

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Supplementary Budget Estimates October 2012
Infrastructure and Transport

Question no.: 01

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: FTE

Proof Hansard Page/s: 4 (16/10/12)

Senator JOYCE asked:

Senator JOYCE: What is the average wage of the 989?

Mr Mrdak: I do not have that number. I would have to take that on notice. I will just check with Mr Banham. I do not think I can give you an average wage.

Senator JOYCE: Can you also give us the average number of sick days. Do you have the average number of sick days in your department?

Mr Mrdak: We would have that information. We can provide that for you.

CHAIR: As for Mr Wilson, there would not be too many if they were all like him.

Answer:

1. Average wage of 989 employees of the Department is \$91,309.00. This average is calculated using the base annual salary.
2. Average sick days in the Department is 10.45 days per FTE for the Financial Year 2011-12 (includes Personal Circumstances-Sick and Compensation Leave).

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Question no.: 02

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: FTE

Proof Hansard Page/s: 4 (16/10/12)

Senator JOYCE asked:

Senator JOYCE: What is the total number of ongoing staff recruited for the department?

Mr Mrdak: Recruited over which period?

Senator JOYCE: Over the 2011-12 financial year.

Mr Mrdak: I will get that information for you this morning. I do not have that readily available.

Senator JOYCE: I will keep running through. Can you give me the classification of those staff, as well.

Mr Mrdak: I will just check with Mr Banham, whether he has got that information. We will get you that this morning.

Answer:

Number of ongoing staff recruited in FY 11/12

Classification	Ongoing staff who were recruited in FY 11/12
APS 2	2
APS 4	14
APS 5	33
APS 6	31
EL 1	36
EL 2	12
GRADUATES	26
SES	2
Total	156

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Question no.: 03

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Pay Points

Proof Hansard Page/s: 5 (16/10/12)

Senator JOYCE asked:

Senator JOYCE: In the executive level, how many are paid above \$500,000 a year?

Mr Mrdak: One.

Senator JOYCE: How many are paid between \$400,000 and \$500,000?

Mr Mrdak: I don't believe there are any.

Senator JOYCE: How many are paid between \$300,000 and \$400,000?

Mr Mrdak: Two.

Senator JOYCE: How many are paid between \$200,000 and \$300,000?

Mr Mrdak: I would have to take that on notice. That would incorporate our SES band 2-level staff, of which we have seven.

Answer:

Information concerning staff salaries is contained in the Annual Report.

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Question no.: 04

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Leased Departmental Buildings

Proof Hansard Page/s: 6 (16/10/12)

Senator JOYCE asked:

Senator JOYCE: Let's go to the other buildings. What other buildings do you have?

Mr Banham: In Canberra?

Senator JOYCE: Yes.

Mr Banham: Next door: 62 Northbourne Avenue.

Senator JOYCE: When is the lease to that?

Mr Banham: 2017.

Senator JOYCE: Is that through the same people: UGL?

Mr Banham: It is the same management company. I do not know who owns the building.

Senator JOYCE: The other one is owned by Multiplex; you do not know who owns this one. How many people have you got working there?

Mr Banham: About 150.

Senator JOYCE: Is there any spare space in that?

Mr Banham: One floor. ATSB rent two floors from us. Australian Transport Safety Bureau.

Senator HEFFERNAN: Do you mean to say you do not know who owns the building you lease?

Mr Banham: No, we deal through—

Senator HEFFERNAN: That is not the question. I do not care who you deal through. You do not know—

CHAIR: You asked the question, Senator Heffernan, and Mr Banham answered it.

Senator HEFFERNAN: But he was not going to answer it.

CHAIR: He answered it: he does not know. What part of 'don't know' don't you understand? He answered your question. You might not like the answer. It might not suit your agenda for a newsbreak.

Mr Mrdak: We will get the exact details of the building.

Answer:

Building owner of 62 Northbourne Ave is Credit Suisse.

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Question no.: 05

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Leased Departmental Buildings

Proof Hansard Page/s: 7 (16/10/12)

Senator JOYCE asked:

Senator JOYCE: In relation to that Mort Street property you have on the market, what price per square metre have you got it on the market for?

Mr Mrdak: I would have to check if I have that available. I can take that on notice.

Answer:

\$367 per square metre.

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Question no.: 06

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Credit Card Use for Travel

Proof Hansard Page/s: 9 (16/10/12)

Senator HEFFERNAN asked:

Senator HEFFERNAN: Could we have a list of what is appropriate if you are going to the various ports? You must be able to make that judgement. What is a fair thing for a feed in Kuala Lumpur—

Mr Mrdak: We would be happy to provide you with our guidelines.

Answer:

Below is an extract from the Department's Travel Policy regarding meals when travelling on government business.

Meals

While travelling, employees are not expected to accept eating arrangements of a lesser standard than they would have at home, and reasonable expenditure on meals and beverages consumed with meals (both alcoholic and non-alcoholic) is considered a legitimate travel-related expense. Employees may select reasonably priced restaurants or eating places that suit their preferences, dietary or religious requirements.

Modest tips at establishments in countries where this is considered the cultural norm, or where gratuities are added to the account, are acceptable official expenses.

Tipping in Australian establishments is not accepted.

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Question no.: 07

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Leased Infrastructure Australia Building

Proof Hansard Page/s: 9-10 (16/10/12)

Senators JOYCE & HEFFERNAN asked:

Senator JOYCE: Infrastructure Australia—that is the one we were asking questions about last time, wasn't it? Tell me about where Infrastructure Australia's premises are.

Mr Mrdak: They are located in the Deutsche Bank building in the Sydney CBD.

Senator JOYCE: Overlooking the harbour?

Mr Mrdak: They are in the CBD.

Senator HEFFERNAN: How much is that a square metre, and who owns the buildings?

Mr Mrdak: I do not have that information with me.

Senator HEFFERNAN: Perhaps you could provide that on notice.

Mr Mrdak: Certainly. I think we have provided that in the past, but I will provide that again.

CHAIR: It has all been done. Had you paid attention, you would know.

Senator JOYCE: So, you still have 12 or 13 staff there.

Mr Mrdak: We have 12 staff.

Senator JOYCE: Last time I asked if you would inquire as to whether there were cheaper premises that could do the same job. Did you ever follow that up?

Mr Mrdak: We do benchmark our rental rates against the market regularly. I do not know whether we have done that more recently.

Mr Banham: No, not in Sydney.

Mr Mrdak: Not since we last discussed it, Senator.

Senator JOYCE: And how much does that position at the Deutsche Bank building cost a year? It is quite substantial.

Senator HEFFERNAN: How much a square metre?

Mr Banham: I do not have a square metre calculation. The current rent is \$1.1 million a year.

Senator HEFFERNAN: But you can convert that on notice to square metres.

Mr Banham: There are 750 square metres.

Senator JOYCE: Last time I inquired as to whether you would be able to see if there were alternative places that would do a similar job for less money. Obviously we have massive debts, and we have to try to work out how we are going to—

Senator HEFFERNAN: To that end, Barnaby, I have just negotiated in Sydney a reduction of \$200 per square metre in a building with a harbour view, for a party. I would be very interested to know what the square metre price is for all of your attachments, because there is a hole in the market.

Mr Mrdak: We can certainly provide that again.

Answer:

The lease on this building expires on 30 June 2015.

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Question no.: 08

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Late lodgement of responses to Questions on Notice

Proof Hansard Page/s: 11 (16/10/12)

Senator MACDONALD asked:

Senator IAN MACDONALD: Thank you, Mr Mrdak, for what your department has done. Minister, as the representative minister here today, would you ascertain for us the reason for the delay. I appreciate ministers are busy and have lots of things to do, but the last lot of answers were delivered by the department on 31 August and I do not think we got them until last week.

Senator HEFFERNAN: I actually made a couple of phone calls to get them and we got them at the end of last week.

Senator IAN MACDONALD: Again I appreciate that the minister cannot drop everything and just answer Senate questions, but would you try to ascertain on notice why it took two months just to deal with some of the questions.

Senator Kim Carr: We will take that on notice.

Answer:

The Minister has noted the Committee's concerns.

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Question no.: 09

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: MCU Sydney Office Rental Costs

Proof Hansard Page/s: 55 (16/10/12)

Senator NASH asked:

Senator NASH: Is there any analysis of the cost of keeping those staff in Sydney? I understand that you obviously want to keep expert staff where you can. But has there been any analysis of the cost of keeping those staff in Sydney because they did not want to move, as opposed to if they had been prepared to move to Canberra and just be in the one building? Isn't it duplication of resources—because they did not want to move to Canberra?

Mr Mrdak: It is a relatively small cost to us. As I said, we take a sublease of a space with the Department of Family and Community Services in Sydney. The marginal cost of having that office in Sydney is not large.

Senator NASH: How much is 'not large'?

Mr Mrdak: I would have to take on notice what the rent is. It is not a huge amount. It is essentially facilities for three staff.

Answer:

All office accommodation costs are dealt with through the Department's internal budget processes.

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Question no.: 10

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: MCU Staff Salary Ranges

Proof Hansard Page/s: 54 (16/10/12)

Senator NASH asked:

Senator NASH: Can we just run through what the 10 do?

Ms Ekelund: I manage the staff of nine. The main task we are doing at the moment is—

Senator NASH: I meant each individual person.

Ms Ekelund: I have an EL2 in Sydney who manages the Sydney office as well as undertaking policy work and coordination and consultation with our stakeholders. Likewise I have an EL2 who manages the Canberra office. Each of those deputise when I am unable to be present. So they manage the two offices, work across government on policy issues and provide input into the work of other portfolios that are relevant to cities. Likewise, they liaise with other parts of this portfolio on various policy issues that are of relevance to cities. They have an active role in the production of our publications, and they supervise the staff who work for them.

Senator NASH: Are you able to give us a salary range for those?

Mr Mrdak: We could take it on notice.

Senator NASH: Thank you. If you could take that on notice for all of them after we have run through, that would be great.

Answer:

	From	To
Salary Range	53,086.00	123,752.00

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Question no.: 11

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: MCU Office Locations

Proof Hansard Page/s: 54-55 (16/10/12)

Senator NASH asked:

Senator NASH: Why the need for an office in Sydney as well as Canberra?

Ms Ekelund: The Major Cities Unit was established at a similar time to Infrastructure Australia.

Senator NASH: Is it in the Deutsche Bank building?

Ms Ekelund: No, it is not. It was, but it no longer is.

Senator NASH: Was it? Sorry—I was just kidding! When was it in the Deutsche Bank building?

Ms Ekelund: When it was originally established.

Senator NASH: How long was it housed there?

Ms Ekelund: It was there for a couple of years. I cannot remember exactly. After the last election there were some changes to the reporting arrangements for the Major Cities Unit. We used to report through Infrastructure Australia; now we report directly as a division into the department. Therefore I operate more actively as part of the executive of the department. After those changes we established an office in Canberra as well.

Senator NASH: If you would not mind, perhaps you could take on notice the period of time you were in the Deutsche Bank building and where you have moved to since. So, having had it established in Sydney, why then the need for a Canberra office?

Answer:

The Major Cities Unit was located at the Deutsche Bank building (Level 21, 126 Phillip St) for a period of over 3 years. July 2008 – November 2011.

In September 2010 the Major Cities Unit became a full division of the Department (previously MCU had reported through Infrastructure Australia which is based in Sydney). The MCU Executive Director reports and operates as part of the departmental executive along with other divisional Executive Directors.

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Question no.: 12

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Departmental Staffing

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How many ongoing staff recruited this financial year to date?
 - a. What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date?
 - a. 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?
4. How many ongoing staff left the department/agency in the year 2011-12?
 - a. What classification were these staff?
5. How many non-ongoing staff left department/agency in the year 2011-12?
 - a. What classification were these staff?
6. How many contract staff left department/agency in the year 2011-12?
 - a. What classification were these staff?
7. How many ongoing staff were recruited in the year 2011-12?
 - a. What classification were these staff?
8. How many non-ongoing staff were recruited in the year 2011-12?
 - a. What classification were these staff?
9. How many contract staff left were recruited in the year 2011-12?
 - a. What classification were these staff?
 - b. What is the average length of their employment period?
10. Are there any plans for staff reduction?
 - a. 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.
 - b. If there are plans for staff reductions, please give the reason why these are happening.

Answers:

1. The Department has recruited the following ongoing staff:

Classification	Ongoing staff recruited
	1 July 2012 - 30 September 2012
APS 3	1
APS 4	4
APS 5	7
APS 6	8
EL 1	7
EL 2	4

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SESB1	1
Total	32

- The Department has no designated non-ongoing positions.
- The number of contract staff employed during the period 1 July 2012 to 30 September 2012 = 42 employees.

Average length of employment = 76 business days.

- Number of ongoing staff who left the Department in FY 11/12

Classification	Ongoing staff who left the Department in FY 11/12
APS 3	2
APS 4	17
APS 5	24
APS 6	34
EL 1	42
EL 2	17
GAPSAPS3	1
SES Band 1	1
SES Band 2	1
Total	139

- Number of non-ongoing staff who left the Department in FY 11/12

Classification	Non-ongoing staff who left the Department in FY11/12
APS 1	10
APS 2	7
APS 3	2
APS 4	5
APS 5	10
APS 6	11
EL 1	14
EL 2	1
Total	60

- Number of contract staff who left the Department in FY 11/12

Classification	Number
APS Level 2	4
APS Level 3	19
APS Level 4	30
APS Level 5	14

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APS Level 6	17
Executive Level 1	14
Total	98

7. Refer to Question 02.

8. Number of non-ongoing staff recruited in FY 11/12

Classification	Non-ongoing staff who were recruited in FY 11/12
APS 1	10
APS 2	8
APS 3	3
APS 4	12
APS 5	13
APS 6	12
EL 1	16
EL 2	2
Total	76

9. Number and classification of contract staff engaged in FY 11/12

Classification	Number
APS Level 2	2
APS Level 3	23
APS Level 4	27
APS Level 5	16
APS Level 6	18
Executive Level 1	13
Total	99

a. The average length of their employment period was 63 business days.

10. The Department has no set target to reduce the number of staff. The Department is operating to meet its budget allocation.

- a. Not applicable
- b. Not applicable

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Question no.: 13

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Savings and efficiencies

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Please detail how the department/agency will achieve savings over the forward estimates 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).

In addition, please provide the following detail:

2. How will reductions in air travel spending be achieved?
 - a. What is the estimated savings for each year over the forward estimates?
3. What restrictions will be implemented for business flights?
 - a. What are the estimated savings for each year over the forward estimates?
4. How will the use of external consultants and contractors be reduced?
 - a. How will this impact on the Department/agency?
 - b. What are the estimated savings for each year over the forward estimates?
5. How will the department/agency manage moving recruitment advertising online?
 - a. Will all future recruitment advertisement be online only? If not, explain why.
 - b. What are the estimated savings for each year over the forward estimates?
6. How will printing costs be reduced?
 - a. Explain if and how the department/agency will reduce its printing costs by five per cent, or if it will not, why not?
 - b. How will it be determined what documents will no longer be printed?
 - c. What are the estimated savings for each year over the forward estimates?

Answer:

1. The efficiency dividend is being implemented through the prioritisation and careful management of business activities, staffing needs and supplier costs.
2. The Department has introduced an initiative to provide savings on domestic air travel by better utilising available fare structures including the government only booking classes made available through the whole-of-government travel contracts. The initiative aims to progressively replace the use of high-cost fully flexible fares with lower-cost alternative fares.
3. The Department has placed further restrictions on the use of business class air travel on the Canberra / Sydney and Canberra / Melbourne sectors.
4. The Department reviews the use of contractors and consultants on a case-by-case basis and will only engage a contractor or consultant where it is considered more cost-effective than using a permanent employee or where skills are required that are not available in the Department. The Department has implemented a range of panels in addition to utilising whole-of-government arrangements that enable the efficient selection of contractors and consultants at competitive rates.

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- a. N/A
 - b. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance and will be dependent on the demand for the use of contractors and consultants over the period.
5. Recruitment in the Department is managed centrally and online advertising is now in place.
- a. Yes. Exceptions may apply to cater for particular needs, e.g. people with a disability.
 - b. The Department spent \$8,478 on print recruitment advertising in FY 11/12. Similar savings would accrue in the forward estimates.
6. a-c. The Department's preferred means of publication is online and our use of printed publications is now largely limited to publications requiring parliamentary tabling (such as annual reports) and short-run hardcopies of keystone reports. Continuing this approach will likely bring us further savings although it will be difficult to quantify an exact amount as this will be determined by the number and complexity of reports requiring publication over future years.

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Question no.: 14

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Recruitment advertising costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How much was spent on recruitment advertising in 2011-12?
 - a. How much of this was spent online and how much of this was spent on print advertising?
 - b. Please list where recruitment advertising was listed online and in print media.
2. How much has been spent on recruitment advertising this financial year to date?
 - a. How much of this was spent online and how much of this was spent on print advertising?
 - b. Please list where recruitment advertising was listed online and in print media.

Answer:

- 1-2. Information concerning recruitment and advertising is contained in the Annual Report.

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Question no.: 15

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Printing costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How much was spent on printing 2011-12?
 - a. Of this amount, how much was for printing documents?
 - b. How many documents (include the amount of copies) were printed in 2011-12?
 - c. How many of these printed documents were also published online?
 - d. Of the documents that were printed in 2011-12, where were they delivered and what was the cost?
2. How much has been spent on printing this financial year to date?
 - a. Of this amount, how much was for printing documents?
 - b. How many documents (include the amount of copies) have been printed this financial year to date?
 - c. How many of these printed documents were also published online?

Answer:

Information about printing costs is contained in the Annual Report.

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Question no.: 16

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: 2013 Graduate recruitment costs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.
2. Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.
3. How much is estimated to be spent on 2013 Graduate Training? Provide details of what training is to be provided, why and the estimated cost for each.

Answer:

- 1-3. Information regarding Graduate recruitment and education is contained in the Annual Report, which also details Departmental travel expenses.

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Question no.: 17

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Cost of Advertising

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What was the total cost of all advertising for the financial year to date?
 - a. Is the advertising campaign or non-campaign advertising?
 - b. Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
2. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
3. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided 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?
7. What was the total cost of all advertising for 2011-12?
8. 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.
9. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
10. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
11. 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.
12. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services that was undertaken in 2011-12.

Answer:

1. Details of the nature and cost of the Department's advertising is contained in the Annual Report.
2. No.
3. No.

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4. Yes.
5. No further advertising programs undertaken.
6. Nil.
7. Please refer to answer 1.
8. Please refer to answer 1.
9. No.
10. Yes.
11. No further advertising programs undertaken.

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Question no.: 18

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Hospitality

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.
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/Agency'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.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.
9. Is the Department/Agency planning on reducing any of its spending on these items?
 - a. If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?
10. What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.
11. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011-12. Detail date, location, purpose and cost of each event.
12. What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all events.
13. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011-12. Detail date, location, purpose and cost of each event.

Answer:

1. Departmental expenditure is listed in the Annual Report.
2. Nil
3. Nil
4. Nil
5. Nil
6. Nil
7. Nil
8. Nil

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9. Department of Infrastructure and Transport seeks to find efficiencies and savings against all elements of its operating expenses.
10. Refer to answer 1.
11. Nil
12. Nil
13. Nil

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Question no.: 19

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Boards within the portfolio

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.
4. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011-12.
5. What was the gender ratio on each board and across the portfolio for 2011-12?

Answer:

1. As at 30 September 2012:

Board title	Members	Term	Tenure
Airservices Australia	Air Chief Marshal Angus Houston, AC, AFC (Ret'd)	3 years Chair	03/06/2012 – 02/06/2015
	Dr Warren Mundy	3 years Deputy Chair	03/06/2011 - 02/06/2014
	Ms Judith Munro	3 years Member	03/06/2010 - 02/06/2013
	Ms Samantha Betzien	3 years Member	04/06/2012 - 03/06/2015
	Ms Annette Kimmitt	3 years Member	06/06/2012 - 05/06/2015
	Mr Paul Lucas	3 years Member	04/06/2012 - 03/06/2015
	Mr Anthony Mathews	3 years Member	04/06/2012 - 03/06/2015
	Mr David Burden	2 years Member	01/06/2012 – 31/05/2014
	Ms Margaret Staib	CEO Ex Officio Member	11/09/2012 - ongoing
Australian Maritime Safety Authority	Mr Leo Zussino	3 years Chair	22/11/2011 – 21/11/2014
	Mr Ross Brewer	3 years Deputy Chair	01/03/2011 – 28/02/2014
	Dr Sarah Derrington	3 years Member	08/05/2012 – 07/05/2015

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	Dr Russell Reichelt	3 years Member	09/08/2010- 09/08/2013
	Captain Frederick Ross	3 years Member	22/11/2011 – 21/11/2014
	Ms Jennifer Clark	3 years Member	08/05/2012 – 07/05/2015
	Mr Graham Peachey	CEO Ex Officio Member	04/05/2010 - 03/05/2015
	Mr Andrew Wilson	Departmental representative Ex Officio Member	03/08/2009 - ongoing
Australian Rail Track Corporation	Mr John Caldon	3 years Chair	21/01/2010 – 20/01/2013
	Mr Lucio di Bartolomeo	3 years Director	30/06/2010 – 29/06/2013
	Ms Gillian Brown	3 years Director	30/06/2010 – 29/06/2013
	Ms Lynelle Briggs	3 years Director	10/11/2011 – 09/11/2014
	Ms Pamela Catty	2 years Director	18/03/2011 – 17/03/2013
	Mr Barry Cotter	2 years Director	18/03/2011 – 17/03/2013
	Mr John Fullerton	5 years CEO - Ex Officio Member	01/02/2011 – 31/01/2016
Australian Transport Safety Bureau	Mr Martin Dolan	5 years Chief Commissioner	01/07/2009 – 30/06/2014
	Mr Noel Hart	3 years Commissioner	01/07/2012 – 30/06/2015
	Ms Carolyn Walsh	3 years Commissioner	08/03/2010 – 07/03/2013
Civil Aviation Safety Authority	Dr Allan Hawke AC	3 years Chair	01/07/2012 – 30/06/2015
	Mr David Gray	3 years Deputy Chair	01/07/2012 – 30/06/2015
	Mr Trevor Danos	3 years Member	01/07/2012 – 30/06/2015
	Ms Helen Gillies	3 years Member	01/07/2012 – 30/06/2015
	Mr John McCormick	5 years CEO - Ex Officio Member	01/03/2009 – 28/02/2014
International Air Services Commission	Dr Jill Walker	3 years Chairperson	09/02/2011 – 08/02/2014
	Mr Stephen Bartos	Member	01/07/2010 – 30/06/2013

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	Vacant	Member	
Infrastructure Australia	Sir Rod Eddington	3 years Chair	03/05/2011 – 08/04/2014
	Dr Ian Watt AO	3 years Member	31/10/2011 – 30/10/2014
	Dr Martin Parkinson PSM	3 years Member	03/05/2011 – 02/05/2014
	Mr Jim Hallion	3 years Member	21/05/2011 – 20/05/2014
	Mr Anthony Kannis	3 years Member	21/05/2011 – 20/05/2014
	Dr Kerry Schott	3 years Member	21/05/2011 – 20/05/2014
	The Hon Mark Birrell	3 years Member	21/05/2011 – 20/05/2014
	Professor Peter Newman	3 years Member	21/05/2011 – 20/05/2014
	Mr Phil Hennessy	3 years Member	21/05/2011 – 20/05/2014
	Cr Nicole Lockwood	3 years Member	21/05/2011 – 20/05/2014
	Ms Elana Rubin	3 years Member	21/05/2011 – 20/05/2014
	Vacant	Member	
	National Transport Commission	Mr Greg Martin PSM	2 years Chair/Commissioner
Professor Ian Johnston AM		2 years Deputy Chair/Commissioner	28/06/2011 – 30/06/2013
Ms Julie-Anne Schafer		2 years Commissioner	28/06/2011 – 30/06/2013
Mr Bill Noonan OAM		2 years Commissioner	28/06/2011 – 30/06/2013
Professor Frank Muller		2 years Commissioner	28/06/2011 – 30/06/2013
Mr Nick Dimopoulos		3 years CEO Ex Officio Commissioner	03/10/2011 – 02/10/2014

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2. As at 30 September 2012:

Board	Members	Gender Ratio
Airservices Australia	9	M = 5 (55.5%) F = 4 (44.5%)
Australian Maritime Safety Authority	8	M = 6 (75%) F = 2 (25%)
Australian Rail Track Corporation	7	M = 4 (57%) F = 3 (43%)
Australian Transport Safety Bureau	3	M = 2 (67%) F = 1 (33%)
Civil Aviation Safety Authority	5	M = 4 (80%) F = 1 (20%)
International Air Services Commission	3	M = 1 (33%) F = 1 (33%) 1 Vacant (34%)
Infrastructure Australia	12	M = 8 (66.5%) F = 3 (25%) 1 Vacant (8.5%)
National Transport Commission	6	M = 5 (83%) F = 1 (17%)
Across the portfolio boards	53	M = 35 (66%) F = 16 (30.2%) 2 Vacant (3.8%)

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

4-5. This information is contained in the relevant Annual Report.

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Question no.: 20

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: FOI requests

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/agency to process FOI requests for 2011-12?
 - a. How many FOI requests did the department/agency receive in 2011-12?
 - b. How many requests were denied and how many were granted?
 - c. Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many?
 - d. Do any of these requests remain outstanding?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. How many FOI requests has the Department received for this financial year to date?
 - a. How many requests have been denied and how many have been granted?
 - b. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
 - c. Do any of these requests remain outstanding? If so, how many and why?

Answer:

1. No.
2. For 2011-12 the cost of processing FOI requests to the Department was \$186,483.
 - (a-c) Refer to the published statistics by the Office of the Australian Information Commissioner.
 - (d) No
3. For 2012-13 (as at 30 September 2012) the cost of processing FOI requests to the Department is \$49,121.
4. For 2012-13 (as at 30 September 2012) the Department has received 10 FOI requests.
 - a. 1 denied, 1 granted (1 transferred and 7 ongoing)
 - b. No
 - c. No

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Question no.: 21

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Community Cabinet

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. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date?
 - a. What was the total cost of this travel? List travel type, accommodate and any other expenses.
 - b. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?
4. How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.
5. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12?
 - a. What was the total cost of this travel? List travel type, accommodate and any other expenses.
 - b. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
6. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for 2011-12?

Answer:

1. Minister has attended two Community Cabinet meetings this financial year to date.

Date Held	Location
3 October 2012	Bass, TAS
10 July 2012	Ipswich, QLD

2. See Attachment A.
3. Total Department costs are at Attachment A.
- 4-6. See previous responses from May Senate Estimates.

21 – Attachment A

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21 - Attachment A

Community Cabinet Meeting Date	Location	Accompanying Departmental staff	Airfares	Booking Fee	Accommodation	Meals	Taxi Fares	Car Hire	Car Parking	Other	TOTAL
3 October 2012	Bass, TAS	General Manager Road Safety and Transport Access	\$955	\$40	\$360	\$7	\$61				\$1,423
10 July 2012	Ipswich, QLD	General Manager North West Roads (QLD, WA, SA, NT)	\$1,423	\$30	\$324			\$96	\$26		\$1,899
TOTAL COSTS											\$3,322

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Question no.: 22

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:
 - 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?
2. For 2011-12:
 - a. How many Reviews were undertaken?
 - b. Where all reviews have, and for those that are still ongoing, when will those reviews be concluded?
 - c. Which of these reviews has been provided to Government?
 - d. Did the Government respond to all reviews within the timeframe? If not, why not?
 - e. What was the estimated cost of each of these Reviews?
 - f. For any ongoing reviews, when will each of these reviews be concluded?

Answer:

1.
 - a. 2
 - b. Both reviews are currently underway. The review into the Brisbane Airport curfew is expected to conclude in 2014. The review into the Intergration of the Australian Maritime College into the University of Tasmania is expected to conclude in late 2012.
 - c. Nil.
 - d. N/A.
 - e. N/A
 - f. (1.) The review into the Brisbane Airport curfew is being conducted using existing Departmental resources.
(2.) The review into the Intergration of the Australian Maritime College into the University of Tasmania is expected to cost \$125,000.
 - g. Nil.
 - h. N/A.
2.
 - a. 2
 - b. The Joint Study on Aviation Capacity in the Sydney Region was completed in March 2012.

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- c. 1
- d. Yes.
- e. (1.) This information is available on the Department's website.
(2.) The response to the Joint Study on Aviation Capacity in the Sydney Region is yet to be finalised.
- f. Refer to b.

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Question no.: 23

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?
 - a. 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.
 - b. How many consultancies are planned for this calendar year?
 - c. Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not?
 - d. In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
2. How many consultancies were undertaken in 2011-12?
 - a. 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.

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 2011/12 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.: 24

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Media monitoring

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What is 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 these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
2. 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 these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
3. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2011-12?
 - a. Which agency or agencies provided these services?
 - b. What was the estimated budget to provide these services for the year 2011-12?
4. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?
 - a. Which agency or agencies provided these services?
 - b. What was the estimated budget to provide these services for the year 2011-12?

Answer:

- 1-4. The Department pays a flat-rate fee per month which includes provision of capped monitoring services to both the Department and Minister's office, additional services are not specifically budgeted.

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Question no.: 25

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 issue.
2. Does the department/agency monitor usage of social media? If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks) If no, will the department/agency monitor usage 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.: 26

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Internet issues

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. 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?
2. What amenities are provided to staff? Provide a list.

Answer:

1. No.
2. N/A.

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Question no.: 27

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Coffee machines

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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.

- a. Why were coffee machines purchased?
- b. Where did the funding for the coffee machines come from?
- c. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken Where does the funding for maintenance come from?

Answer:

Yes.

Type	Self Service	Self Service
Cost	\$6,554	\$817
Ongoing costs	Consumables and maintenance	
When purchased	2007	2011
Reason for purchase (a)	Staff use.	
Source of funds (b)	Departmental	
Maintenance (c)	11/12 \$1,127 (cleaning, service, repair) YTD \$521 (service, repair)	Nil to date

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Question no.: 28

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Employment

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For this financial year to date: 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).
 - a. 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).
 - b. 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).
 - c. 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).
 - d. 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).
 - e. 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).
 - f. 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).
 - g. 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).
 - h. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
 - i. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).
2. For 2011-12: 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).
 - a. 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).
 - b. 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).

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- c. 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).
- d. 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).
- e. 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).
- f. 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).
- g. 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).
- h. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- i. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

- 1. No.
- 2. No.

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Question no.: 29

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.
 - a. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
2. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
 - a. Were all grant agreement details published on its website within the required timeframe? If not, provide details.

Answer:

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

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Question no.: 30

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Commissioned reports

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. How many Reports were commissioned by the Government in your department/agency in 2011-12? 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?
 - b. How many departmental staff were involved in each report and at what level?
 - c. What is the current status of each report?
 - d. Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports?
2. How many Reports have been commissioned by the Government in your department/agency 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?
 - b. How many departmental staff were involved in each report and at what level?
 - c. What is the current status of each report?
 - d. When is the Government intending to respond to these reports?

Answer:

- 1-2. A full list of published reports can be found on the Department's website.

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Question no.: 31

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Account payments

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

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? 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)
 - 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?
2. For 2011-12, did the department/agency pay 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? 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)
 - a. For accounts not paid within 30 days, is/was interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
 - b. Where interest is being paid, what rate of interest is being paid and how is this rate determined?
 - c. Have all accounts from 2011-12 been paid? If no, why not?

Answer:

Information concerning the Department's receivables is contained in the Annual Report.

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Question no.: 32

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Government stationery

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?
3. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) in 2011-12?
4. What were the department/agency's stationery costs for 2011-12?

Answer:

1. \$1,333.
2. \$50,047.
3. \$9,343.
4. \$403,807.

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Question no.: 33

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Pay TV subscription

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012) If yes, please provide the reason why, the cost and what channels.
 - a. What is the cost for this financial year to date?
2. Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012) If yes, please provide the reason why, the cost and what newspapers.
 - a. What is the cost for this financial year to date?
3. Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012) If yes, please provide the reason why, the cost and what magazines.
 - a. What is the cost for this financial year to date?
4. What was the 2011-12 cost for:
 - a. TV subscriptions
 - b. Newspaper subscriptions
 - c. Magazine subscriptions
5. Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries? If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.

Answer:

1. No.
 - a. \$12,437
2. No.
 - a. \$6,977
3. No.
 - a. \$35,723
4. a. \$26,807
 - b. 25,558
 - c. \$101,217
5. \$6,764 (2011/12), \$2,452 (YTD)

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Question no.: 34

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Travel by Departmental officers

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).
3. 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?
 - a. How is the department/agency following the advice?
 - b. How is this monitored?
 - c. If the guidelines are not being followed, please explain why.
4. 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.
5. 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.
6. For 2011-12, 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).
7. For 2011-12, 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).

Answer:

1. See Attachment A.
2. The Department does not record travel data in a way that would readily allow details of individual trips. All Departmental travel expenses are detailed in the Annual Report.
3. Yes.
 - (a) The Department travel policy requires employees to use the lowest practical fare for all travel.
 - (b) Monthly compliance reports from the Department's travel services provider.
 - (c) N/A
4. No.

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5. No.
6. See Attachment B.
7. See question 2.

34 – Attachments A and B

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34 – ATTACHMENT A - Departmental staff who accompanied the Minister on travel and associated costs Financial Year 2012 to Date

Accompanying Departmental staff	Departure/Return Date	Purpose	Destination	Airfares	Booking Fee	Travel Allowance	Accommodation	Meals	Taxi Fares	Other	TOTAL
Deputy Secretary	Departed Canberra: 3 September 2012 Returned: Canberra 5 September 2012	Search and Rescue negotiations with Indonesia. 3-5 September 2012	Jakarta, Indonesia	8,058.68	186.72	Nil	323.77		118.82	42.45	\$8,730.44

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34 – ATTACHMENT B - Departmental staff who accompanied the Minister on travel and associated costs Financial Year 2011 -2012

Accompanying Departmental staff	Departure/Return Date	Purpose	Destination	Airfares	Booking Fee	Travel Allowance	Accommodation	Meals	Taxi Fares	Other	TOTAL
<i>Counsellor (Transport) based in Washington</i>	Departed Washington 6-March 2012 Returned Washington 11 March 2012	Fourth Roundtable for Mayors and Ministers	US - Chicago	\$1,050 Economy	Nil		\$842		\$100	\$144	\$2,136
Deputy Secretary	Departed Canberra 11 December 2011 Returned Canberra 17 December 2011	High Speed Rail Discussions and Attendance at 9th Ministers Forum on Infrastructure Development in the Asia Pacific Region	China - Shanghai Hong Kong	\$8,439 Business	\$201		\$1,721	\$57	\$47	512	\$10,977

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Question no.: 35

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Legal Services cost

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services for 2011-12 from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services for 2011-12 from other sources? Please provide a list of each service and costs.
4. 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.
5. 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.
6. 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.
7. 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 on legal services is contained in the relevant Annual Report.

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Question no.: 36

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Education expenses

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. For 2011-12, 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.
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.
3. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.

Answer:

- 1-2. All education expenses are detailed in the relevant Annual Report.
3. There have been no changes to the Department's/portfolio guidelines on study since the 2012-13 Budget Estimates (May 2012).

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Question no.: 37

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Executive coaching/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 (1,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.
4. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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
5. For each service purchased from a provider listed under (4,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)

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- e. The total amount spent on the service
- f. A description of the fees charged (i.e. per hour, complete package)
- 6. 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.: 38

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 (1,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.
4. In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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
5. For each service purchased from a provider listed under (4,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)

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- 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)
6. 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:

Department of Infrastructure and Transport

No media training services have been purchased in 2011-12 or YTD.

Australian Transport Safety Bureau

1. Pertaining to media training services purchased for this financial year to date:
 - a. \$6,534.00 (GST inclusive);
 - b. 7x employees, all at the Executive Level 1-2;
 - c. 7x employees, all at the Executive Level 1-2 (no study leave was utilised); and
 - d. Reputation Australia.
2. From the service provider listed at 1d, the following is applicable:
 - a. Media awareness training (inclusive of press, radio and television media);
 - b. group based (60%) with some one-on-one facilitation (40%);
 - c. seven employees, all at the Executive Level 1-2;
 - d. 52½ hours, all at the Executive Level 1-2;
 - e. \$6,534.00; and
 - f. The above figure includes travel and accommodation for 2x presenters to provide a 1-day Media Awareness Course at ATSB's premises.
3. Not applicable – training was conducted in-house, i.e. ATSB's premises.
4. Pertaining to media training services purchased for financial year 2011-12:
 - a. \$13,047.00;
 - b. 15x employees, all at the Executive Level 1-2;
 - c. 15x employees, all at the Executive Level 1-2 (no study leave was utilised); and
 - d. Reputation Australia
5. From the service provider listed at 4d, the following is applicable:
 - a. Media awareness training (inclusive of press, radio and television media);
 - b. group based (60%) with some one-on-one facilitation (40%);
 - c. 15x employees, all at the Executive Level 1-2;
 - d. 112½ hours, all at the Executive Level 1-2;
 - e. \$13,047.00; and
 - f. The above figure includes travel and accommodation for 2x presenters to provide 2x 1-day Media Awareness Courses at ATSB's premises.
6. Not applicable – training was conducted in-house, i.e. ATSB'

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Airservices Australia

No media training services have been purchased in 2011-12 or YTD.

Australian Maritime Safety Authority

1. a. \$11,550.00
- b. 12 - Members of the AMSA executive and selected contract managers & media liaison staff: 1 x DCEO, Contract; 6 x General Manager, Contract; 4 x Managers, Contract; 1 x AMSA Level 5.1
- c. 12. No study leave was granted for any employee
- d. Cape Public Relations
2. a. Spokesperson media training
- b. Combination
- c. See 1.
- d. DCEO:7; General Managers: 49; Managers: 28; AMSA Level 5: 7
- e. \$11,550.00
- f. Two full days of spokesperson media training.
3. N/A
4. a. \$8,976.66
- b. 6 – 1 x General Managers, 4 x contract managers and 1 xAMSALevel 6
- c. 6. No study leave was granted.
- d. Cape Public Relations
5. a. Spokesperson media training
- b. Combination
- c. See 4.
- d. General Managers-7 hours; Contract managers - 28 hours; AMSALevel 6-7 hours.
- e. \$8,976.66
- f. One full day of spokesperson media training.
6. N/A

Civil Aviation Safety Authority

- 1.- 3. One CASA Senior Manager Grade D was provided with 'one-on-one' training in executive media skills by Media Maneuvres at WIN TV premises in Kingston ACT for three and a half hours at a cost of \$3,872. This included training, scenario development, handling/admin fee and trainee report.
- 4.-6. Two staff (one at CS4 and one at CS3) were provided with training in Executive Media Skills Step 1 by Media Maneuvres at Level 10, Eclipse House, 197 London Circuit Canberra for three and a half hours at a total costs of \$3,432. This included training, scenario development, handling/admin fee and trainee report.

National Transport Commission

No media training services have been purchased in 2011-12 or YTD.

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Question no.: 39

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 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 and their classification are in receipt of these payments.
3. For 2011-12 to date which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.

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 of the Department are eligible, (1,016 total headcount as at 30 September 2012).
2. Number of employees who received Paid Parental Leave payments in FY to date 30 September 2012

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 - 30 September 2012
APS 6	2
EL 1	2
EL 2	2
Total	6

3. Number of employees who received Paid Parental Leave payments in FY 11/12

Classification	Number of employees who received Paid Parental Leave payments in FY 11-12
APS4	2
APS5	1
APS6	4
EL1	7
EL2	1
Total	15

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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 of the Department are eligible, (122 total headcount as at 30 September 2012).
2. Number of employees who received Paid Parental Leave payments in FY to date 30 September 2012

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 - 30 September 2012
APS 6	1

3. Number of employees who received Paid Parental Leave payments in FY 11/12

Classification	Number of employees who received Paid Parental Leave payments in FY 11-12
APS6	1

Airservices Australia

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave on direct application from the employee.
2. Number of employees who received Paid Parental Leave payments in this financial year to 30 September 2012 are:

Classification	Number of employees
ATC	ATC Operational staff including ATC Line Managers 20
SSO	Simulator Support Officer 1
TO	Technical Officers 3
EVT	EVT 1
ARRF	Aviation Firefighter 10
ASA	ASA Corporate Staff 18
Total	53

3. Number of employees who received Paid Parental Leave payments in 2011-12 are:

Classification	Number of employees
ATC	ATC Operational staff including ATC Line Managers 34
SSO	Simulator Support Officer 2
TO	Technical Officers 14
ARFF	Aviation Firefighter 33
ASA	Corporate Staff 38
Total	121

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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 of the AMSA are eligible.
2. Number of employees who received Paid Parental Leave payments in FY to date 30 September 2012

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 - 30 September 2012
APS 5	1
EL 1	1
Total	2

3. Number of employees who received Paid Parental Leave payments in FY 11/12

Classification	Number of employees who received Paid Parental Leave payments in FY 11-12
APS4	1
APS5	1
Total	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 of CASA are eligible.
2. Number of employees who received Paid Parental Leave payments in FY to date 30 September 2012

Classification	Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 - 30 September 2012
APS 2	1
APS 3	1
APS 4	1
APS 5	1
EL 2	1
ASR 1*	1
Total	6

*Aviation Safety Regulator Level 1 (Unique to CASA)

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3. Number of employees who received Paid Parental Leave payments in FY 11/12

Classification	Number of employees who received Paid Parental Leave payments in FY 11-12
APS 2	2
APS 3	1
APS 4	1
APS 6	1
EL 1	1
EL 2	2
ASR 1*	1
Total	9

*Aviation Safety Regulator Level 1 (Unique to CASA)

National Transport Commission

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave on direct application from the employee.
2. Nil
3. Nil

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Question no.: 40

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Training for Minister and Parliamentary Secretary

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.
4. For 2011-12, 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.
5. For 2011-12, 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.
6. For 2011-12, 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 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 two internal training courses and one external course conducted for staff this financial year to date at a total cost of \$6,849 with 13 employees attending.
 - Working with Ministers and Members of Parliament: \$2,295
Attendees (number and classification): 2 employees – 1 xEL1 and 1 xSES
 - 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 (SES1)
4. Nil.
5. 2012 AGS Legal Training Program – in-house Introduction to FOI, attended by a staff member of Minister Albanese, at a cost of \$485.

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6. The Department conducts a training course titled “Working with Ministers and Members of Parliament”. This course is designed for staff to develop a greater understanding of the work of ministers and their staff. There have been three training courses conducted for staff this financial year at a cost of \$9,369.
- Working with Ministers and Members of Parliament: \$2,977 (x3)
Attendees (number and classification): 46 employees - 29 xAPS3, 6 xEL1, 6xAPS6, 1xAPS5 and 4xAPS4
 - APSC Panel Transaction Fee: \$438

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Question no.: 41

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Departmental Vehicles

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. How 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?
2. For 2011-12:
 - a. How cars are owned by each department/agency?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What was the cost of each car?
 - e. How far did each car travel?

Answer:

Department of Infrastructure and Transport

1. a. None
b-e. N/A
2. a. None
b-e. N/A

Australian Transport Safety Bureau

1. a. None
b-e. N/A
2. a. One
b. Canberra
c. Pool vehicle/Investigation field work
d. \$15,147
e. 13,938km

Airservices Australia

1. a-c. No change.
d. The average cost per vehicle for the 5 months to 30 November 2012 was around \$3,200.
e. The average estimated distance travelled per vehicle for the 5 months to 30 November 2012 was in the range 1,500 - 2,000 km.

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2. a. 12.
- b. Hobart (2), Hamilton Island (2) and 1 each at Sydney, Sunshine Coast, Townsville, Mornington Island, Broome, Perth, Darwin, and Canberra.
- c. These are Aviation Rescue and Fire Fighting vehicles and are used for operational activities including forward command for incident control, for site inspection and maintenance tasks, and for general fire station operational duties.
- d. The average cost per vehicle was around \$5,000 ranging from \$14,000 to \$900.
- e. The average estimated distance travelled per vehicle was in the range 4,000 - 4,500 km.

Australian Maritime Safety Authority

1. a. None
b-e. N/A
2. a. None
b-e. N/A

Civil Aviation Safety Authority

1. a. None
b-e. N/A
2. a. None
b-e. N/A

National Transport Commission

1. a. None
b-e. N/A
2. a. None
b-e. N/A

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Question no.: 42

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Taxi Cost

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 of each business group in each department/agency.
 - a. What are the reasons for taxi costs?
2. How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.
 - a. 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.

Australian Transport Safety Bureau

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 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 departmental resources.

Australian Maritime Safety Authority

1. \$49,468
2. \$161,629

Taxis 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. As at 30 June 2012, 264 of AMSA's 332 staff were based in its Head Office in Canberra.

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Civil Aviation Safety Authority

1. Costs incurred by CASA for taxi related expenditure for the period July to September 2012 was: \$82,138. It is not possible to provide a breakdown by 'business group.'
 - a. 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.
2. Costs incurred by CASA for taxi related expenditure for the 2011-12 Financial Year was: \$459,390.
 - a. see above

National Transport Commission

1. \$12,634 – Travel for meeting and work related purposes.
2. \$43,887 – Travel for meeting and work related purposes.

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Question no.: 43

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Corporate Credit Card

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - 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?
3. For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

Answer:

1. The Department provides credit cards and travel cards to eligible employees.
2. a-e: There have been no changes since Budget Estimates 12-13 (May 2012).
3. No recorded instances of intentional misuse of the credit card have been identified.

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Question no.: 44

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Electronic 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?
 - a. What were the running costs for 2009-10 and 2010-11?
3. 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? 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. Please update if there have been any changes since Budget Estimates 2011-12 (May 2012):
 - a. 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.
5. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12.
6. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what type of electronic equipment was provided, the cost and what were the ongoing costs for 2011-12.
7. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

Yes. Equipment provided includes computers, mobile phones/Blackberries and printers. The cost is incorporated as part of the Department's IT contract.

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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. Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).
2. What are the department/agency electricity costs for 2011-12?
3. What are the department/agency electricity costs for this financial year to date?

Answer:

1. N/A.
2. Information concerning the Department's energy policy and consumption is contained in the Annual Report.
3. \$164,142.

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Question no.: 46

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Briefings

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. Have any briefings been provided to the Australian Greens? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Have any briefings request been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
 - d. How often and how much time is spent undertaking briefings for the Australian Greens?
 - e. How many staff are involved and how many hours? Provide a breakdown for each employment classification.
2. Have any briefings been provided to Independents? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Have any briefings request been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
 - d. How often and how much time is spent undertaking briefings for the Australian Greens?
 - e. How many staff are involved and how many hours? Provide a breakdown for each employment classification.
3. Were any briefings provided to the Australian Greens in 2011-12? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing (dates and with which Green MP/Senator).
 - c. Have any briefings request been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
 - d. How often and how much time is spent undertaking briefings for the Australian Greens?
 - e. How many staff are involved and how many hours? Provide a breakdown for each employment classification.
4. Have any briefings been provided to Independents in 2011-12? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Have any briefings request been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
 - d. How often and how much time is spent undertaking briefings for the Australian Greens?
 - e. How many staff are involved and how many hours? Provide a breakdown for each employment classification.

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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. Did the department/agencies purchase any shredders in 2011-12? 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.
2. Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? 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. Two shredders were purchased for the period 2011-12.

No	Cost*	Why Needed	Purpose
1	\$4085	Replacement of old machine	Destruction of classified material
2	\$6840	Replacement of old machine	Destruction of classified material

*GST exclusive

2. Two shredders have been purchased since Budget Estimates 2011-12 (May 2012).

No	Cost*	Why Needed	Purpose
1	\$6075	Replacement of old machine	Destruction of classified material
2	\$6075	Replacement of old machine	Destruction of classified material

*GST exclusive

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Question no.: 48

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Risk Management

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and 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 the international standard for Risk Management (AS/NZS ISO31000) 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 Department risk management framework are overseen by the Audit Committee.

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Question no.: 49

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Office Locations

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

Please provide a list of all office locations for DOIT 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 is provided in the Annual Report.

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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:

For DOIT and agencies, please provide – in relation to all public relations, communications and media staff – the following:

- a. By Department or agency:
- b. How many ongoing staff, the classification, the type of work they undertake and their location.
- c. How many non-ongoing staff, their classification, type of work they undertake and their location
- d. How many contractors, their classification, type of work they undertake and their location

Answer:

Information concerning staffing is contained in the various Annual Reports.

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Question no.: 51

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Carbon Tax

Proof Hansard Page/s: Written

Senator McKENZIE asked:

1. For the financial year 2011-2012, how many kilowatt hour of electricity did the department consume?
 - a. What was the total cost?
 - b. What does this cost work out to per employee?
2. What increases in electricity costs has the Department experienced since the introduction of the carbon tax?
 - a. How has this changed the Department's spending pattern?
 - b. What programs or services have been cut to meet the increased costs?
3. What measures is the Department taking to reduce its electricity expenditure?
 - a. When did these commence?
 - b. What impact have they had?

Answer:

The Department's energy policies and consumption are contained in the Annual Report.

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Question no.: 52

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Grants Programs

Proof Hansard Page/s: Written

Senator HEFFERNAN asked:

1. To date, how much of the 2012-13 budget appropriations has DOIT received?
2. For 2012-13 please list each grant program DOIT administers, and the total funding of each program.
3. Please list each grant program that has not been paused as part of the Government wide grants pause.
 - a. Please provide the total cash value of each program that has not been paused?
4. Please list each grant program that has currently been "paused" as part of the Government wide grants pause.
 - a. Please provide the total cash value of each program that has been paused, and the total value of all grants paused?
5. On what date did DOIT receive advice from the government to pause certain grants programs?
 - a. How was the instruction received, and from whom was it received?
6. Please list the dates the Minister for Finance met with DOIT senior department officials to discuss the grants pause and the DOIT Minister met with senior department officials.
7. From what date was DOIT told to implement the grants pause?
 - a. When did it do so?
8. Has DOIT been provided with information regarding when the grants pause would end? If so, what was the date?
9. Was DOIT advised if it could communicate when the grants pause would end to grant applicants?
10. Please provide the advice DOIT gave to Department of Finance regarding which programs should be included in the grants pause.
11. Did DOIT receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?
12. What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.
13. Has DOIT been advised by the Department of Finance of further grants pauses in the future? If so
 - a. When did DOIT receive notification of future grants pauses?
 - b. What is the date of future grants to be paused
 - c. Which grants programs will be paused?
 - d. What is total value of pauses in future grants programs?
 - e. When will notification of these future grants pauses be made public?
14. How many staff are employed to administer grant programs within DOIT?
 - a. During the Grants Pause what activities are these staff involved with?
 - b. Have staff been moved to other divisions during the grants pause?
15. During the Grants Pause are decisions on grants being made, but applicants not being alerted?

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Answer:

This information is publicly available in the Budget Paper and on the Grants website.

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Question no.: 53

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Department Vehicles

Proof Hansard Page/s: Written

Senator NASH asked:

I refer to answer to Question on Notice number 30 which related to vehicles owned by the Department and its agencies and I note the Department's response that it does not own any vehicles. Can you please advise:

- a. How many cars are leased by the Department and each of its agencies?
- b. Where are those cars located?
- c. What are they used for?
- d. What is the cost of each car for the 2011-12 financial year?
- e. How far did each car travel for the 2011-12 financial year?

Answer:

- a. The Department leases 15 pool vehicles.
- b-e. See table below.

Location	Financial Year 2011-2012 Annual cost	Financial Year 2011-2012 kms driven/year
WA - Perth	\$10,293.36	16,101
WA – Perth	\$12,865.92	14,153
QLD – Brisbane	\$10,523.64	14,827
QLD – Brisbane	\$10,209.96	15,841
VIC –Melbourne	\$12,414.60	13,857
ACT – Canberra	\$10,378.80	4,965
VIC – Melbourne	\$9,413.40	14,766
SA – Adelaide	\$9,696.12	6,401
SA – Adelaide	\$11,577.84	7,961
VIC – Melbourne	\$8,620.56	16,299
NT – Darwin	\$8,564.40	17,494
NSW – Rosebery	\$5,713.20	10,141
NSW – Rosebery	\$9,188.64	15,613
NSW – Rosebery	\$8,052.60	10,763
NSW - Rosebery	\$11,850.36	17,618

*These vehicles are used for business travel.

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Question no.: 54

Program: n/a

Division/Agency: (CORP) Corporate Services

Topic: Department Credit Cards

Proof Hansard Page/s: Written

Senator NASH asked:

1. I refer to answer to Question on Notice number 32 in relation to corporate credit cards used by Department staff. The question asked for a breakdown of each employment classification that has a corporate credit card. The Department's response was "the Department provides credit cards and travel cards to eligible employees".
 - a. So to rephrase the question, who are these 'eligible employees' that are provided a credit card?
 - b. How many 'eligible employees' are there in the Department?
 - c. What are their classifications?
2. The rest of Question 32 was in relation to misuse and monitoring of expenditure which was not answered in the response. Can you please advise:
 - a. What action is taken if a 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 been discovered in the 2011-12 financial year? 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. An eligible employee is a Departmental staff member (ongoing or on a non-ongoing basis) with a proven business need, including the need to travel, for a Departmental card.
2.
 - a. The action taken in relation to misuse will be dependent on the circumstances surrounding the misuse.
 - 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 2a, 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.