	Kai Everist	\$402.02			\$178.30	\$75.91	\$95.71		\$751.94
14-16 December 2010	Signing of the Indonesia Transport Safety Assistance package (ITSAP) MOU Jakarta, Indonesia	Jakarta	Minister Albanese	Andrew Wilson	\$6,645.33			\$332.58		\$26.04		\$7,003.95
10-12 February 2011	IATA Vision 2050 Conference	Singapore	Minister Albanese	Andrew Wilson	\$3,675.35	\$169.74		\$1,417.71	\$20.87		\$63.64	\$5,347.31
25-27 May 2011	Ministers Sessions at the International Transport Forum	Leipzig, Germany	Parliamentary Secretary King	Lyn O'Connell	\$20,894.67	\$317.63		\$1,603.34	\$298.43	\$525.70		\$23,639.77
5-8 June 2011	IATA Conference	Singapore	Minister Albanese	Mike Mrdak	\$5,442.80	\$186.72	\$203.75	\$842.96	\$35.66		\$54.00	\$6,765.89
											Ex GST	\$90,612.52

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 29

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Legal Services expenditure **Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

- 1. What sum did each portfolio department and agency spend on legal services for the year 2010-11 within the department and agency? Please provide a list of each service and costs.
- 2. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from the Australian Government Solicitor? Please provide a list of each service and costs.
- 3. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from private firms? Please provide a list of each service and costs.
- 4. What sum did each portfolio department and agency spend on legal services for the year 2010-11 from other sources? Please provide a list of each service and costs.
- 5. What sum did each portfolio department and agency spend on legal services FYTD within the department and agency? Please provide a list of each service and costs.
- 6. What sum did each portfolio department and agency spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
- 7. What sum did each portfolio department and agency spend on legal services FYTD from private firms? Please provide a list of each service and costs.
- 8. What sum did each portfolio department and agency spend on legal services FYTD from other sources? Please provide a list of each service and costs.

### **Answer:**

- Department of Infrastructure and Transport \$652,581
   Airservices Australia \$2,729,000
   Australian Maritime Safety Authority \$2,120,809
   Civil Aviation Safety Authority \$2,208,832
   Australian Transport Safety Bureau \$342,036
- Department of Infrastructure and Transport \$1,840,641
   Airservices Australia Nil
   Australian Maritime Safety Authority \$328,642
   Civil Aviation Safety Authority \$225,744
   Australian Transport Safety Bureau \$42,980
- 3. Department of Infrastructure and Transport \$380,357 Airservices Australia - \$4,559,908 Australian Maritime Safety Authority - \$185,396 Civil Aviation Safety Authority - \$73,186 Australian Transport Safety Bureau - \$8,077

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Department of Infrastructure and Transport - \$50,418
 Airservices Australia - \$333,938
 Australian Maritime Safety Authority - \$48,770
 Civil Aviation Safety Authority - \$237,928
 Australian Transport Safety Bureau - Nil

## The FYTD expenditure as at 30 September is:

- Department of Infrastructure and Transport \$135,206
   Airservices Australia \$783,000
   Australian Maritime Safety Authority \$573,933
   Civil Aviation Safety Authority \$552,208
   Australian Transport Safety Bureau \$93,826
- Department of Infrastructure and Transport \$507,058
   Airservices Australia Nil
   Australian Maritime Safety Authority Nil
   Civil Aviation Safety Authority \$76,145
   Australian Transport Safety Bureau Nil
- 7. Department of Infrastructure and Transport \$123,384 Airservices Australia - \$1,134,512 Australian Maritime Safety Authority - \$4,628 Civil Aviation Safety Authority - \$13,377 Australian Transport Safety Bureau - Nil
- 8. Department of Infrastructure and Transport \$1,030 Airservices Australia - \$62,121 Australian Maritime Safety Authority - \$13,700 Civil Aviation Safety Authority - \$15,014 Australian Transport Safety Bureau - Nil

<sup>\*</sup> All figures are GST exclusive

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 30

Program: n/a

Division/Agency: (CORP) Corporate Services

**Topic: Education Expenses Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

- 1. For the year 2010-11, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant.
- 2. For the FYTD, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant.

#### **Answer:**

Details of all in-house courses and tertiary studies for the Department of Infrastructure and Transport and portfolio agencies from 1 July 2010 to 30 June 2011 and 1 July 2011 to FYTD.

Department/Portfolio Agency	Course type	Total Expenditure 2010/11	Participants	Total Expenditure 2011/12 FYTD	Participants
Department of Infrastructure and Transport	In- house	\$919,290	Not cost effective to retrospectivel y collect this information	\$205,128	523
Department of Infrastructure and Transport	Tertiary	\$180,872	50	\$39,555	25
Australian Maritime Safety Authority	In- house	\$300,389	236	\$47,763	89
Australian Maritime Safety Authority	Tertiary	\$117,377	55	\$17,602	14
Australian Transport Safety Bureau	In- house	\$53,800	31	\$10,158	10
Australian Transport Safety Bureau	Tertiary	\$35,800	5	\$13,193	3

#### ANSWERS TO QUESTIONS ON NOTICE

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#### **Infrastructure and Transport**

ARTC	In-	\$1,826,306	1092	\$676,890	384
	house				
ARTC	Tertiary	\$361,087	67*	\$70,670	6
Civil Aviation Safety	In-	\$2,270,248	2,582**	\$402,239	707**
Authority	house				
Civil Aviation Safety	Tertiary	\$92,019	28	\$19,710	19
Authority					
Airservices Australia	In-	\$35,041,013	31,201	\$9,422,147	14,790
	house				
Airservices Australia	Tertiary	\$243,023	59	\$76,264	36

<sup>\*\*</sup> For CASA a number of Employees have participated in multiple training courses. Note that for FY 2010-11, CASA also expensed a total of \$2,210,020 relating to flight training for staff to maintain currency. Costs include aircraft hire, associated fuel costs, simulator hire and other related facilitation costs. For the FYTD the expense is \$500,550.

<sup>\*</sup>Please also note that Employees may have received training across more than one area hence the numbers for 2010/2011 are greater than total number of ARTC employees.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 31

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Executive Coaching and Leadership Training 2010-11** 

**Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

- 1. In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information for the year 2010-11:
  - a) Total spending on these services
  - b) The number of employees offered these services and their employment classification
  - c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
  - d) The names of all service providers engaged
- 2. For each service purchased form a provider listed under (4), please provide:
  - a) The name and nature of the service purchased
  - b) Whether the service is one-on-one or group based
  - c) The number of employees who received the service and their employment classification
  - d) The total number of hours involved for all employees
  - 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
  - d) Any costs the department or agency's incurred to use the location

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

## **Answer:**

## **Department of Infrastructure and Transport**

Total expenditure on Executive Coaching and Leadership Training – 1 July 2010 – 30 June 2011 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
\$394,900	Executive Coaching is available to all Executive Level 1 to Senior Executive Service Level employees.	Unable to report this information.

Provider Name (1d)	Service	Group or One on	Number of employees who		Number of employee hours	<b>Total Expenses</b>	Description
	(2a)	One	received train		(2d)	(2e)	of fees
		(2b)	classifi				charge
			(2	<u>c)</u>			(2f)
Australian Institute of							Complete
Management	Resilient Leadership	Group	68	APS6-EL2	952	113,284	Package
Australian Public	Executive Level						Complete
Service Commission	Transitions	Group	3	EL1-EL2	21	1,905	Package
Australian Public	Career Development						Complete
Service Commission	Assessment Centres	One on One	3	EL2	90	41,750	Package
Australian Public	Leading Across						Complete
Service Commission	Boundaries	Group	1	SES2	22	8,350	Package
Australian Public	Leading Australia's						Complete
Service Commission	Future in Asia	Group	2	SES1	150	32,493	Package
Australian Public							
Service Commission							
(incorrectly reported							
as Yellow Edge in	New Leadership		Unable to				Complete
May 11)	Horizons	One on One	report	SES	Unable to report	7,895	Package
Australian Public						_	Complete
Service Commission	EL1 Master Class	Group	1	EL1	23	3,900	Package
Australian Public							Complete
Service Commission	EL2 Transition	Group	1	EL2	8	577	Package

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

Australian National University - National	National Security Senior Executive						Complete
Security College	Program	Group	1	SES1	112	25,000	Package
a crassify consider	8		_	Unable to			Complete
Best Practice	Executive Coaching	One on One	1	report	7	1,200	Package
							Complete
Cranlana Foundation	Leadership Training	Group	7	EL2	200	33,660	Package
				Unable to			Complete
Drake Workwise	Executive Coaching	One on One	1	report	7	1,200	Package
PEP Worldwide Pty	Executive PEP						Complete
Ltd	Coaching	One on One	1	SES1	8	4,000	Package
	Leadership in						Complete
Tempo Strategies	Infrastructure	Group	60	EL1 to SES1	780	49,128	Package
							Complete
The Confidore Group	Executive Coaching	One on One	1	SES2	80	31,203	Package
	Executive Coaching		Unable to				
	and Leadership	Group and One	report this		Unable to report this	23,380	Complete
Yellow Edge	Training	on One	information	EL2 - SES	information		Package
	Executive						
	Management			L		. =	Complete
Whon Pty Ltd	Training	Group	1	EL2	14	9,790	Package
			Unable to	Unable to			
University of		Unable to report	report this	report this	Unable to report this	4.00.	Complete
Canberra	Leadership Training	this information	information	information	information	1,895	Package
			Unable to				
		1_	report this	EL1-EL2	Unable to report this		Complete
ATSI	Leadership Forum	Group	information		information	3.790	Package

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
APSC Premises - Canberra	1	16	Nil
APSC Premises - Canberra	3	21	Nil
APSC Premises - Canberra	3	90	Nil

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

APSC Premises - Canberra	1	22	Nil
APSC - Study Tour to Asia			
Pacific Region	2	150	Nil
APSC Premises - Canberra	Unable to report	Unable to report	Nil
APSC Premises - Canberra	1	23	Nil
APSC Premises - Canberra	1	8	Nil
Australian National University -			
National Security College	1	150	Nil
Cranlana - Canberra and			
Melbourne	7	200	Nil
Kamberra Winery and Brassey			
Hotel, Canberra	60	780	4,800
The Confidore Group Premises -			
Sydney	1	80	323
Who Pty Ltd Premises - Sydney	1	14	Nil
Yellow Edge Premises - Canberra	1	5	Nil
Yellow Edge Premises - Canberra	1	5	Nil
Yellow Edge Premises -			
Canberra	12	33	Nil
University of Canberra	Unable to report this information	Unable to report this information	Nil
ATSI - offsite	Unable to report this information	Unable to report this information	Nil

## **Australian Maritime Safety Authority**

Total expenditure on Executive Coaching and Leadership Training – 1 July 2010 – 30 June 2011 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
\$113,224.73	30 staff were offered these services in the classifications of General Manager, Contract Manager, Regional Manger and AMSA level 6 and 7.	25 staff utilised these services in the classifications of General Manager, Contract Manager, Regional Manager and AMSA Level 7.

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification (2c)		Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
People and Strategy Pty Ltd	Professional Leadership	Group	15	General Manager,	1228	\$77,025	Complete packages
People and Strategy Pty Ltd	Executive Coaching	One on one	4	Contract Manager, Regional	16	\$3,795.91	Per hour
Yellow Edge Pty Ltd	Executive Coaching	One on one	1	Manager, AMSA	5	\$3,050	Complete packages
Australian and New Zealand School of Government	Executive Fellows Program	Group	1	Level 7	108	\$24,360	Complete packages
Executive Central	Executive Coaching	Group	1		2	\$1,000	Complete packages
Informa Australia	Executive coaching	Group	1		8	\$3,195	Complete package
Skillpath	Executive coaching	Group	1		1	\$36.32	Complete packages
SHL	Executive coaching	One on one	1		1	\$762.50	Per hour

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
People and Strategy Pty Ltd	15	442	\$16,000
Yellow Edge Pty Ltd	1	5	Nil – part of package
Australian and New Zealand School of Government	1	108	Nil – part of package
Executive Central	1	2	Nil – part of package
Informa Australia	1	8	Nil – part of package
Skillpath	1	1	Nil – part of package

## ANSWERS TO QUESTIONS ON NOTICE

## Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

## Australia Transport Safety Bureau – nil response<sup>1</sup>

## **Civil Aviation Safety Authority**

Total expenditure on Executive Coaching and Leadership Training – 1 July 2010 – 30 June 2011 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
\$11,557.	Senior Management Group Band D: 39 Senior Management Group Band C: 9 Senior Management Group Band B: 9 Senior Management Group Band A: 4	Senior Management Group Band A: 1 Senior Management Group Band B: 4 Senior Management Group Band D: 2 Corporate Services Level 5: 2
		(mandated training)

Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification		Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
Hardy Group International	Executive Coaching.	One on one	4 Senior Management Group Band D Senior Management Group Band A		50 hours	\$4,902.31	Complete package
Yellow Edge	Senior Manager Coaching	One on one	2	Senior Management Group Band D Corporate Services Level 5 Senior Management Group Band A	18 hours	\$6655.00	Per hour

<sup>&</sup>lt;sup>1</sup> As per the previous response in May. The ATSB did not conduct Executive Coaching and Leadership training in 2010-11

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## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

3. a,b,c and d – Not Applicable

#### **Australian Rail Track Corporation**

1. ARTC 2010/2011 Executive Coaching and/or other Leadership training services

Total expenditure on Executive Coaching and Leadership Training – 1 July 2010 – 30 June 2011 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
\$361,087	132*	130*

<sup>\*</sup>ARTC is not bound by the Australian public sector employment classification structure

## 2. ARTC Service Provider Information

Provider Name (1d)	Service (2a)	Group or One on One (2b)	received tra class	employees who hining and their diffication (2c)	Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
RMIT University, Graduate School of Business	Executive MBA Program	Group	36*	N/A**	Implementing Strategy: 40 hours Creating Strategy: 40 hours Finance and Accounting: 40 hours	\$361,087	Complete Package
EMD Workforce Development	Middle Management Development Program	Group	94*	N/A**	Module 1-6 – 16 hours each Total: 96 hours per employee		Complete Package

<sup>\*</sup>This may be the same employees attending more than 1 module

<sup>\*\*</sup>ARTC is not bound by the Australian public sector employment classification structure

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Crowne Plaza Coogee, NSW	Implementing Strategy: 12 Creating Strategy: 12 Finance & Accounting: 12	1440	\$43,457
Crowne Plaza Coogee, NSW	Module 1: 16 Module 2: 16 Module 3: 16 Module 4: 16 Module 5: 16 Module 6: 14	1504	\$25,644

#### Airservices Australia

Total expenditure on Executive Coaching and Leadership Training – 1 July 2010 – 30 June 2011 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
Executive Coaching	10 x Executive managers	3 x executive managers
Senior Leadership Program	32 x Level 4 managers, 10 x level 3 managers	Same as 1(b)
Managing For Results	4 x Level 4 managers (program ongoing until Oct 11)	Same as 1(b)

Provider Name (1d)	Service (2a)	Group or One on One (2b)	received tra	employees who ining and their ification (2c)	Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
	Executive Coaching	One on One	3	Level 3	Approx 27	\$34,000	Coaching fees

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

				managers			
Mt Eliza, Executive Education	Senior Leadership Program	Group	42	Level 3 and Level 4 managers	Approx 3780	\$702,160	Course fees, accommodation costs
Mt Eliza, Executive Education	Managing For Results	Group	41	Level 4 managers	Approx 1968	\$285,935	Course fees, accommodation costs

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Mt Elisa (Senior Leadership Program)	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approx 1200	Included in (2e) fees, above
Kamberra Winery Conference Centre (Senior Leadership Program)	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approx 620	Included in (2e) fees, above
Crown Plaza Coogee NSW (Senior Leadership Program)	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approx 620	Included in (2e) fees, above
The Boat House (ACT) (Senior Leadership Program)	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approx 620	Included in (2e) fees, above

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

Yarra Valley Conference	The venue was used for groups of	Approx 620	Included in (2e) fees, above
Centre (Managing For Results)	about 20-25 participant		
	employees for 3-4 days in each		
	instance		
Cammeray Waters Conference	The venue was used for groups of	Approx 620	Included in (2e) fees, above
Centre	about 20-25 participant		
	employees for 3-4 days in each		
	instance		

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 32

Program: n/a

**Division/Agency:** (CORP) Corporate Services

Topic: Executive Coaching and Leadership Training FYTD

Proof Hansard Page/s: Written

#### Senator Heffernan asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information FYTD:

- 1. Total spending on these services
  - a) The number of employees offered these services and their employment classification
  - b) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
  - c) The names of all service providers engaged
- 2. For each service purchased form a provider listed under (1c), 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)
- 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
  - d) Any costs the department or agency's incurred to use the location

## ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

## **Answer:**

## **Department of Infrastructure and Transport**

Total expenditure on Executive Coaching and Leadership Training – 1 July 2011 to FYTD (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
116,421	Executive Coaching is available to all Executive Level 1 to Senior Executive Service Level employees.	Unable to report this information.

Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification (2c)		Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
Australian Public	Transforming						Complete
Service Commission	Leadership Program	Group	1	SES1	8	7,177	Package
Australian National University - National Security College	National Security Executive Level 2 Development Program	Group	2	EL2	225	30,000	Complete Package
Australian National University - National Security College	Introduction to Australia's National Security Challenges	Group	5	EL1	188	12,500	Complete Package
Australian National University - National Security College	The Constitutional and Legal Framework of Australia's National Security	Group	1	EL2	15	1,800	Complete Package
Australian Institute of Management	Resilient Leadership	Group	10	APS6-EL2	140	14,898	Complete Package
Australian Public Service Commission	LAFIA	Group		SES1	Unable to report	23,409	Complete Package

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

Australian Public	Career Development						Complete
Service Commission	Assessment Centres	One on One	1	EL2	30	11,750	Package
	Leadership in						Complete
Tempo Strategies	Infrastructure	Group	20	EL1 to SES1	260	14,887	Package

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Crackenback 2627	1	8	Nil
The Australian National University	2	225	Nil
The Australian National University	5	187	Nil
The Australian National University	1	15	Nil
APSC Premises - Canberra	1	30	Nil
Study Tour to Asia Pacific Region	1	70	Nil
Brassey Hotel ACT	20	260	4800

Civil Aviation Safety Authority - Nil to date

Australian Maritime Safety Authority – nil to date

**Australian Transport Safety Bureau** 

Total expenditure on Executive	The number of employees offered these services and their	The number of employees who have utilised these
Coaching and Leadership Training –	employment classification	services and their employment classification
(1a) 1 July 2011 to FYTD	<b>(1b)</b>	(1c)
\$12,290	2 x SES 1	2 x SES 1

Provider Name	Service	Group or One on	Number of employees who	Number of employee	Total	Description of
(1d)	(2a)	One	received training and their	hours	Expenses	fees charge

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

		(2b)	class	ification	(2d)	(2e)	(2f)
				(2c)			
WHON Pty Ltd	Executive learning group	Group	1	SES1	60	\$9,790	Complete package
APSC	SES Orientation	Group	1	SES1	22.5	\$2,500	Complete package

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Wollongong/Sydney NSW	1	60	Nil
Woden ACT	1	22.5	Nil

#### **Australian Rail Track Corporation**

1. ARTC Total Spend FYTD

Total expenditure on Executive Coaching and Leadership Training – 1 July 2011 to FYTD (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)
\$179,173*	50**	44**

<sup>\*</sup> This includes course development costs which are not included below as they relate to more than one module

<sup>\*\*</sup>ARTC is not bound by the Australian public sector classification structure

## ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

## 2. ARTC Provider Information – FYTD 2011/2012 (to October 31 2011)

Provider Name (1d)	Service (2a)	Group or One on One (2b)	received train classif	mployees who ning and their ication (c)	Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
EMD Workforce Development	Middle Management Development Program	Group	14	**N/A	Module 7: 16 hours per employee	\$23,013	Complete Package
RMIT University, Graduate School of Business	Executive MBA Program	Group	6	**N/A	Implementing Strategy: 40 hours per employee	\$70,671	Complete Package
Dr. J. A. Eady	ARTC Management Development Program	Group	24*	**N/A	General Business: 24 hours per employee	\$64,333	Complete Package
					Leadership and People: 24 hours per employee		

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Crowne Plaza Coogee, NSW	14	224	\$4,060
Crowne Plaza Coogee, NSW	6	240	\$10,163
Flowerdale Resort, Victoria	General Business: 12 Leadership and People: 12	576	\$20,332

<sup>\*</sup>This may be the same employees attending more than 1 module
\*\*ARTC is not bound by the Australian public sector employment classification structure

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

#### Airservices Australia

Total expenditure on Executive Coaching and Leadership Training – 1	The number of employees offered these services and their employment classification	The number of employees who have utilised these services and their employment
July 2011 – 31 October 2011 (FYTD) (1a)	(1b)	classification (1c)
Managing For Results - \$281,900 to end Oct 11	85 x Level 4 managers (including 41 from programs commenced in previous FY)	Same as 1(b)

Provider Name	Service	Group or One on One	Number of en	nployees who	Number of	Total	Description of fees
(1d)	(2a)	(2b)	received train	ning and their	employee hours	Expenses	charge
			classif	cation	(2d)	(2e)	(2f)
			(2	c)			
Mt Eliza Executive	Managing For Results	Group	As 1(a)		4800		Course fees,
Education	program						accommodation

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

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Mt Eliza Business School	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approximately 1200	Included in 2(f) fees above
Cammeray Waters Conference Centre	The venue was used for groups of about 20-25 participant employees for 3-4 days in each instance	Approximately 3200	Included in 2(f) fees above

#### ANSWERS TO QUESTIONS ON NOTICE

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#### **Infrastructure and Transport**

**Question no.:** CORP 33

Program: n/a

**Division/Agency:** (CORP) Corporate Services **Topic:** Government paid parental leave scheme

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

- 1. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- 2. For the year 2010-11 list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.
- 3. For the FYTD list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

#### **Answer:**

- 1. Unable to answer as the Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) upon receiving application direct from the employee. Potentially, all females of child bearing age and all male employees of the Department are eligible.
- 2. Each portfolio department/agency has the following number of employees who received PPL from 1 July 2010 to 30 June 2011:
  - a. Airservices Australia = 11
  - b. Australian Maritime Safety Authority = Nil
  - c. Australian Transport Safety Bureau = Nil
  - d. Civil Aviation Safety Authority = Nil
  - e. Department of Infrastructure and Transport = 3
- 3. Each portfolio department/agency has the following number of employees who received PPL from 1 July 2011 to 30 September 2011:
  - a. Airservices Australia = 11
  - b. Australian Maritime Safety Authority = Nil
  - c. Australian Transport Safety Bureau = Nil
  - d. Civil Aviation Safety Authority = 5
  - e. Department of Infrastructure and Transport = 7

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

## **Infrastructure and Transport**

**Question no.:** 34

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Minister and Parliamentary Secretary training** 

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

How much is 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.

#### **Answer:**

Nil.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 35

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Cars owned by the Department and Portfolio Agencies

Proof Hansard Page/s: Written

#### Senator Heffernan asked:

- 1. How many cars are owned by DOTARS and each agency in your portfolio?
- 2. Where is the car/s located?
- 3. What is the car/s used for?
- 4. What is the cost of each car for 2010-11?
- 5. How far did each car travel in 2010-11?

#### **Answer:**

## **Department of Infrastructure and Transport**

- 1. Nil
- 2. n/a
- 3. n/a
- 4. n/a
- 5. n/a

## **Australian Maritime Safety Authority**

- 1. Nil
- 2. n/a
- 3. n/a
- 4. n/a
- 5. n/a

#### Air Services Australia

- 1. Airservices currently owns 13 motor vehicles which are used for operational purposes.
- 2. The cars are at operational sites with 2 vehicles located at each of the Hobart and Hamilton Island sites and 1 located at each of the Sydney, Sunshine Coast, Townsville, Cocos Island, Mornington Island, Broome, Perth, Darwin, and Canberra sites.
- 3. The vehicles are all used for operational activities including as forward command vehicles for incident control, for site inspection and maintenance tasks, and for general fire station operational duties.
- 4. Based on our high-level review the average cost per vehicle for 12 months is around \$2,500 with a maximum annual cost across the 13 vehicles of up to \$5,000 and a minimum of approximately \$1,000.
- 5. Of the 13 vehicles it is estimated that 5 travel less than 500km each. The average annual kilometers across all the vehicles was determined to be in the range 3,500 4,000 with a maximum distance travelled in 12 months of almost 11,000 kilometers.

# ANSWERS TO QUESTIONS ON NOTICE

# Supplementary Budget Estimates October 2011

# **Infrastructure and Transport**

# **Civil Aviation Safety Authority**

- 1. Nil
- 2. n/a
- 3. n/a
- 4. n/a
- 5. n/a

# ANSWERS TO QUESTIONS ON NOTICE

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## **Infrastructure and Transport**

**Question no.:** 36

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Taxi Costs** 

**Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

- 1. How much did each department/agency spend on taxis in 2010-11?
- 2. Provide a breakdown of each business group in each department/agency.

#### **Answer:**

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.

#### ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 37

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Credit Cards

**Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

- 1. How many staff in each department and agency have a corporate credit card? What is their classification?
- 2. What action is taken if the corporate credit card is misused?
- 3. How is corporate credit card use monitored?
- 4. What happens if misuse of a corporate credit card is discovered?
- 5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
- 6. What action is taken to prevent corporate credit card misuse?

#### **Answer:**

1. As at 30 September 2011 the Department has 802 cardholders, this includes the departmental Travel Card.

Classification	Total
APS 2	1
APS 3	19
APS 4	39
APS 5	104
APS 6	182
Contractor	3
EL1	248
EL2	149
General Counsel	1
Holder of Public Office	1
Inspector of Transport Security	1
SES1	39
SES2	13
SES3	2
	802

2. The action taken in relation to misuse will be dependent on the circumstances surrounding the misuse and will vary from advice to their manager to formal action under code of conduct provisions. If fraud is identified, the individual's manager, Executive Director and the Chief Financial Officer are informed and relevant action is taken according to departmental policy and the FMA Act around the handling of fraud.

#### ANSWERS TO QUESTIONS ON NOTICE

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#### **Infrastructure and Transport**

- 3. Credit card holders are required to acquit the expenditure on their credit card, including provision of receipts and other supporting documentation. Credit card acquittals are reviewed and approved by the cardholder's supervisor. The Department's Financial Services Branch monitors the use of credit cards via various reporting mechanisms and spot-checking to ensure compliance with the Department's Chief Executive Instructions and internal policies and procedures.
- 4. See the response to Question 2, above.
- 5. No instances of deliberate misuse of the credit card were identified during the period 1 July 2011 to 30 September 2011.
- 6. The action taken to prevent misuse includes:
  - Mandatory cardholder training sessions prior to receiving a Departmental card
  - Freely accessible documentation, Chief Executive Instructions, Practical Guides, training material and other informational documents on the Intranet
  - Regular monitoring by the Financial Operations section on card use
  - Control and review of card limits by the Chief Financial Officer
  - Internal audits

#### ANSWERS TO QUESTIONS ON NOTICE

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#### **Infrastructure and Transport**

**Question no.:** 38

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Communication Personnel Proof Hansard Page/s:** Written

#### **Senator Heffernan asked:**

1. How many communications people are there in each of your departments and agency's.

2. List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

#### **Answer:**

# **Department of Infrastructure and Transport**

- 1. The Department currently has 13 communications people.
- 2. The classifications range from APS4 to EL2. The roles encompass working on the development of strategies to implement a range of initiatives, together with the provision of briefing material to the Minister and Parliamentary Secretary on portfolio matters, including drafting of media releases, arranging events and launches and graphic design of publications and speechwriting. The Department provides communication assistance to Infrastructure Australia.

The Departments communications people adhere to the Commonwealth Procurement Guidelines, *Financial Management and Accountability Act 1997*, Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies and departmental policies and procedures.

#### **Australian Transport Safety Bureau (ATSB)**

- 1. The ATSB has five communications people.
- 2. The classifications range from APS 5 to EL2. Their roles include publishing ATSB research and investigation reports, preparing other print publications, social media content and web material, liaison with the media, editing and authoring articles and news items, graphic design, and assisting with conferences and industry engagement events. Services provided to the Minister include input to speeches, advice on transport safety incidents and report releases and briefing on significant media events.

In addition to the guideline material applicable to communication activity across the public service (Commonwealth Procurement Guidelines, *Financial Management and Accountability Act 1997*, Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies), ATSB communication staff must have regard to the ATSB Safety Investigation Quality System and ATSB writing style manuals.

#### ANSWERS TO QUESTIONS ON NOTICE

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#### **Infrastructure and Transport**

#### Airservices Australia

- 1. Airservices Australia's Corporate Communication business group has 10 staff members.
- 2. The classifications range from Level 3 and 4 Manager to ASA4 to ASA7 who work on a range of communication matters, including media releases, and use guidelines (Management Instruction) which cover the public release of information.

ASA classifications are listed in the Airservices Collective Agreement 2009-2013 (available on the website: www.airservicesaustralia.com).

## **National Transport Commission**

- 1. The National Transport Commission has three communications people
- 2. The classifications range from Manager Policy, Senior Policy Analyst and Policy Analyst whose roles encompass working with the executive and project teams to prepare and implement communication and consultation strategies to support the achievement of the NTCs goals and objectives. This includes managing media relations, sponsorship and advertising the publication of NTC reports, stakeholder engagement and consultation, maintaining website and intranet pages, arranging events and launches and speechwriting.

The NTC may also provide briefings and input into speeches and media releases for the Minister and Parliamentary Secretary. The NTC code of conduct, model of cooperation and policies and procedures manual guides the professional conduct of all NTC staff.

#### **Civil Aviation Safety Authority**

- 1. CASA has three communications people.
- 2. The classifications range from Section Head (Corporate Services Level 5), Internal Communications Officer (Corporate Services Level 4) and Corporate Communications Officer (Corporate Services Level 3 Above Barrier) whose roles encompass working on a range of communication matters, including media releases.

The guidelines adhered to by Corporate Communications staff are CASA's Code of Conduct and policy on contact with the media.

# ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

**Question no.:** 39

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Road Transport Funding Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

I refer to Budget Paper No. 1 page 6-40 in relation to spending on rail and road transport.

For the **road** funding allocated in each of the financial years 2011-12 to 2014-15 could you please break down the spending by programme, including the amount from the Nation Building Programme, Building Australia Fund, the Regional Infrastructure Fund and from other sources?

#### **Answer:**

The road funding allocated in each of the financial years 2011-12 to 2014-15 is contained in Budget Paper No. 1. This includes spending from the Nation Building Program, Nation Building Plan for the Future – Building Australia Fund (BAF) and the Regional Infrastructure Fund (RIF).

The majority of road transport funding in 2014-15 detailed in Budget Paper No.1 represents funding from the allocation in the Contingency Reserve for the second tranche of the Nation Building Program (NB2). The details of the program and allocations of this funding are yet to be determined.

Funding associated with the RIF is included in two sub-functions in Budget Paper No.1. Amounts included in *Appropriation Act 2011-2012 (No. 1)* for the Department of Infrastructure and Transport are included in the Road Transport sub-function. The remainder of the RIF is included in the Treasury's estimates for payments to the States and Territories under the *Federal Financial Relations Act 2009*. These estimates are included in the 'Other transport and communication' sub-function. Of these amounts, \$42.4m in 2011-12, \$119.3m in 2012-13 and \$210.7m in 2014-15 has been allocated to projects. The remainder of the RIF funding is subject to the passage of the Mineral Resources Rent Tax (MRRT).

# ANSWERS TO QUESTIONS ON NOTICE Supplementary Budget Estimates October 2011

#### **Infrastructure and Transport**

Question no.: 40

Program: n/a

**Division/Agency:** (CORP) Corporate Services

**Topic: Rail Transport Funding Proof Hansard Page/s:** Written

#### Senator Heffernan asked:

I refer to Budget Paper No. 1 page 6-40 in relation to spending on rail and road transport.

For the **rail** funding allocated in each of the financial years 2011-12 to 2014-15 could you please break down the spending by programme, including the amount from the Nation Building Programme, Building Australia Fund, funds spent by the ARTC which were not provided by government and from other sources?

#### **Answer:**

The rail funding allocated in each of the financial years 2011-12 to 2014-15 is contained in Budget Paper No. 1. This includes spending from the Nation Building Program and Nation Building Plan for the Future – Building Australia Fund (BAF).

The *Nation Building Program Investment* estimates include amounts of \$86.7m in 2011-12, \$111.4m in 2012-13 and \$173.2m in 2013-14 to be provided to the ARTC to complete works on approved projects. There are no rail funding amounts included in Budget Paper No. 1, related to the ARTC, that are not provided by government.