

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2013

Infrastructure and Transport

Question no.: 01

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Regional Australia

Proof Hansard Page/s: 11 (12/02/13)

Senator MACDONALD asked:

Senator IAN MACDONALD: Mr Mrdak, you are the Department of Infrastructure and Transport, involving the regional affairs element of the portfolio as well. Is it easy to work out what section of your department's expenditure and activities relates to regional Australia as opposed to the other various elements of an important portfolio that you have to administer?

Mr Mrdak: I can certainly take that on notice.

Answer:

The Department does not record its expenditure in a manner that allows for practical identification of costs associated with our functions and activities that specifically relate to Regional Australia.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 02

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Departmental Staff

Proof Hansard Page/s: Written

Senator NASH asked:

In relation to the expected reduction of 30 FTE by 30 June 2013, please provide further information on the divisions/agencies the decrease in staff is expected from. Please provide the number of staff from each division/agency if known or estimated.

Answer:

FTE reductions will be achieved over the course of the year through normal staff attrition. It is expected that the attrition rate will be evenly distributed across departmental activities and current expectations are that each Division will decrease in staff numbers by approximately 3 per cent.

Rural & Regional Affairs and Transport Legislation Committee

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Infrastructure and Transport

Question no.: 03

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Departmental Staff

Proof Hansard Page/s: Written

Senator NASH asked:

Please provide updated figures of the current number of staff per agency/division within the Department.

Answer:

The Department's staffing details are contained in the Annual Report.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 04

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Departmental Staff

Proof Hansard Page/s: Written

Senator NASH asked:

Please provide updated figures on the current number of staff per state/territory within the Department.

Answer:

The Department's staffing details are contained in the Annual Report.

Rural & Regional Affairs and Transport Legislation Committee

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Infrastructure and Transport

Question no.: 05

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Mort Street Building

Proof Hansard Page/s: Written

Senator NASH asked:

- (a) Please advise who has subleased the empty space in the Department's Mort Street building.
- (b) What is the cost of this sublease?

Answer:

- (a) The Department of Industry, Innovation, Science, Research and Tertiary Education.
- (b) \$840,422 (GST Exc.) per annum until 31 July 2017 (plus 3.5 % annual increase).

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2013

Infrastructure and Transport

Question no.: 06

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Staffing

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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

Answer:

1. The Department has recruited the following ongoing staff:

Classification	Ongoing staff recruited 1 July 2012 – 31 January 2013
APS 3	1
GAPSAPS3*	28
APS 4	6
APS 5	9
APS 6	16
EL 1	15
EL 2	6
SES	2
Grand Total	83

* Graduate program

2. The Department has no designated non-ongoing positions.
3. The number of contract staff employed during the period 1 July 2012 to 31 January 2013 was 42.

The average length of employment was 61 business days.

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Question no.: 07

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Staffing

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) How many ongoing staff left the department/agency this financial year to date?
(b) What classification were these staff?
2. (a) How many non-ongoing staff left department/agency this financial year to date?
(b) What classification were these staff?
3. (a) How many contract staff left department/agency in the year this financial year to date?
(b) What classification were these staff?

Answer:

1. Number of ongoing staff who left the Department this financial year to date:

Classification	Ongoing staff who left the Department 1 July 2012 to 31 January 2013
APS 3	3
APS 4	12
APS 5	18
APS 6	15
EL 1	21
EL 2	9
SES	4
Total	82

2. Number of non-ongoing staff who left the Department this financial year to date

Classification	Non-ongoing staff who left the Department 1 July 2012 to 31 January 2013
APS 1	3
APS 2	5
APS 4	2
APS 5	5
APS 6	2
EL 1	9
EL 2	4
Total	30

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3. Number of contract staff who left the Department this financial year to date

Classification	Contractors who left the Department 1 July 2012 to 31 January 2013
APS2	1
APS3	9
APS4	14
APS5	8
APS6	5
EL1	5
Total	42

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Infrastructure and Transport

Question no.: 08

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Staffing

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) Are there any plans for departmental/agency staff reduction?
(b) If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
2. If there are plans for departmental/agency staff reductions, please give the reason why these are happening.

Answer:

1. No

Rural & Regional Affairs and Transport Legislation Committee

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Question no.: 09

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Making the Public Service more efficient

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Please provide an update of the savings achieved within the department and agencies through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 http://www.financeminister.gov.au/media/2012/mr_1982012.html).
2. In addition, please provide the following detail for the department and agencies:
 - (a) Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
3.
 - (a) Has there been a reduction in business flights?
 - (b) What are the estimated savings for each year over the forward estimates?
4.
 - (a) Has there been a reduction in the use of external consultants and contractors?
 - (b) Has this impacted on the Department/agency, and how?
 - (c) What are the estimated savings for each year over the forward estimates?
5.
 - (a) Provide an update of moving recruitment advertising online.
 - (b) Is any recruitment still in printed materials, and if yes, why?
 - (c) What are the estimated savings for each year over the forward estimates?
6.
 - (a) Has the department/agency reduced its printing costs? If no, why not?
 - (b) Have printing costs increased, and if yes why and how much?
 - (c) Has the five per cent savings target been achieved – if yes, how, or if it will not, why not?
 - (d) What are the estimated savings for each year over the forward estimates?

Answer:

Refer to answer 13 from Senate Budget Estimates, October 2012.

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Question no.: 10

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Printing Costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

How many departmental/agency documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?

Answer:

The Department has published three printed documents in this financial year to date and all have been published online.

Document	No. Copies	Published Online
Annual Report 2011-12	500	Yes
Portfolio Additional Estimates Statements 2012-13	650	Yes
State of the Cities 2012	600	Yes

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Infrastructure and Transport

Question no.: 11

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Graduate Recruitment

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How much has been spent on 2014 departmental/agency Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

Answer:

1 & 2. Information regarding Graduate recruitment is contained in the Annual Report, which also details Departmental travel expenses.

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 12

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Graduate Training

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

How much was spent on 2013 departmental/agency Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

Answer:

All education expenses are detailed in the Department's Annual Report.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 13

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Advertising

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What was the total cost of all departmental/agency advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. 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.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

1. The Department's expenditure on advertising for the period 1 July 2012 to 31 January 2013 is **\$66,122** (GST Exc.).
2. Attachment A provides the details of each advertising, including if it is campaign or non-campaign, the total spend of the program and the business provider.
3. No.
4. No.
5. Yes.
6. No communications programs were undertaken.
7. The Department is not planning any campaign advertising. It will undertake non campaign advertising when required.

13 – Attachment A

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13 – Attachment A

DATE	Campaign (Y/N)	Business Provider	COST
6/07/2012	N	Department of Finance and Deregulation	\$4,500
17/07/2012	N	Adcorp Australia	\$144
24/07/2012	N	Adcorp Australia	\$668
24/07/2012	N	Adcorp Australia	\$8,439
25/07/2012	N	Adcorp Australia	\$144
26/07/2012	N	Adcorp Australia	\$594
08/08/2012	N	Adcorp Australia	\$556
28/08/2012	N	Adcorp Australia	\$824
21/09/2012	N	Bearcage Pty Ltd	\$8,294
25/09/2012	N	Adcorp Australia	\$4,281
04/10/2012	N	Hudson Global Resources	\$1,444
30/10/2012	N	Adcorp Australia	\$1,633
		Grand Total	\$31,521

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 14

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Hospitality and Entertainment

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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

Answer:

- 1-3. The Department's expenditure on entertainment and hospitality is listed in the Annual Report.
4. Nil
5. Nil
6. Nil
7. Nil
8. Nil
9. The Department of Infrastructure and Transport seeks to find efficiencies and savings against all elements of its operating expenses.

Rural & Regional Affairs and Transport Legislation Committee

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Infrastructure and Transport

Question no.: 15

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Meeting Costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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

Answer:

1. The Department does not record meeting data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. Nil.
3. As for 1.
4. Nil.

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Question no.: 16

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Program Launch Costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.
5. What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1. The Department has not undertaken any program launches this financial year.
2. There were no programs launched this financial year by the Minister or Parliamentary Secretary.
3. The Department is not planning on any program launches.
4. There are no plans for any program launches by the Minister or Parliamentary Secretary.
5. The Department did not launch any programs in 2011-12.
6. There were no programs launched in 2011-12 by the Minister or Parliamentary Secretary.

Rural & Regional Affairs and Transport Legislation Committee

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Question no.: 17

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Board Appointments

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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:

- 1-2. This information is contained in the Annual Report.
3. Please refer to the response to Senate Order 13 tabled prior to each hearing.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 18

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Freedom of Information

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. (a) How many FOI requests has the Department received for this financial year to date?
(b) How many requests have been denied and how many have been granted?
(c) Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
(d) Do any of these requests remain outstanding? If so, how many and why?

Answer:

1. No
2. \$119,831
3. (a) For 2012-13 (as at 31 January 2013) the Department has received 43 FOI requests
(b) 6 denied, 14 granted (2 transferred, 10 withdrawn and 11 ongoing)
(c) No
(d) N/A

Rural & Regional Affairs and Transport Legislation Committee

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Infrastructure and Transport

Question no.: 19

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Community Cabinet Meetings

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. (a) How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date?
(b) What was the total cost of this travel? List travel type, accommodate and any other expenses.
(c) Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
(d) What was the total cost to the Department and the Minister's office for the Community Cabinet meetings for this financial year to date?

Answer:

1. The Minister has attended three Community Cabinet meetings as at 28 February 2013.

Date Held	Location
20 February 2013	Boothby, SA
5 October 2012	Bass, TAS
10 July 2012	Ipswich, QLD

2. (a) One Departmental Officer travelled with the Minister for each of the three Community Cabinet meetings.
(b) See Attachment A.
(c) See Attachment A.
(d) Total Department costs are at Attachment A. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.

19 – Attachment A

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19 - Attachment A

Community Cabinet Meeting Date	Location	Accompanying Departmental staff	Airfares	Booking Fee	Accommodation	Meals	Taxi Fares	Car Hire	Car Parking	Other	TOTAL (GST Exc.)
20 February 2013	Boothby, SA	Executive Director Surface Transport Policy	\$1,642	\$40	\$150	\$77	\$176	N/A	\$37	\$3	\$2,125
5 October 2012	Bass, TAS	General Manager Road Safety and Programs	\$955	\$40	\$360	\$7	\$61	N/A	N/A	N/A	\$1,423
10 July 2012	Ipswich, QLD	General Manager North West Roads (QLD, WA, SA, NT)	\$1,423	\$30	\$240	\$64	N/A	\$96	\$45	N/A	\$1,898
TOTAL COSTS											\$5,446

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Question no.: 20

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Reviews

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For this financial year to date (departmental and agencies):
 - (a) How many Reviews are being undertaken?
 - (b) What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
 - (c) Which of these reviews has been provided to Government?
 - (d) When will the Government be responding to the respective reviews that have been completed?
 - (e) Has the Government responded to all reviews within the timeframe? If not, why not?
 - (f) What is the estimated cost of each of these Reviews?
 - (g) What reviews are planned?
 - (h) When will each of these reviews be concluded?

Answer:

Aircraft Noise Management

- (a) One.
- (b) The review of the need for a curfew at Brisbane Airport is currently underway and is expected to conclude in the second half of 2013.
- (c) Nil.
- (d) The timing of the government response to the review has not yet been determined.
- (e) N/A.
- (f) The review is being undertaken using existing Departmental resources.
- (g) Nil.
- (h) See part (b).

Joint Study on Aviation Capacity in the Sydney Region

- (a) In response to the *Joint Study on aviation capacity in the Sydney region*, the Australian Government is undertaking further detailed investigation into the suitability of Wilton for a supplementary airport and an assessment of the scope and consequences of utilising RAAF Base Richmond for limited civil operations.
- (b) This work was finalised in May this year.
- (c) Nil.
- (d) Not applicable.
- (e) Not applicable.
- (f) The cost of the taskforce for the above mentioned review for the period 1 July 2012 to 31 January 2013 was approximately \$1,395m.
- (g) Nil.
- (h) Nil.

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Question no.: 21

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Consultancies

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How many consultancies have been undertaken this financial year to date (departmental and agencies)? 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. (a) How many consultancies are planned for this calendar year (departmental and agencies)?
(b) 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. A list of consultancies for the financial year to date valued at \$10,000 or more can be found on the Australian Government Tender System website.
2. Planned consultancies for the 2013 calendar year are covered in the Department's Annual Procurement Plan (APP) list which can be found on the Australian Government Tender System website.

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Question no.: 22

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Media Monitoring

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) What is the total cost of media monitoring services (departmental and agencies), including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
(b) Which agency or agencies provided these services?
(c) What is the estimated budget to provide these services for the year 2012-13?
(d) What has been spent providing these services this financial year to date?
2. (a) 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?
(b) Which agency or agencies provided these services?
(c) What is the estimated budget to provide these services for the year 2012-13?
(d) What has been spent providing these services this financial year to date?

Answer:

1-2. The Department pays a flat rate fee per month which includes provision of capped monitoring services to both the Department and Minister's Office. A list of all contracts is contained on the AusTender website.

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Question no.: 23

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Social Media

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. 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 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.
2. (a) Does the department/agency monitor usage of social media?
(b) If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).
(c) Has there been a change to the department/agency protocols due to staff useage?
(d) If no, why not? Will the department/agency monitor useage in the future?
3. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours).

Answer:

1. No
2. No
3. No

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Question no.: 24

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Internet

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

Answer:

No.

Rural & Regional Affairs and Transport Legislation Committee

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Question no.: 25

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Staff Amenities

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

What amenities are provided to staff (departmental and agencies)? Provide a list.

Answer:

Amenities include kitchen facilities, lockers, carer's room, change rooms with showers, and a social functions room.

Rural & Regional Affairs and Transport Legislation Committee

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Question no.: 26

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Coffee Machines

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. (a) Who is responsible for the maintenance of the coffee machines?
(b) How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken.
(c) Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?
8. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
9. Why are coffee machines rented?
10. (a) Has there been a noticeable difference in staff productivity since coffee machines were rented?
(b) Are staff leaving the office premises less during business hours as a result?
11. Where does the funding for the coffee machines come from?
12. Who has access?
13. (a) Who is responsible for the maintenance of the coffee machines?
(b) How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken.
(c) Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

1 and 2. Yes, a review of the Department's asset register identifies 2 coffee machines.

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	Coffee Machine 1	Coffee Machine 2
Type	FRANKE – self service	Nespresso – self service
Year purchased	2007	2011
Initial cost (GST Exc.)	\$6,554	\$817
Maintenance cost (GST Exc.)	\$521 (FYTD as at 31 January 2013) – for a service and repair. Costs covered by office social club.	Nil to date as some maintenance included in initial cost.
Ongoing Costs	Paid by the office social club.	Paid for by staff.
Reason for purchase	In 2007 the office was located in an industrial area with no coffee shops in walking distance.	Purchased for meetings, however staff can use the machine if they provide their own consumables.

3. Yes to both.
4. Departmental funding.
5. All staff within the work area.
6. (a). Coffee Machine 1 – the office social club. Coffee Machine 2 – N/A.
(b) and (c). Refer to answer 1.
7. Refer to answer 1.
8. No.
- 9 - 14. N/A.

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Question no.: 27

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Contractors

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For this financial year to date:
 - (a) Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
 - (b) Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
 - (c) 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 (including the work undertaken and the cost).
 - (d) Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
 - (e) Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
 - (f) Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
 - (g) Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
 - (h) Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
 - (i) Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
 - (j) What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

- a) No.
- b) No.
- c) No.
- d) No.
- e) No.

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- f) No.
- g) No.
- h) No.
- i) No.
- j) A list of contracts entered into for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System website.

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Question no.: 28

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Grants

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
3. (a) Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see http://www.financeminister.gov.au/media/2012/mr_2102012.html).
(b) How much was funding reduced for grant?

Answer:

1. Information on grants awarded by the Department is available on the Departments website.
2. A list of grants that were not published on the Department's website within the required timeframe is at Attachment A.
3. The Department had no grants with uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012.

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Program Title	Recipient	Purpose	Value (GST Inc.)	Approval date	Date Reported	Grant Term	Grant Funding Location
One-off: APSA Funding Agreement 2012-2013	Australian Peak Shippers Association Inc. (APSA)	Provide financial support to APSA to assist them with their role as the designated outwards peak shipper body under Part X of the Competition and Consumer Act 2010.	\$20,000	17/09/2012	18/10/2012	30/06/2013	Mulgrave, VIC
Air Transport	Cook Shire Council	Upgrade of aerodrome drainage.	\$22,780	25/10/2012	22/11/2012	12 Months	Cooktown, QLD
Road Safety Statistics	Victorian Department of Justice	National Coronial Information System	\$27,500	18/01/2013	12/02/2013	1 Year	Melbourne, VIC
Maritime Security Audit Training for the Pacific Region	Secretariat of the Pacific Community	The aim of the activity is to develop the technical ability of participants to train relevant staff members in maritime security internal auditing in the Pacific region.	\$70,000	30/01/2013	26/02/2013	3 months	Fiji Islands

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Question no.: 29

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Commissioned Reports

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) How many Reports have been commissioned by the Government in your department/agency this financial year to date?
- (b) Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
- (c) How much did each report cost/or is estimated to cost?
- (d) How many departmental staff were involved in each report and at what level?
- (e) What is the current status of each report?
- (f) When is the Government intending to respond to these reports?

Answer:

(a)	
Reports Commissioned	Inquiry into Unauthorised Air and Sea Transport Entry and Exit into and through the Torres Strait and Cape York Peninsula areas of Northern Australia.
(b)	
Date Commissioned	Commissioned 27 August 2012
Date Report Handed to Government	Draft report anticipated in April 2013
Date of Public Release	At Ministers discretion
Terms of Reference	Attached
Committee members	Nil
(c)	
Report Cost	2012-13 (as at 31 January 2013) Contract staff (Expert Panel Members) - \$13,688 Edit, writing, design and printing - \$Nil Administrative (meetings, conferences, ad hoc) - \$447 Total - \$14,135
(d)	
Number and Level of Departmental Staff Involved	Inspector of Transport Security (Statutory Appointment), 1xEL2, 1xEL1, 1xAPS4
(e)	
Current Status	Inquiry commenced, operational phase underway.
(f)	
Government Response	Nil

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Question no.: 30

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Government Payment of Accounts

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) 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)?
(b) If not, why not? Provide details, including 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)
(c) 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?
(d) Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. (a)(b). This information is contained in the Annual Report.
c. No interest has been paid this financial year to date.
d. N/A

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Question no.: 31

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: 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) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

1. \$3,981 (GST Exc.)
2. \$111,479 (GST Exc.) including the costs listed at Answer 1.

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Question no.: 32

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Media Subscriptions

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) What pay TV subscriptions does your department/agency have?
(b) Please provide a list of what channels and the reason for each channel.
(c) What is the cost for this financial year to date?
2. (a) What newspaper subscriptions does your department/agency have?
(b) Please provide a list of newspaper subscriptions and the reason for each.
(c) What is the cost for this financial year to date?
3. (a) What magazine subscriptions does your department/agency have?
(b) Please provide a list of magazine subscriptions and the reason for each.
(c) What is the cost for this financial year to date?

Answer:

1. (a) The Department has a subscription with Foxtel.
(b) The package currently purchased is the Foxtel "Business Information and Sport" bundled package, which has been assessed as the most cost effective and relevant package for the Department.
(c) \$11,348 (GST Exc.) as at 31 January 2013.
2. (a) The Canberra Times, Australian, Sydney Morning Herald, Financial Review, Age, Telegraph, Herald Sun, Business Review Weekly, and The Land.
(b) The newspaper subscriptions are relevant to the department's industry and professional work.
(c) \$17,235 (GST Exc.) as at 31 January 2013.
3. (a) The Economist, Business Weekly Review, and Executive Personal Assistant Magazine.
(b) Annual subscriptions and one off purchases are relevant to the department's industry and professional work.
(c) \$1,367 (GST Exc.) for financial year 2012-13.

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Question no.: 33

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Travel Costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. (a) Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed?
(b) How is the department/agency following the advice?
(c) How is this monitored?
(d) If the guidelines are not being followed, 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 total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an 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.
8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

Answer:

1. See Attachment A.
2. Total cost of all travel for Departmental officers for financial year to date is \$3,752,830. The Department does not record travel data in a way that would readily allow details of individual trips.
3. Answering this question would be an unreasonable diversion of resources.
4. Answering this question would be an unreasonable diversion of resources.

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5. (a). Yes
- (b). The Department's travel policy requires employees to use the lowest practical fare for all travel.
- (c). Monthly compliance reports from Department's travel services provider.
- (d). N/A
6. No
7. No
8. No

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33 – Attachment A

Accompanying Departmental staff	Departure / Return Date	Purpose	Destination	Airfares	Booking Fee	Travel Allowance	Accommodation	Meals	Taxi Fares	Other	TOTAL
Andrew Wilson Deputy Secretary	Departed Sydney 13 November 2012 Returned Canberra 20 November 2012	Bilateral discussion on high speed rail, air services arrangements and infrastructure investment	Dubai and Italy	\$8,754 International: business class Domestic: economy class	\$42	\$0	\$2,385	\$232	\$171	\$212 Rail \$17 Visa costs	\$11,811
Andrew Wilson Deputy Secretary	Departed Canberra 10 December 2012 Returned: Canberra 13 December 2012	Signing of Memorandum of Understanding on Cooperation in the Transport Sector with the Indonesian Government	Jakarta	\$5,847 International: business class Domestic: economy class	\$170	\$0	\$534	\$381	\$33	\$43	\$7,008

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Question no.: 34

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Legal Costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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:

The amount spent by the Department on legal services is contained in the Annual Report.

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Question no.: 35

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Education Expenses

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What is the department/agency's guidelines on study?
2. 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, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

Answer:

1. The department/agency's guidelines on study are set out in the employment procedure on study assistance.

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Question no.: 36

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Executive Coaching and Leadership Training

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - (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 (provide a breakdown for each employment classification)
 - (e) The total amount spent on the service
 - (f) A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - (a) The location used
 - (b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - (c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - (d) Any costs the department or agency's incurred to use the location.

Answer:

A list of contracts can be found on the AusTender website.

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Question no.: 37

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Media Training

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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 (provide a breakdown for each employment classification)
 - (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 (provide a breakdown for each employment classification)
 - (d) The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - (e) The total amount spent on the service
 - (f) A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - (a) The location used
 - (b) The number of employees who took part on each occasion
 - (c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - (d) Any costs the department or agency's incurred to use the location.

Answer:

1 to 3 – Refer to Attachment A.

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37 - Attachment A

All answers provided are GST Exclusive and for the period 1 July 2012 – 31 January 2013.

Department of Infrastructure and Transport

No media training services have been purchased this financial year to date (as at 31 January 2013).

Airservices Australia

No media training services have been purchased this financial year to date (as at 31 January 2013).

Australian Maritime Safety Authority

Total expenditure on Media Training – 1 July 2012 – 1 January 2013 (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)	
		# employees	Classification
\$11,550	Media training is generally available to personnel in media relations roles or required to make public statements on behalf of the agency.	12	1 x DCEO; 6 x General Manager; 4 x Manager; 1 x AMSA Level 5.

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Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification (2c)		Total Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
Cape Public Relations	Spokesperson media training.	A combination of both.	See Answer to question 1 (c)		DCEO = 7; general managers = 49; managers = 28; AMSA Level 5 = 7.	\$11,550	Two full days of spokesperson media training.

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)
Not applicable	Not applicable	Not applicable	Not applicable

Australian Transport Safety Bureau

Total expenditure on Media Training – 1 July 2012 – 31 January 2013 (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)	
		# employees	Classification
\$6,534	Media training is generally available to ATSB Investigators.	07	Executive Level 1

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Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification (2c)		Total Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
Reputation Australia	Media Awareness Training	Group based instruction accounted for 60% course delivery. One –on-one instruction accounted for 40% course delivery.	Seven (7)	Executive Level 1 or equivalent	52.5 hours	\$6,534	Inclusive of travel & accommodation for 2x presenters ex- Sydney to provide 1-day course.

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)
ATSB Central Office, Civic ACT	Seven (7)	52.5 hours	Nil, as in-house facilities were utilised.
		Employee levels all at Executive level 1 equivalent	

Civil Aviation Safety Authority

See previous answer to written question asked following Estimates Hearings in October 2012 (CORP 38). There has been no additional media training undertaken since October 2012.

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Question no.: 38

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Paid Parental Leave

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. (a) For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme?
(b) Please list how many staff and their classification are in receipt of these payments.
3. (a) What is the paid parental scheme offered by each department and agency?
(b) How many staff have used the scheme this financial year to date.

Answer:

Department of Infrastructure and Transport

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 1,032 total headcount as at 31 January 2013.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 January 2013

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 January 2013
APS 4	1
APS 5	2
APS 6	3
EL 1	4
EL1 LAW	1
EL 2	2
Total	13

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Department's website <<http://www.infrastructure.gov.au>>
(b) Please refer to answer 2.

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Airservices Australia

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 January 2013

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 January 2013
ATC Operational staff including ATC Line Managers	5
SSO- Simulator Support Officer	0
TO- Technical Officers	0
SM- Senior Manager	2
ARRF- Aviation Fire Fighter	1
ASA - ASA Corporate Staff	17
Total	25

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Portfolio Agency's website.
(b) Please refer to answer 2.

Australian Maritime Safety Authority

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 344 total headcount as at 31 January 2013.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 January 2013

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 January 2013
AMSA 4	1
AMSA 6	1
Total	2

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Portfolio Agency's website.
(b) Please refer to answer 2.

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Australian Transport Safety Bureau

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 120 total headcount as at 31 January 2013.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 January 2013

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 January 2013
APS6	1
Total	1

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Portfolio Agency's website.
(b) Please refer to answer 2.

Civil Aviation Safety Authority

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 829 total headcount as at 31 January 2013.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 January 2013

Classification (equivalent)	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 January 2013
ASR 1*	2
APS 2	1
APS 3	1
APS 4	2
APS 5	2
APS 6	1
EL 2	1
Total	10

* Aviation Safety Regulator (ASR1) – unique to CASA

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Portfolio Agency's website.
(b) Please refer to answer 2.

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Question no.: 39

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Training for Portfolio Ministers and Parliamentary Secretaries

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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

Answer:

1. Nil.
2. Nil.
3. The Department conducts two internal training courses titled "Working with Ministers and Members of Parliament" and "Writing for Ministers." These courses are designed for staff to develop a greater understanding of the work of ministers and their staff. There have been three internal training courses and one external course conducted for staff this financial year to date at a total cost of \$8,464 (GST Exc.) with 15 employees attending.
 - Working with Ministers and Members of Parliament: \$2,296
Attendees (number and classification): 2 employees – 1 xEL1 and 1 xSES
 - Working with Ministers and Members of Parliament: \$1,614
Attendees (number and classification): 2 employees – 1 xAPS4 and 1 xEL1
 - Writing for Ministers: \$2,977
Attendees (number and classification): 10 employees - 1 xAPS4, 2 xAPS5, 6 xAPS6, 1 xEL1
 - External Training Course – APSC Appearing Before Parliamentary Committees
\$1,577 – Attendees: 1 (SESB1)

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Infrastructure and Transport

Question no.: 40

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Corporate Cars

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

- (a) How many cars are owned by each department/agency?
- (b) Where is the car/s located?
- (c) What is the car/s used for?
- (d) What is the cost of each car for this financial year to date?
- (e) How far did each car travel this financial year to date?

Answer:

- (a) No cars are owned by the Department of Infrastructure and Transport.
- (b) N/A
- (c) N/A
- (d) N/A
- (e) N/A

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2013

Infrastructure and Transport

Question no.: 41

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 this financial year to date?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

Department of Infrastructure and Transport

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

Airservices Australia

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

Australian Maritime Safety Authority

1. \$131,973 in taxis expenses for the period 1 July 2012 – 31 January 2013 (GST Exc.). The following table provides a breakdown for AMSA Divisions:

AMSA Division	2012-13 FYTD (to 31 January 2013)
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$7,571
Corporate Services Division	\$5,695
Corporate Relations Division	\$4,277
Domestic Vessels Division	\$26,577
Emergency Response Division	\$15,659
Marine Environment Division	\$14,508
Navigation Safety and International Division	\$24,682
Ship Safety Division	\$33,004
Total (YTD)	\$131,973

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2. Taxis are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra for operational requirements and to represent AMSA at meetings with maritime industry and state/territory government stakeholders.

Australian Transport Safety Bureau

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

Civil Aviation Safety Authority

1. Costs incurred by CASA for taxi related expenditure for the period July 2012 to 31 January 2013 was \$183,604 (GST Exc.). It is not possible to provide a breakdown by 'business group'.
2. CASA uses taxi services to travel for many reasons including travel to training, airport transfers and meeting engagements. While CASA is unable to provide details on the specific nature of the use reflected in each individual case, all taxi use must be acquitted in accordance with applicable policies on appropriate use and expenditure.

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 42

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Hire Cars

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How much did each department/agency spend on hire cars this financial year to date?
Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?

Answer:

Department of Infrastructure and Transport

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

Airservices Australia

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

Australian Maritime Safety Authority

1. \$86,963 in car hire cost for the financial FYTD (1 July 2012 – 31 January 2013 and GST Exc.), broken down by business groups as follows:

AMSA Division	2012-13 YTD (to 31 January 2013)
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$607
Corporate Services Division	\$417
Corporate Relations Division	\$1,293
Domestic Vessels Division	\$7,740
Emergency Response Division	\$25,273
Marine Environment Division	\$15,420
Navigation Safety and International Division	\$11,420
Ship Safety Division	\$24,793
Total (YTD)	\$86,963

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2. Self-drive hire cars are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra to represent AMSA at meetings with maritime industry and state/territory government stakeholders.

Australian Transport Safety Bureau

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
2. Not available.

Civil Aviation Safety Authority

1. Amounts paid by CASA for hire car related expenditure for the period 1 July 2012 to 31 January 2013 was \$79,074 (GST Exc.). It is not possible to provide a breakdown by 'business group'.
2. CASA uses hire cars when it is more cost effective than the use of taxis, as well as when CASA officials are conducting regulatory work in non-metropolitan locations.

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 43

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Credit Cards

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Provide a breakdown for each employment classification (departmental and agencies) that has a corporate credit card.
2. Please update details of the following?
 - (a) What action is taken if the corporate credit card is misused?
 - (b) How is corporate credit card use monitored?
 - (c) What happens if misuse of a corporate credit card is discovered?
 - (d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - (e) What action is taken to prevent corporate credit card misuse?

Answer:

1. As of 31 January 2013 the Department has 769 staff who hold the Departmental Corporate card, this includes the Departmental travel card.

Classification	Total
GAPSAP3 (Graduate)	1
APS LEVEL 3	6
APS LEVEL 4	43
APS LEVEL 5	128
APS LEVEL 6	178
APS LEVEL 6 (Lawyer)	0
CONTRACTOR	0
EXECUTIVE LEVEL 1	238
EXECUTIVE LEVEL 1 (Lawyer)	3
EXECUTIVE LEVEL 2	129
GENERAL COUNSEL	1
HOLDER OF PUBLIC OFFICE	1
SENIOR EXECUTIVE BAND 1	30
SENIOR EXECUTIVE BAND 2	9
SENIOR EXECUTIVE BAND 3	2
	769

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2. (a) 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.
- (b) 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.
- (c) See the response to Question 2(a), above.
- (d) No recorded instances of intentional misuse of the credit card have been identified.
- (e) The action taken to prevent misuse includes:
- Mandatory cardholder training sessions prior to receiving a Departmental card,
 - 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 and reviews.

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 44

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Provision of Equipment

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. (a) Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff?
(b) If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. (a) Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment?
(b) If yes, provide details of what is provided, the cost and to who it is provided.

Answer:

Please refer to previous Senate Budget Estimates answer 44, from October 2012.

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Question no.: 45

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Electricity Purchasing

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity costs for this financial year to date?

Answer:

1. The Department of Infrastructure and Transport entered into the Department of Defence contract for Supply of Electricity to Whole of Government in 2008. The current agreement came into effect on 1 July 2011 and the agreement ends on 30 June 2015.
2. \$420,250 as at 31 January 2013.

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ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 46

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Briefings for the Australian Greens and Independents

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) Have any briefings and/or provision of information been provided to the Australian Greens (departmental and agencies)? If yes, please include:
 - (b) How are briefings requests commissioned?
 - (c) What briefings have been undertaken? Provide details and a copy of each briefing.
 - (d) Provide details of what information has been provided and a copy of the information.
 - (e) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - (f) How long is spent preparing and undertaking briefings/information requests for the Australian Greens?
 - (g) How many staff are involved and how many hours? Provide a breakdown for each employment classification.
2. (a) Have any briefings and/or provision of information been provided to Independents (departmental and agencies)? If yes, please include:
 - (b) How are briefings requests commissioned?
 - (c) What briefings have been undertaken? Provide details and a copy of each briefing.
 - (d) Provide details of what information has been provided and a copy of the information.
3. (a) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - (b) How long is spent preparing and undertaking briefings/information requests for the Independents?
 - (c) How many staff are involved and how many hours? Provide a breakdown for each employment classification.
 - (d) Which Independents have requested briefings and/or information?

Answer:

The Department appropriately responds to requests for information from the Australian Greens and Independent Members of Parliament as it does for other Members of Parliament and Senators. This includes preparation of information for ministerial correspondence, Parliamentary Questions on Notice, reports, briefings on portfolio issues and on legislation developed by this Department immediately prior to the Bill's introduction into Parliament.

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Question no.: 47

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Shredders

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. (a) Has the department/agencies purchased any shredders this financial year?
(b) If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

Answer:

1. (a) Yes
(b) Two shredders were purchased this financial year to date (as at 31 January 2013).

No	Cost	Why Needed	Purpose
1	\$6,075	Replacement of old machine	Destruction of classified material
2	\$6,075	Replacement of old machine	Destruction of classified material

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 48

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Protective Security Policy Framework

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

- (a) Provide an update for your department/agency, including what is your current compliance level;
- (b) what are you doing to manage risk;
- (c) what is being done to comply with the mandatory requirements; and
- (d) details of any department/agency specific policies and procedures.

Answer:

The Department of Finance and Deregulation tables the Certificate of Compliance Report to the Parliament each year.

The Department's Risk Management Policy and Guidelines are based on international standards for Risk Management (AS/NZS ISO 1000) and provide the framework for managing risk. Risk registers are reviewed and updated quarterly.

The Department implements an annual internal audit work program, with approximately eight to ten internal audits undertaken per annum. In addition the ANAO provide external audit services and undertake around two audits per annum, including an annual audit of the Financial Statements.

Both the internal audit work program and the Department risk management framework are overseen by the Audit Committee.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 49

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Office Locations

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Please provide a list of all office locations for all departments and agencies within the portfolio by:
 - (a) Department/Agency;
 - (b) Location;
 - (c) Leased or Owned;
 - (d) Size;
 - (e) Number of Staff at each location and classification;
 - (f) If rented, the amount and breakdown of rent per square metre;
 - (g) If owned, the value of the building;
 - (h) Depreciation of buildings that are owned;
 - (i) Type of functions and work undertaken.

Answer:

A list of all Departmental accommodation and staffing details is provided in the Annual Report.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 50

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Public relations, communications and media staff

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
By Department or agency:
 - (a) How many ongoing staff, the classification, the type of work they undertake and their location.
 - (b) How many non-ongoing staff, their classification, type of work they undertake and their location.
 - (c) How many contractors, their classification, type of work they undertake and their location.
 - (d) How many are graphic designers?
 - (e) How many are media managers?
 - (f) How many organise events?
2.
 - (a) Do any departments/agencies have independent media studios?
 - (b) If yes, why?
 - (c) When was it established?
 - (d) What is the set up cost?
 - (e) What is the ongoing cost?
 - (f) How many staff work there and what are their classifications?

Answer:

Information concerning staffing is contained in the various Annual Reports.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Transport

Question no.: 51

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Staff

Proof Hansard Page/s: Written

Senator NASH asked:

Please provide updated figures on the number of staff employed by the Major Cities Unit and the number of staff located in Sydney and in Canberra.

Answer:

Number of staff employed by the Major Cities Unit as at 31 January 2013

Division	Canberra	Sydney	Total
Major Cities Unit	7	9	16