

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 26b

Topic: Climate Change - Staffing

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

Are there climate change sections or areas that work on climate change in your department/agency? If yes, list details.

Answer:

No.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Additional Estimates 13 – 16 February 2012

Question: 65

Topic: Staffing FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

1. Ten between 1 July 2011 and 31 January 2012. The classifications are:
 - APS Level 2 2 employees
 - APS Level 3 1 employee
 - APS Level 4 2 employees
 - APS Level 5 2 employees
 - Executive Level 1 1 employee
 - Executive Level 2 2 employees *

* Includes 1 staff member on temporary transfer from another APS agency.
2. As at 31 January 2012, 16 non-ongoing positions exist of which 9 have been created in 2011–12. The classification of the 9 new positions are:
 - APS Level 2 5 positions
 - APS Level 4 1 position
 - APS Level 5 1 position
 - APS Level 6 1 position
 - Executive Level 1 1 position
3. Ten employees on an average of 10 months fixed-term engagement.

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National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 66

Topic: Staffing 2010-11

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

1. Sixteen, the classification of these employees were:

- APS Level 2 6
- APS Level 3 1
- APS Level 4 2
- APS Level 5 2
- APS Level 6 1
- Executive Level 1 3
- SES Band 1 1

2. Ten, the classification of these employees were:

- APS Level 2 7
- APS Level 3 1
- APS Level 4 1
- APS Level 6 1

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Additional Estimates 13 – 16 February 2012

Question: 67

Topic: Staff Reductions

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. 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.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

1. No.
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 68

Topic: Efficiency Dividend

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

1. 2012–13 Reduction \$338,000
2013–14 Reduction \$341,000
2014–15 Reduction \$345,000
2. Thirty per cent.
3. As at 31 January 2012, Full Time Equivalent is approximately 49, which includes four casuals and 14 part time staff.
4. Internal budgets have been adjusted to reflect the appropriation reduction. Operational managers are aware of the reduction and will be required to work within available resources.
5. No.

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Question: 69

Topic: Staffing – SES Numbers

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

As at 30 June:

- 2007–08 (5) 4 ongoing; 1 non-ongoing
- 2008–09 (3) ongoing
- 2009–10 (3) ongoing
- 2010–11 (2) ongoing

As at 31 January 2012 (2) ongoing

All SES numbers above are SES Band 1 employees.

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Question: 70

Topic: Staffing – Graduates

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

1. Zero.
2. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 13 – 16 February 2012

Question: 71

Topic: Government Advertising

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

1. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
2. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
4. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
5. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
6. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

1. 2007-08 \$144,537
2008-09 \$64,846
2009-10 \$55,529
2010-11 \$51,438
2. All advertising is non-campaign. Advertising is for employment opportunities and public notices for matters such as road and/or Lake Burley Griffin closures.
3. No.

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4. Not applicable.
5. Employment and public notices.
6. Employment, public notices and non-campaign event and facility promotions.

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Question: 72

Topic: Hospitality and Entertainment

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

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

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Answer:

1. \$1,341 between 1 July 2011 and 31 January 2012. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) events that occurred in Canberra. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. Nil.
3. \$1,956 between 1 July 2011 and 31 January 2012. These costs represent the entertainment food and beverage costs associated with the official business of the NCA. Given the relatively low value of the entertainment, a detailed list of events has not been provided. All entertainment occurred in Canberra.
4. Nil.
5. \$5,000. This represents the total available hospitality budget. The majority of this is reserved for the NCA Public Forum, an open community engagement event, in Canberra in May 2012.
6. Nil. \$2,500. This represents the total available entertainment budget costs for the NCA. No specific events currently planned.
7. Nil

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National Capital Authority

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Question: 73

Topic: Board Appointments

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

Answer:

Refer to DRALGAS' response to this question for all appointments across the Department and portfolio agencies.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 13 – 16 February 2012

Question: 74

Topic: Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

The National Capital Authority does not provide discretionary grants.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Question: 75

Topic: Freedom of Information

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. How many FOI requests did the Department receive for the financial year 2009-10 and 2010-11? (1) For each financial year, how many requests were denied and how many were granted? (2) Did the department fail to meet the processing times outlined in the FOI Act for any requests? (3) If so, how many? (4) Do any of these requests remain outstanding?
5. How many FOI requests has the Department received for this financial year to date? (1) How many requests have been denied and how many have been granted? (2) Has the department failed to meet the processing times outlined in the FOI Act for any requests? (3) If so, how many? (4) Do any of these requests remain outstanding?
6. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

Answer:

1. Yes, the Department of the Prime Minister and Cabinet and the Office of the Australian Information Commissioner sent guidelines to the National Capital Authority (NCA) to follow when performing functions or exercising powers under the *Freedom of Information Act 1982*.

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2-3. The NCA does not record the processing costs.

4.

2009-10 5

4.1 4 granted in full; 1 granted in part

4.2 No

4.3 Not applicable

4.4 Not applicable

2010-11 5

4.1 All requests granted in full

4.2 No

4.3 Not applicable

4.4 Not applicable

5.

2011-12 (as at 31 January 2012) 6

5.1 4 granted in full

1 withdrawn and 1 continuing

5.2 No

5.3 Not applicable

5.4 Not applicable

6. None, from 7 October 2009, there is no longer a power to issue conclusive certificates under the FOI Act or the *Archives Act 1983*.

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Question: 76

Topic: Community Cabinets

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
3. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses.
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

Not applicable.

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Question: 77

Topic: Reviews FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

For this financial year to date:

1. How many Reviews are being undertaken?
2. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. What is the estimated cost of each of these Reviews?
6. What reviews are planned?
7. When will each of these reviews be concluded?

Answer:

Nil.

National Capital Authority Active Consultancy between 1 July 2011 and 31 January 2012

Consultant Name	Description	Procurement Method	Justification	Contract Start Date	Contract End Date	Cost
Alison Rowell	Morshead Drive / Russell Drive roundabout - Traffic upgrade consultancy	Direct Source	B	25/10/2011	31/01/2012	0
Australian Dams & Water Consultants P/L	Technical advisor services - Scrivener Dam hinge anchor bolt replacement works	Select Tender	B	12/01/2012	30/06/2012	33,501
Australian Valuation Office	Assess the value of unused land on the Federal Golf Course site	Panel	B	21/11/2011	23/12/2011	0
Cardno Australian Underground Services	Bowen Place crossing - Underground services consultant	Direct Source	B	17/08/2011	2/10/2011	57,970
Cardno Young Pty Ltd	Bowen Place crossing - Engineering advice	Direct Source	B	10/08/2011	23/12/2011	9,988
Cardno Young Pty Ltd	Adelaide Avenue safety barrier design and superintendence	Direct Source	B	18/10/2011	30/06/2012	2,763
Cardno Young Pty Ltd	Anzac Parade Constitution Avenue intersection stage 2 head consultancy contract	Direct Source	B	1/11/2011	30/06/2013	136,012
CIA Landscapes & Colour Pty Ltd	Commonwealth and Kings Avenue landscape investigation	Direct Source	A	11/07/2011	11/01/2012	25,850
Cordelta Pty Ltd	IT consulting services provided in the absence of the IT manager	Direct Source	A	12/08/2011	29/02/2012	10,890

National Capital Authority Active Consultancy between 1 July 2011 and 31 January 2012

Consultant Name	Description	Procurement Method	Justification	Contract Start Date	Contract End Date	Cost
Duncan Marshall	Anzac Parade national heritage values heritage management plan	Direct Source	B	16/06/2011	31/05/2012	51,089
Duncan Marshall	Air Disaster Memorial heritage assessment	Direct Source	B	21/09/2011	18/11/2011	1,650
Duncan Marshall	Block 9 Section 86 Yarralumla Land Consolidation project - Heritage and environmental evaluation	Direct Source	B	30/09/2011	31/01/2012	17,758
EDAW	Anzac Parade Constitution Avenue intersection design, urban design guidelines for Section 3 Parkes and Section 5 Campbell	Direct Source	B	2/02/2010	11/11/2011	77,521
Godden Mackay Logan Pty Ltd	General Bridges Grave heritage management plan	Direct Source	B	26/07/2011	30/06/2012	19,490
Godden Mackay Logan Pty Ltd	Sponsored works contract - Changi Chapel heritage management plan	Select Tender	B	26/07/2011	30/06/2012	19,413
Goodfellow & Associates Pty Ltd	Parkes place irrigation and water use evaluation	Direct Source	B	1/08/2011	31/08/2011	8,750
GTA Consultants	Car parking management options for Barton, Parkes and Russell	Direct Source	B	23/04/2010	9/01/2012	36,832
Harris Hobbs Landscapes Pty Ltd	Anzac Parade hebe planter bed irrigation upgrade - Landscape architecture consultancy	Direct Source	B	23/03/2011	10/04/2013	11,033

National Capital Authority Active Consultancy between 1 July 2011 and 31 January 2012

Consultant Name	Description	Procurement Method	Justification	Contract Start Date	Contract End Date	Cost
Harris Hobbs Landscapes Pty Ltd	Tree Replacement Strategy	Direct Source	B	21/09/2011	31/12/2011	28,490
HBO EMTB Architects Pty Ltd	Architectural and structural consultancy - Australian American Memorial, Russell	Direct Source	B	11/08/2010	31/10/2012	23,402
HBO EMTB Architects Pty Ltd	Lindsay Pryor National Arboretum - Architectural services	Direct Source	B	7/07/2011	30/06/2012	31,402
Johnson Pilton Walker Pty Ltd	Bridging of Kings Avenue over Parkes Way - Design, documentation and contract administration services	Open Tender	B	3/12/2007	30/06/2012	186,202
Lahz Nimmo Architects	Bowen Place crossing - Head consultant	Select Tender	B	11/11/2011	21/12/2014	113,421
Philip Leeson Architects Pty Ltd	Commonwealth Place jetty bicycle barriers / Rond Terrace safety barriers / Commonwealth Place bridge southwest handrail / Scrivener Dam canoe jetty	Direct Source	B	18/03/2011	30/06/2012	37,308
Preston Rowe Paterson Pty Ltd	Asset Valuation Services 2011-12 to 2013-14	Open Tender	B	23/12/2011	30/06/2014	0
Scenic Landscape Architecture Pty Ltd	Australian National Korean War Memorial	Direct Source	B	1/06/2011	1/10/2011	1,815
SGS Economics & Planning Pty Limited	Diplomatic assessment consultation into the viability of the Federal Golf Course, Stirling Ridge and Canberra Brickworks sites	Open Tender	B	9/01/2012	1/06/2012	84,265

National Capital Authority Active Consultancy between 1 July 2011 and 31 January 2012

Consultant Name	Description	Procurement Method	Justification	Contract Start Date	Contract End Date	Cost
SMEC Australia Pty Ltd	Bowen Place crossing - Traffic and pedestrian consultancy	Direct Source	B	17/08/2011	2/09/2011	24,470
SMEC Australia Pty Ltd	Campbell Traffic Study	Direct Source	B	15/12/2011	29/02/2012	0
SMEC Holdings Limited	Provision of Safety and Surveillance on Scrivener Dam	Direct Source	B	1/07/2010	30/06/2013	304,587
Terroir Pty Ltd	National Capital Exhibition upgrade - Architectural consultancy	Open Tender	B	14/07/2010	23/05/2012	362,319
University Of Canberra	The hundred year old city - Future options for developing a National Capital	Direct Source	B	1/01/2011	31/12/2013	95,120
Webb Australia Group	Pedestrian crossing lighting design	Direct Source	B	8/08/2011	30/06/2013	3,043
Woden Construction Pty Ltd	Morshead Drive / Russell Drive roundabout - Traffic upgrade consultancy	Direct Source	B	4/10/2011	26/02/2012	0
WT Partnership	Bowen Place crossing - Cost estimate advice	Direct Source	B	17/08/2011	23/12/2011	10,164

Total

\$1,826,516

Notes:

The Contract Price represents the total contract value (including variations) and not actual expenditure to date.

Total Ongoing

11

National Capital Authority Active Consultancy between 1 July 2011 and 31 January 2012

Consultant Name	Description	Procurement Method	Justification	Contract Start Date	Contract End Date	Cost
Total New						24

(1) Explanantion of selection process drawn from the Commonwealth Procurement Guidelines

Open Tender: A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders

Select Tender: A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders in accordance with the mandatory procurement procedures the mandatory procurement procedures

Panel: An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements

(2) Justification for decision to use consultancy:

A - skills currently unavailable within agency

B - need for specialised or professional skills

C - need for independent research or assessment

Senate Rural and Regional Affairs and Transport Legislation Committee

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Additional Estimates 13 – 16 February 2012

Question: 78

Topic: Consultancies

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 6

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
3. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer:

1. 2007-08 - 74 (15 ongoing)
2008-09 - 62 (17 ongoing)
2009-10 - 61 (18 ongoing)
2. 35 (11 ongoing). Total cost of all consultancies between 1 July 2011 and 31 January 2012 was \$1.8 million.
3. The National Capital Authority is yet to identify any specific planned consultancies to be let in the remainder of this financial year. The NCA will develop the 2012-13 Annual Procurement Plan required to be published on Austender by 1 July 2012, after the 2012-13 internal budget is finalised.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Additional Estimates 13 – 16 February 2012

Question: 79

Topic: Media Monitoring

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11
3. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?
4. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?

Answer:

1. Not applicable.
2. 2007 – 08 \$23,734
2008–09 \$13,333
2009–10 \$9,198
2010-11 \$8,308

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3. Not applicable.
4. Nil.

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Question: 80

Topic: Social Media

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.

Answer:

Yes. Staff now have access to Twitter, online discussion forums and blogs at work. Staff do not have access to YouTube, Facebook, MySpace or LinkedIn.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 81

Topic: Contractors

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

For this financial year to date:

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:

Based on current financial records, the National Capital Authority (NCA) has not engaged those contractors in the past. At present, the NCA is not considering the engagement of any of those contractors.

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National Capital Authority

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Question: 82

Topic: Discretionary Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

Nil, the National Capital Authority does not provide discretionary ad hoc or one-off grants.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 13 – 16 February 2012

Question: 83

Topic: Commissioned Reports

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
 - a. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
 - b. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 84

Topic: Government Payment of Accounts

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. For this financial year to date, 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.
 - a. 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?
 - b. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. All accounts are paid within 14 days. For accounts in dispute, the payee is referred to the relevant project officer for prompt resolution.
 - a. No interest has been paid.
 - b. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 85

Topic: Government Stationery Requirements FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 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) this financial year to date?

Answer:

Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 86

Topic: Media Subscriptions

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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 is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
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 is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
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 is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?

Answer:

1. No.
2. Yes.
 - a. One copy of each of *The Australian*, *The Canberra Times* and *The Daily Telegraph* for media monitoring.
 - b. 2011-12 \$ 2,500
FYTD \$ 1,258
3. No.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 87

Topic: Travel Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

1. For the financial year to date, 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 financial year to date, 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 financial year to date, 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 financial year to date, 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. Are employees taking the most direct route when travelling? If not, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the cost per employee.

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7. When SES employees travel, do any support or administrative staff (such as their Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel

Answer:

1. Nil.
2. Nil.
3. Nil.
4. Between 1 July 2011 and 31 January 2012, National Capital Authority employees undertook interstate travel for business or training purposes totalling \$4,146. All air fares abided by the Department of Finance and Deregulation's circular 2009/10. Other travel expenses amounted to \$1,148 and as the majority of travel was same day accommodation fees incurred were \$728.
5. Yes.
6. No.
7. No.

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Question: 88

Topic: Legal Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date 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 this financial year to date 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 this financial year to date from other sources? Please provide a list of each service and costs.

Answer:

1. The National Capital Authority (NCA) does not have any in-house legal services.
2. As at 31 January 2012, the NCA had paid \$132,005 to the Australian Government Solicitor (AGS) for legal services. The services provided by AGS included legal advice, drafting tender documents and contract documents and representing the NCA at Courts and/or Tribunals.
3. Nil.
4. Nil.

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National Capital Authority

Additional Estimates 13 – 16 February 2012

Question: 89

Topic: Education Expenses FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

For this financial year to date, 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. Also include the reason for the study.

Answer:

Education expenses in the National Capital Authority (NCA) as at 31 January 2012 of the 2011-12 financial year include:

- (a) Certificate IV in Government (Project Management)
- (b) \$3,700
- (c) \$3,700
- (d) 1 participant
- (e) 52.30 hours
- (f) Increasing the skill base of the employee for current and/or future job requirements in the NCA.

- (a) Post-Graduate Degree - Urban and Regional Planning
- (b) \$4,172
- (c) \$4,172
- (d) 1 participant
- (e) 84.20 hours
- (f) To enable the employee to complete formal qualifications directly relevant to the NCA.

During 2011–12, the NCA has conducted in-house training courses on Fraud and Security Awareness. The cost to provide this training is nil as it is provided on NCA premises by NCA employees.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 90

Topic: Executive Coaching and Leadership Training

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 3

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. (1) The number of employees who have utilised these services, their employment classification and (2) how much study leave each employee was granted
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (d), 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

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Answer:

SES, Executive Level 2 and Executive Level 1 employees in the National Capital Authority undertook the following between 1 July 2011 and 31 January 2012.

1.

- a. \$7,470
- b. Two SES, 7 EL 2s and 14 EL1s – All staff can apply for leadership training
- c. (1). Three EL1s have attended leadership training
(2). No SES, Executive Level 2 or Executive Level 1 employees have been granted study leave during the 2011-12 financial year.
- d. The Australian Public Service Commission (APSC) provided all training.

2.

- a. Shaping strategic thought – APSC (1 day training)
- b. Group based
- c. Two EL1s
- d. 15 hours
- e. \$1,270
- f. Complete Package
- a. Leading and managing small teams– APSC (3 day training)
- b. Group based
- c. Two EL1s
- d. 15 hours
- e. \$6,200
- f. Complete Package

3.

- a. APSC Offices at Woden
- b. Shaping strategic thought – APSC (1 day training)
Two employees
Leading and managing small teams– APSC (3 day training)
Two employees

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- c. 60 hours
- d. Nil

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Question: 91

Topic: Media Training

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - 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 from a provider listed under (d), 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

Answer:

Nil.

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Question: 92

Topic: Paid Parental Leave

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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 this financial year to date list which department/agency is 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:

As at 31 January 2012, the National Capital Authority (NCA) had two employees eligible for Paid Parental Leave. Both received payments from the NCA.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 93

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 94

Topic: Corporate Cars

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. How cars are owned by each department and 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 this financial year to date?
5. How far did each car travel this financial year to date?

Answer:

The National Capital Authority does not own any cars.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 95

Topic: Taxi Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. How much did each department/agency spend on taxis in 2007-08, 2008-09, 2009-10 and 2010-11? Provide a breakdown of each business group in each department/agency.
2. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

Answer:

1. 2007-08 \$1,999
2008-09 \$2,526
2009-10 \$2,000
2010-11 \$3,606
2. FYTD \$3,849

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 96

Topic: Credit Cards

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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. Eight, the Chief Executive, EL2, EL1, APS6 and APS5.
2. Incident immediately reported to Compliance Manager. Card is suspended or cancelled. Internal investigation of circumstances surrounding misuse is undertaken and, if required, the matter is escalated to appropriate authorities.
3. Card holders must reconcile payment receipts against monthly statements. Finance staff check reconciliation and appropriate application of delegated authority.
4. Refer to 2.
5. Nil instances of misuse. No action necessary.
6. Clear delegations and instructions issued by the Chief Executive. Overview by Finance staff and monthly reconciliation process. Annual Financial management training for card users and delegates. Annual Certificate of Compliance process.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 97

Topic: Printing of Documents

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost

Answer:

The National Capital Authority (NCA) publishes a number of corporate documents each year (e.g. Annual Reports, Consultation documents, Development Control Plans). Hard copies of the vast majority of these documents are printed by third party suppliers. The NCA spends approximately \$35,000 per year on publications. Due to the small amount of internal printing that is undertaken, the NCA is unable to determine which portion of these costs relate to internally printed documents. Publications are delivered to a range of destinations in the ACT including the Australian Parliament and other government departments and agencies.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 98

Topic: Provision of Equipment

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

Answer:

Not applicable.